



BROWARD COUNTY RACIAL EQUITY TASK FORCE (RETF) BYLAWS

As Amended July 15, 2022

TABLE OF CONTENTS

ARTICLE I – CREATION	2
ARTICLE II – STATEMENT OF PURPOSE	2
ARTICLE III – MISSION STATEMENT	2
ARTICLE IV – DUTIES, POWERS, AND LIMITATIONS	2
ARTICLE V – MEMBERSHIP	3
ARTICLE VI – TERM OF OFFICE AND CONDUCT	5
ARTICLE VII – OFFICERS	5
ARTICLE VIII – ELECTION OF OFFICERS	6
ARTICLE IX – COMMITTEES	7
ARTICLE X – MEETINGS AND ACTIVITIES	7
ARTICLE XI – AMENDMENTS	8
ARTICLE XII – EXHIBITS	8

ARTICLE I – CREATION

The Broward County Racial Equity Task Force (RETF) was established by the Board of County Commissioners on December 8, 2020, by Ordinance No. 2020-47, and is referred to in these Bylaws as “the RETF.”

ARTICLE II – STATEMENT OF PURPOSE

The Racial Equity Task Force serves in an advisory capacity to the Board of Broward County Commissioners ("County Commission"), making recommendations to the County Commission to assist in identifying systemic and institutional racial inequities in Broward County and in developing policy recommendations aimed at eliminating racism and creating greater racial equity in Broward County. See exhibit A (Ordinance No. 2020-47) for further definition of purpose.

ARTICLE III – MISSION STATEMENT

The Broward County Racial Equity Task Force is an advisory board dedicated to advancing racial equality; dismantling system racism through policy recommendations aimed at eliminating racism and creating greater racial equity in Broward County; providing tools and resources to Black residents in Broward County to close the opportunity gap in equal access to higher education, wages, and access to credit for housing and business creation; and initiating collaboration to inspire community action that positively affects Black residents, and other marginalized communities, in Broward County residents that have been negatively impacted by systemic and institutional racial inequities.

ARTICLE IV – DUTIES, POWERS, AND LIMITATIONS

The RETF shall have the duties, functions, powers, and responsibilities as established in Broward County Ordinance No. 2020-47, codified in Sections 1-116 through 1-121 of the Broward County Code of Ordinances (“Code”), as may be amended from time to time.

The functions, powers, and duties of the Task Force are to serve in an advisory capacity to the County Commission on the following matters:

1. Identification of systemic and institutional racial inequities in Broward County;
2. Educating the public, government entities, businesses, and other community organizations, about racial equity;
3. Development of, and identification of individuals or entities to implement, a plan

containing detailed concrete steps to help dismantle identified systemic racism and create greater racial equity in Broward County;

4. Research of, and recommendations for, standards for the collection, analysis, and reporting of disaggregated data regarding racial equity; and
5. Establishment of accountability measures and preparation of progress reports to be provided annually to the County Commission.

ARTICLE V – MEMBERSHIP

Members are appointed by the County Commission. The RETF may consist of representatives of communities that have been negatively impacted by systemic and institutional racial inequities, organizations and institutions that have a role to play in eliminating such racial inequities, as well as individuals who have demonstrated a commitment to eliminating systemic racism and creating greater racial equity.

In order to ensure a shared language and understanding, upon appointment, RETF members shall be invited to participate in an optional onboarding process, developed by the Human Services Department, Equity and Community Investment Section that is consistent with state law, which shall be scheduled to occur no later than the new member's second RETF Board meeting.

The optional onboarding process shall include, but is not limited to the *Robert's Rules of Order* cheat sheet that can be found online at the following website: <http://www.shorturl.at/bxMY9> and other materials or training consistent with state law that are deemed appropriate by the Human Services Department, Equity and Community Investment Section.

The Task Force shall be composed of thirty-seven (37) members appointed by the County Commission, with each County Commissioner nominating one (1) member and the remaining members nominated in the following manner:

1. One (1) member nominated by the Broward Workshop;
2. One (1) member nominated by the Broward League of Cities;
3. One (1) member nominated by Hispanic Unity of Florida;
4. One (1) member nominated by The School Board of Broward County;
5. One (1) member nominated by the Broward County Sheriff;
6. One (1) member nominated by the National Association for the Advancement of Colored People ("NAACP") Fort Lauderdale/Broward Branch;
7. One (1) member nominated by the Urban League of Broward County;

8. One (1) member nominated by the Office of the State Attorney for the Seventeenth Judicial Circuit of Florida;
9. One (1) member nominated by the Law Office of the Public Defender for the Seventeenth Judicial Circuit of Florida;
10. One (1) member nominated by Black Lives Matter Alliance of Broward;
11. One (1) member nominated by Florida Rising;
12. One (1) member nominated by the Community Foundation of Broward;
13. One (1) member nominated by the Broward County Black Chamber of Commerce;
14. One (1) member nominated by the United Way of Broward County;
15. One (1) member nominated by the Greater Fort Lauderdale Alliance;
16. One (1) member nominated by the Children's Services Council of Broward County;
17. One (1) member nominated by the Gay & Lesbian Community Center of Greater Fort Lauderdale, Inc., better known as the Pride Center at Equality Park;
18. One (1) member nominated by the Women of Color Empowerment Institute, Inc.;
19. One (1) member representing a chamber of commerce serving Broward County, nominated by the Broward County Council of Chambers of Commerce;
20. One (1) member nominated by Broward College, which individual has engaged in research or education related to the advancement of racial equity;
21. Six (6) Broward County residents who are engaged in racial equity work in one of the County's systems of care for child welfare, housing, and homelessness, or health care services, each nominated by the Director of the Human Services Department, or designee;
22. One (1) member representing the banking or mortgage banking industry, nominated by a County Commissioner; and
23. One (1) member representing a newspaper or other news media organization that serves Broward County, nominated by a County Commissioner.

The County Commission shall appoint all members of the RETF following receipt and consideration of nominations. The members for the categories identified in #22 and #23 above may be nominated by any County Commissioner, but no County Commissioner may nominate members for both categories. In nominating members of the Task Force, County Commissioners should consider persons representing Broward College, Nova Southeastern University, Florida Atlantic University, Florida International University, Broward Health, Memorial Healthcare

System, large municipalities, the judiciary, religious institutions, large corporate or business entities with a substantial presence in Broward County, and residents engaged in racial equity work described in #21 above.

ARTICLE VI – TERM OF OFFICE AND CONDUCT

The term for each member shall be two (2) years from the date of appointment. Members of the RETF shall serve in accordance with Section 1-233 of the Code, and are specifically exempt from the requirements set forth in Section 1-233(b)(2) of the Code.

1. Any member of the RETF may be removed by the County Commission for misconduct, incompetence, or neglect of duty. In addition, the County Commission may remove any member of the Task Force upon recommendation approved by a majority of the members of the RETF.
2. The RETF Board may recommend the removal of members who have not completed their onboarding process by their second RETF meeting. The optional onboarding process shall include, but is not limited to the *Robert's Rules of Order* cheat sheet that can be found online at the following website: <http://www.shorturl.at/bxMY9> and other materials or training consistent with state law that are deemed appropriate by the Human Services Department, Equity and Community Investment Section.
3. Members of the RETF who no longer satisfy the requirements of their position shall automatically cease to be members of the Task Force, and their positions shall be declared vacant.
4. Quorum and attendance requirements shall be in accordance with provisions of Section 1-233 of the Code, as may be amended from time to time.
5. The RETF shall elect a Chair and such other officers as the RETF deems necessary for purposes of managing its activities and bringing direction and leadership to the RETF. Each officer shall serve for one (1) year or until their successor is chosen, whichever is longer.

ARTICLE VII – OFFICERS

The officers of the RETF Board shall be a Chair, Vice-Chair, and Secretary. The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the RETF Board.

At the Annual Election RETF Board meeting in November of each year, the RETF Board shall elect

a Chair, Vice-Chair, and Secretary to serve for a period of one year. Elections shall be by nomination and vote. If a vacancy should occur in one of these offices, the RETF Board shall proceed to elect a member to fill such vacancy at the next ensuing regular or special meeting.

No member shall hold more than one office at a time and no member shall be eligible to serve more than two consecutive terms in the same office.

Duties of Officers

1. The Chair shall:
 - a. Preside at all meetings of the RETF Board.
 - b. Appoint all ad hoc RETF Board committees, the term of which may not exceed the term of the Chair.
 - c. Assign committee chairs or solicit volunteers from the RETF Board members.
 - d. Be the spokesperson for the RETF. Members may be designated by the Chair to speak on behalf of the Board, or with the approval of a majority of the Board members for activities endorsed or sponsored by the Board.
 - e. Present or select a designee to present periodic reports to the County Commission.
 - f. Advise the RETF Board of pertinent information received from the County Commission and other governmental agencies.

2. The Vice-Chair shall:
 - a. Implement all duties of Chair in the Chair's absence.
 - b. Be responsible for organizing and coordinating the Annual Planning and Election RETF Board Meeting.

3. The Secretary shall:
 - a. Preside at all meetings of the RETF Board in the absence of the Chair and Vice-Chair.
 - b. Facilitate roll call and establish a quorum at the start of every RETF Board meeting.
 - c. Sign off on all minutes once approved by the RETF Board.

The Board Coordinator shall be responsible for meeting minutes and other related documents, correspondence in collaboration with the Chair, and organizing and maintaining the Board's historical documents.

ARTICLE VIII – ELECTION OF OFFICERS

Nominees for office shall have been RETF Board members for a minimum of six (6) months prior to election. The RETF Board shall elect Officers from among its own members at the final RETF Board meeting of the year who shall hold office from that date, not to exceed two (2) consecutive one-year terms in duration and subject to an election after the first-year term.

The newly elected officers shall assume their respective duties at the conclusion of the final RETF Board meeting at which they were elected. The term limits will allow a RETF Board member to be elected again, after a one-year interval.

1. Election shall be by a majority vote of the RETF Board members present and voting.
2. Election shall be by other than secret ballot.
3. Nominations and self-nominations shall be made from the floor. In the event that there is no majority vote, there shall be a run-off election between the two candidates receiving the highest number of votes.
4. In the event the position of Chair becomes vacant for any reason, the Vice-Chair shall automatically become Chair and serve for the balance of the Chair's term. The Secretary will then automatically become Vice-Chair and serve for the balance of the Vice-Chair's term. The RETF Board shall elect a new Secretary at the next RETF Board meeting who shall serve for the balance of the Secretary's term.
5. In the event that the line of succession is not able to be adhered to, the RETF Board shall follow procedures to elect the appropriate Officer(s) from among its own members.

ARTICLE IX – COMMITTEES

The RETF Board may establish special committees each year to address identified priority goals or issues. Special committees shall be formed, as needed, for a specific task and will cease to exist when the committee's final report has been presented to the RETF Board. Each member should serve on at least one committee.

Each committee shall meet regularly in order to perform its functions. Committee meetings shall be announced at each RETF Board meeting. Committee meeting reports shall be provided to the Board members at the next scheduled meeting. RETF Committee meetings shall comply with all provisions of Florida's Government-in-the-Sunshine Law.

No committee shall implement any program or take any action without first presenting the program or action plan for approval by a majority vote of the RETF at a regularly scheduled meeting or special meeting. After the initial approval, committees may act within the scope of the RETF's approval.

ARTICLE X – MEETINGS AND ACTIVITIES

All meetings of the Board shall be conducted in accordance with *Robert's Rules of Order*. More information on *Robert's Rules of Order* can be found at <http://www.shorturl.at/bxMY9>. In addition, the Broward County Equity and Community Investment (ECI) website will publish all

scheduled meeting and support activity dates at <https://www.broward.org/>.

1. **Board Meetings.** RETF Board meetings shall be scheduled on the third Friday of every other month, at a time agreed upon by a majority vote of the members. The regular meeting date may be rescheduled, due to special circumstances, to a date and time agreed upon by a majority vote of the members. Any changes in the noticed meetings will be posted in compliance with Florida’s Sunshine Law.
2. **Special Meetings.** Special meetings may be called by the Chair or by one-third (1/3) of the members noticing each member at least ten (10) days prior to the special meeting date.
3. **Support Activities.** RETF Board members are encouraged to participate in and support activities endorsed or sponsored by the RETF and its committees.

ARTICLE XI – AMENDMENTS

Bylaws may be amended by a vote of two-thirds (2/3) of a quorum at any regular or special meeting of the RETF Board, provided the proposed amendments are previously submitted in writing and read at a previous regular or special meeting. The text of the proposed amendment(s) shall be included in the meeting notice sent prior to the scheduled meeting at which such amendment(s) may be adopted. Amendments to these Bylaws shall become effective at the adjournment of the meeting at which they were adopted.

ARTICLE XII – EXHIBITS

1. [Broward County Ordinance No. 2020-47](#)

ORDINANCE NO. 2020-47

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF BROWARD COUNTY, FLORIDA, CREATING THE BROWARD COUNTY RACIAL EQUITY TASK FORCE; CREATING ARTICLE VII OF CHAPTER 1 OF THE BROWARD COUNTY CODE OF ORDINANCES ("CODE"); PROVIDING FOR APPOINTMENT OF MEMBERS AND FOR MEETINGS; DESIGNATING A SUNSET DATE; AND PROVIDING FOR SEVERABILITY, INCLUSION IN THE CODE, AND AN EFFECTIVE DATE.

(Sponsored by Commissioner Dale V.C. Holness)

WHEREAS, systemic racism persists in our nation and community, contradicting our foundational principles and negatively impacting the social, economic, and physical health and welfare, and housing, employment, and educational opportunities, of millions of Americans, including many in Broward County, and it must be dismantled;

WHEREAS, identifying and dismantling systemic racism and achieving greater racial equity require dedicated and focused effort, education, honest analysis, and cooperative action;

WHEREAS, the failure to close the racial inequality gaps experienced by Black Americans in the areas of higher education, wages, and access to credit for housing and business creation has cost the United States' economy an estimated \$16 trillion over the last twenty (20) years, and closing these gaps would add an estimated \$5 trillion of additional Gross Domestic Product (GDP) over the next five (5) years, according to a September 2020 study conducted by global financial company Citi; and

WHEREAS, the Board of County Commissioners of Broward County finds that our community would benefit from the establishment of a Racial Equity Task Force, led by individuals affected by or able to recognize the racism that continues to exist in our

1 institutions and society, to develop a countywide action plan detailing concrete steps that
2 must be taken to finally overcome this pervasive, enduring, and damaging problem,

3
4 BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF
5 BROWARD COUNTY, FLORIDA:

6
7 Section 1. Article VII of Chapter 1 of the Broward County Code of Ordinances
8 is hereby created to read as follows:

9 [Underlining omitted]

10 **ARTICLE VII. BROWARD COUNTY RACIAL EQUITY TASK FORCE**

11 **Sec. 1-116. Creation.**

12 There is hereby created the Broward County Racial Equity Task Force ("Task
13 Force").

14 **Sec. 1-117. Purpose.**

15 The Task Force shall serve in an advisory capacity to the Board of Broward County
16 Commissioners ("County Commission"), making recommendations to the County
17 Commission to assist in identifying systemic and institutional racial inequities in Broward
18 County and in developing policy recommendations aimed at eliminating racism and
19 creating greater racial equity in Broward County.

20 **Sec. 1-118. Membership.**

21 (a) The Task Force shall consist of representatives of communities that have
22 been negatively impacted by systemic and institutional racial inequities, and organizations
23 and institutions that have a role to play in eliminating such racial inequities, as well as
24 individuals who have demonstrated a commitment to eliminating systemic racism and
creating greater racial equity. Upon appointment, Task Force members shall participate

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underscoring type are additions.

1 in an onboarding process developed by the Human Services Department, Equity and
2 Community Investment Section.

3 (b) The Task Force shall be composed of thirty-seven (37) members appointed
4 by the County Commission, with each County Commissioner nominating one (1) member
5 and the remaining members nominated in the following manner:

- 6 (1) One (1) member nominated by the Broward Workshop;
- 7 (2) One (1) member nominated by the Broward League of Cities;
- 8 (3) One (1) member nominated by Hispanic Unity of Florida;
- 9 (4) One (1) member nominated by The School Board of Broward County;
- 10 (5) One (1) member nominated by the Broward County Sheriff;
- 11 (6) One (1) member nominated by the National Association for the
12 Advancement of Colored People ("NAACP");
- 13 (7) One (1) member nominated by the Urban League of Broward County;
- 14 (8) One (1) member nominated by the Office of the State Attorney for the
15 Seventeenth Judicial Circuit of Florida;
- 16 (9) One (1) member nominated by the Office of the Public Defender for the
17 Seventeenth Judicial Circuit of Florida;
- 18 (10) One (1) member nominated by Black Lives Matter;
- 19 (11) One (1) member nominated by New Florida Majority;
- 20 (12) One (1) member nominated by the Community Foundation of Broward;
- 21 (13) One (1) member nominated by the Broward County Black Chamber of
22 Commerce;
- 23 (14) One (1) member nominated by the United Way of Broward County;
- 24 (15) One (1) member nominated by the Greater Fort Lauderdale Alliance;

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1 (16) One (1) member nominated by the Children's Services Council of Broward
2 County;

3 (17) One (1) member nominated by the Gay & Lesbian Community Center of
4 Greater Fort Lauderdale, Inc., better known as the Pride Center at Equality
5 Park;

6 (18) One (1) member nominated by the Women of Color Empowerment Institute;

7 (19) One (1) member representing a chamber of commerce serving Broward
8 County, nominated by the Broward County Council of Chambers of
9 Commerce;

10 (20) One (1) member nominated by Broward College, which individual has
11 engaged in research or education related to the advancement of racial
12 equity;

13 (21) Six (6) Broward County residents who are engaged in racial equity work in
14 one of the County's systems of care for child welfare, housing, and
15 homelessness, or health care services, each nominated by the Director of
16 the Human Services Department, or designee;

17 (22) One (1) member representing the banking or mortgage banking industry,
18 nominated by a County Commissioner; and

19 (23) One (1) member representing a newspaper or other news media
20 organization that serves Broward County, nominated by a County
21 Commissioner.

22 (c) The County Commission shall appoint all members of the Task Force
23 following receipt and consideration of nominations. The members for the categories
24 identified in Sections 1-118(b)(22) and 1-118(b)(23) may be nominated by any County
Commissioner, but no County Commissioner may nominate members for both categories.

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underscored type are additions.

1 In nominating members of the Task Force, County Commissioners should consider
2 persons representing Broward College, Nova Southeastern University, Florida Atlantic
3 University, Florida International University, Broward Health, Memorial Healthcare
4 System, large municipalities, the judiciary, religious institutions, large corporate or
5 business entities with a substantial presence in Broward County, and residents engaged
6 in racial equity work as described in Section 1-118(b)(21).

7 **Sec. 1-119. Term of appointment; conduct of Task Force.**

8 (a) The term for each member shall be two (2) years from the date of
9 appointment.

10 (b) Members of the Task Force shall serve in accordance with Section 1-233,
11 Broward County Code of Ordinances ("Code"), and are specifically exempt from the
12 requirements set forth in Section 1-233(b)(2) of the Code.

13 (c) Any member of the Task Force may be removed by the County Commission
14 for misconduct, incompetence, or neglect of duty. In addition, the County Commission
15 may remove any member of the Task Force upon recommendation approved by a
16 majority of the members of the Task Force.

17 (d) Members of the Task Force who no longer satisfy the requirements of their
18 position shall automatically cease to be members of the Task Force, and their positions
19 shall be declared vacant.

20 (e) The meetings, quorum, and attendance requirements of the Task Force shall
21 be as set forth in Section 1-233 of the Code.

22 (f) The Task Force shall elect a chair and such other officers as the Task Force
23 deems necessary for purposes of managing its activities and bringing direction and
24 leadership to the Task Force. Each officer shall serve for one (1) year or until their
successor is chosen, whichever is longer.

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underscored type are additions.

1 **Sec. 1-120. Functions, powers, and duties.**

2 The functions, powers, and duties of the Task Force are to serve in an advisory
3 capacity to the County Commission on the following matters:

4 (a) Identification of systemic and institutional racial inequities in Broward
5 County;

6 (b) Educating the public, government entities, businesses, and other
7 community organizations, about racial equity;

8 (c) Development of, and identification of individuals or entities to implement, a
9 plan containing detailed concrete steps to help dismantle identified systemic racism and
10 create greater racial equity in Broward County;

11 (d) Research of, and recommendations for, standards for the collection,
12 analysis, and reporting of disaggregated data regarding racial equity; and

13 (e) Establishment of accountability measures and preparation of progress
14 reports to be provided annually to the County Commission.

15 **Sec. 1-121. Compensation and staff support.**

16 The members of the Task Force shall receive no compensation for the
17 performance of their duties hereunder. The Directors of the Human Services Department
18 and the Office of Economic and Small Business Development ("OESBD") shall provide
19 administrative support and guidance to the Task Force, unless the County Administrator
20 designates other County staff to perform this function. The Director of the Human
21 Services Department or an individual who reports directly to the Director of Human
22 Services and the Director of OESBD or an individual who reports directly to the Director
23 of OESBD shall attend all Task Force meetings.

1 Section 2. Severability.

2 If any portion of this Ordinance is determined by any court to be invalid, the invalid
3 portion will be stricken, and such striking will not affect the validity of the remainder of this
4 Ordinance. If any court determines that this Ordinance, in whole or in part, cannot be
5 legally applied to any individual, group, entity, property, or circumstance, such
6 determination will not affect the applicability of this Ordinance to any other individual,
7 group, entity, property, or circumstance.

8
9 Section 3. Inclusion in the Broward County Code of Ordinances.

10 It is the intention of the County Commission that the provisions of this Ordinance
11 become part of the Broward County Code of Ordinances as of the effective date. The
12 sections of this Ordinance may be renumbered or relettered and the word "ordinance"
13 may be changed to "section," "article," or such other appropriate word or phrase to the
14 extent necessary in order to accomplish such intention.

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 underscored type are additions.

1 Section 4. Effective Date.

2 This Ordinance is effective as of the date provided by law.

3
4 ENACTED December 8, 2020

5 FILED WITH THE DEPARTMENT OF STATE December 10, 2020

6 EFFECTIVE December 10, 2020

7
8 Approved as to form and legal sufficiency:
9 Andrew J. Meyers, County Attorney

10 By /s/ Kristin M. Carter 12/09/2020
11 Kristin M. Carter (date)
12 Assistant County Attorney

13 By /s/ Annika E. Ashton 12/09/2020
14 Annika E. Ashton (date)
15 Deputy County Attorney

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