

BYLAWS and STANDING RULES - IMPORTANT INFORMATION

The following Bylaws have been adopted by the Board of Directors only with invoking FL STATUTE – 617.0303 EMERGENCY POWERS and 617.0207 EMERGENCY BYLAWS. The Fl Statute, Emergency Bylaws, allows a Board of Directors to approve limited adoption of Bylaws. This limited power provides for adoption by the delegates at the next annual meeting.

This includes the Bylaws that were proposed for adoption at the FFGC Annual 2020 Convention that was cancelled due to Covid 19. These Bylaws were printed in the Spring 2020 Fl Gardener for consideration.

The Board of Directors met by Zoom meeting September 16, 2020, and adopted new Bylaws to enable FFGC Board of Directors, Districts and Clubs to function as required to operate until the next annual convention.

THE BYLAWS/CHARTER LISTED BELOW ARE OFFICIAL AND IN EFFECT FOR USE.

All Bylaws listed below will stand adoption at the April 2021 FFGC Convention. Bylaws officially adopted by the delegates at the 2021 FFGC Annual Convention will be published in the Book of Information and added to the Bylaws and Standing Rules website as permanent. *These Bylaws are temporary until approved by convention delegates.*

ARTICLE XXI AMENDMENTS: AMENDMENTS INSERT: Section 3 NEW

In the event of National/State Emergency, the Bylaws may be amended invoking the Florida Statutes 617.0207 Emergency Bylaws and 617.0303 Emergency Powers. Bylaws approved invoking the Florida Statutes will be in effect until the termination of the emergency. The Bylaws approved during the time of National/State Emergency must stand adoption by the delegates at the next FFGC Annual Convention.

CHARTER, ARTICLE VI, SECTION 3

The Board of Directors shall consist of its Officers, all former Presidents of the Federation, the Chairman of the Headquarters and Endowment Trustees, the members of the Board of Directors authorized by or appointed pursuant to the Bylaws, and one Director (referred to as “District Director”) from each District of the State of Florida established pursuant to the Bylaws.

ARTICLE VII DUTIES OF OFFICERS Sec 1 President c (1) c; (2) g and (2) i :

Section 1 c Appoint at the beginning of each term, the Corresponding Secretary, the Parliamentarian and the members of the Board of Directors except the Chairman of the FFGC Nominating Committee and the Chairman of Headquarters and Endowment Trustees and Strategic Planning Committee.

Section 1 c (1) Appointments of members of the Board of Directors made at the beginning of each term shall be subject to the approval of the Officers, District Directors and former Presidents at a meeting called by the President for that purpose.

Section 1 c (2) g Direct the activities of all officers and members of the Board of Directors.

Section 1 c (2) i Appoint, as requested by the First Vice President, members of the Board of Directors whose duties overlap administrations.

ARTICLE VII DUTIES OF OFFICERS Section 2 President- Elect b

Select potential members of the Board of Directors.

ARTICLE IX ELECTION OF OFFICERS INSERT: Section 3 National/State Emergency NEW

In the event a National/State Emergency prevents the Election of Officers to be held at the FFGC Annual Convention, elections may be held by mail. This procedure follows the NGC adopted guidelines.

1. The Recording Secretary will send each Club, Circle or Council President an email for nomination of persons wishing to be a candidate for consideration as an FFGC Officer. The Slate of Officers presented by the Nominating Committee will be included with this email. The date and time nominations close will be stated on the Recording Secretary's email announcement.

Name of person wishing to be nominated must be received within five days of original email from the FFGC Recording Secretary. The name of nominee along with address, telephone and email address must accompany nomination. The Office being sought must be included and permission from the person being nominated to have their name placed on the ballot. The Nominating Committee Chairman will authenticate request to be placed on the ballot.

2. Ballots shall be sent by electronic/postal mail to:
 - a. Board of Directors as delegates
 - b. Presidents of Clubs, Circles, and Councils as delegates with the correct number of additional ballots for the Club, Circle and Council based on FFGC Bylaw ARTICLE XI, Representation.
3. The date and time ballots must be received shall be annotated on ballots. All ballots must be returned to FFGC Headquarters within fifteen (15) days via electronic or postal mail. The Electronic Ballot should indicate "Ballot" on Subject line. The postal mail should indicate "Ballot" on envelope.
4. Three tellers will be appointed by the President to count the ballots at FFGC Headquarters.
5. A plurality of the ballots returned shall determine the results.
6. Immediately upon the report of the Tellers to the FFGC President, the President and/or Nominating Committee Chairman will notify the candidates of the election results. The President will notify the delegates of the election results. The Officers elected shall assume their duties immediately upon notification except for the Treasurer who shall assume the duties at the close of the fiscal year.

ARTICLE X MEETINGS INSERT: Section 3 NEW

If an FFGC Annual Convention cannot be held in the event of a National/State Emergency, official business may be conducted to include but not limited to Election of Officers- FFGC-ARTICLE IX and Bylaw Amendments FFGC ARTICLE XXI. Bylaws may be approved invoking the Florida Statute 617.0303 Emergency Powers. Refer to FFGC ARTICLE IX – Election of Officers; ARTICLE XXI – Amendments; Standing Rule # 26 FFGC E-Mail Voting Guidelines and Standing Rule # 27 Guidelines for FFGC Electronic and Telephone meetings.

ARTICLE XIII BOARD OF DIRECTORS

Section 1: The Board of Directors shall consist of the officers of FFGC, Former Presidents of FFGC, District Directors, Chairman of the Headquarters and Endowment Trustees and appointed Board members.

Section 3: Each Officer, District Director, Chairman of the Headquarters and Endowment Trustees and members of the Board of Directors shall ... (no further change)

INSERT: Section 5 NEW

In the event of a National/State Emergency, official business may be conducted invoking Florida Statute 617.0303 Emergency Powers. Meeting may be conducted with a quorum present using video/audio conferencing or similar tele communications invoking Florida Statute 617.0303 Emergency Powers. A quorum of the Board of Directors shall be one-half (1/2) of the members serving on the current Board of Directors.

ARTICLE XV STRATEGIC PLANNING COMMITTEE

Section 1 Membership a

Three (3) members to be serving on the current Board of Directors appointed by the President with the approval of the Board of Directors.

Three (3) members on the current Board of Directors elected by the Board of Directors with one (1) serving a two-year term and two (2) serving a three-year term.

ARTICLE XVI BYLAWS COMMITTEE Section 3 Election

The Nominating Committee for the Bylaw Committee would be elected in the Fall of the even numbered years (beginning September 2020). The Chairman shall be appointed by the President and two (2) members shall be elected by the Board of Directors. Bylaws Committee members elected in Winter of odd numbered years to begin serving at the Post Convention Meeting of the odd numbered years. Elected for a two year term with an option for a second two year term. (Committee members appointed do not have a term limit restriction.)

ARTICLE XIX: DISTRICTS **INSERT: Section 4 f NEW**

In the event of a National/State Emergency, Electronic/Telephone meeting may be scheduled to conduct necessary business of the District. The protocol for this meeting in developed by the District using the Bylaws/Standing Rules of the District and guidelines of Standing Rule # 26 and # 27. Two consecutive meetings of a District may not be cancelled.

NEW STANDING RULES ADOPTED

(Standing Rules will be renumbered in the new BOI at the beginning of the next administration, April 2021). Underline denotes revision or NEW Standing Rule!

STANDING RULE # 6 e PERMANENT RECORDS

e. Copies of all Landscape Design, Gardening Study Course and Environmental Studies School Manuals shall be retained at Headquarters. The lectures assembled in the

Manuals are the property of the specialist who prepared them and are for reference only.

STANDING RULE # 8 a THE FLORIDA GARDENER

- a. Each Club shall be responsible for maintaining a current membership list and shall notify the FFGC Office Manager promptly of changes of names, address, zip codes, members added and members dropped. Members shall receive The Florida Gardener with legally married couple receiving one copy.

STANDING RULE # 27 FFGC GUIDELINES FOR ELECTRONIC/TELEPHONE MEETINGS

In the event of a declared Emergency of Health or Natural Disaster, the FFGC President of Committee Chairman may call and Electronic/Telephone Conference meeting for the sole purpose of conducting necessary business that requires immediate action. Many free services are available with telephone and/or video conferencing for this purpose.

The following rules would apply:

1. Connection information: The Corresponding or Recording Secretary shall be sent at least one day prior to the meeting, an email invitation including all information for members to connect to the telephone/video conference. If there is sufficient time, advance notice of the meeting will be sent. Notice is required for all persons eligible to be present at the meeting. Contact may be by phone, email, or written notice.
2. Call-In Time: On behalf of the group meeting, the Committee Chairman/Host shall schedule a telephone/video conference call, using a free service, to begin with sufficient time for all attendees to sign in prior to the start of the conference meeting. Any charges incurred are the responsibility of the group.
3. Arrival – Departure Announcement: Members shall announce themselves when joining the conference. Members leaving conference prior to adjournment are noted on screen. Arrival and Departure Announcement should not interrupt a speaker.
4. Quorum Calls: The presence of a quorum shall be established by Roll Call at the beginning of a meeting. Any persons not named by the Recording Secretary shall immediately identify themselves and reason for participating in the conference meeting. The quorum established must be present for all votes taken and recorded. The early departure of delegates will reflect in the quorum required for voting.
5. Obtaining the Floor: To seek recognition by the chair, a member shall address the chair with his or her name. (Additional information requested for identifying speaker may be established such as chairmanship, status, etc.).
6. Motions Submitted: Written motions may be submitted prior to the meeting to the person presiding at the meeting. The presiding member will designate a committee member to forward all pre-submitted motions by email to all members in advance of the meeting. Motions may be submitted orally at the meeting with person stating their name and other identifying information as required.
7. Voting Methods: All votes shall be taken by roll call. Unless a fully recorded roll-call vote is required/requested, only the number of votes on each side and the number of members present but not voting shall be entered in the Minutes. Business may be conducted by unanimous consent. A “show of hands” or similar icon on meeting platform may be utilized unless a roll-call vote is required.

8. Recording of Minutes: The Minutes of the electronic meeting shall be available for approval at the next called meeting. These Minutes will be a part of the permanent record. The meeting will be recorded by the Host.

ALL STANDING RULES WILL BE RENUMBERED FOLLOWING SR # 27

STANDING RULE # 33 (old 32) CONVENTION HOTEL POINTS TRANSFER EACH ADMINISTRATION

The hotel points accrued each administration from the annual conventions shall be transferred from administration to administration. It is the responsibility of the incumbent President to alert the President-Elect in October (even year) prior to installation that hotel accounts need to be established to receive hotel points for use by the incoming administration for tour use.

The account numbers of both parties will be kept at Headquarters along with the passwords for each account. Passwords should include some identification form of name and term years.