

**Agency for Workforce Innovation
Unemployment Compensation Claims and Benefits Information System Project
Executive Steering Committee
Operating Procedures**

Adopted September 16, 2009

Introduction

The Executive Steering Committee (the Committee) of the Unemployment Compensation Claims and Benefits Information System Project has been established by the Agency for Workforce Innovation (the Agency) pursuant to CS for SB 1782, a bill passed during the 2009 Legislative Session. Committee membership, functions and responsibilities are provided in section 443.1113(5), Florida Statutes (2009).

Article I - Membership

Section 101 - Committee Membership

(a) The Committee shall be composed of the following five voting members or their designees: The Director of the Agency, Director of Department of Revenue, Director of the Office of Unemployment Compensation within the Agency (UC Director), Program Director of the General Tax Administration Program Office within the Department of Revenue and the Chief Information Officer of the Agency.

(b) Designees of committee members identified in statute shall serve as permanently appointed members of the committee.

Section 102 - Committee Officers

(a) The Committee shall have a Chair who shall be the Director of the Agency or the Director's designee permanently appointed to the Committee (permanent designee) and a Vice Chair who shall be the UC Director or the UC Director's permanent designee.

(b) The Agency Office of Information Technology shall provide administrative support to the Committee in the form of a designated Secretary who shall not serve as a member of the Committee.

(c) The Chair of the Committee shall preside at meetings of the Committee, call special and emergency meetings, sign and issue all documents on behalf of the Committee, and perform such other duties as may be required by law or directed by the Committee. In the absence of both the Chair and the Vice Chair, the Committee shall determine whether a quorum is present and, in that event, shall call for the election of a temporary presiding officer. Upon arrival of the Chair or Vice Chair, the temporary Chair shall relinquish the chair after concluding the business then before the Committee.

(d) The Vice Chair of the Committee shall have the powers and perform such duties as may be delegated to that individual by the Committee.

Article II - Meetings

Section 201 - Scheduling of Meetings

(a) Meetings shall be held as deemed necessary and appropriate by the Committee.

(b) Meetings of the Committee may be held at locations as deemed necessary and appropriate by the Committee.

Section 202 -Notice of Meeting

Notice of all meetings shall be made in accordance with Chapters 286 and 120, Florida Statutes. Notice of the time, date, subject matter and place of scheduled meetings will be published in the Florida Administrative Weekly and posted on the Agency's web site located at www.Floridajobs.org.

Section 203 -Agendas

(a) The Chair shall be responsible for setting the agenda for meetings of the Committee in consultation with the Committee.

(b) A copy of the agenda, including (insofar as is practicable) copies of all reports and other written materials to be presented to the meeting, shall be sent to each member of the Committee as soon as practical prior to each meeting. Agendas and meeting materials will be posted on the Agency's web site in accordance with ch. 120, Florida Statutes.

(c) The agenda shall list the items in the order they are to be considered. Items may be considered out of their stated order at the discretion of the Chair.

(d) The agenda shall consist of the following, as appropriate:

- Call to Order and Roll Call
- Review and Approval of Previous Meeting Minutes
- Chair's Remarks
- Project Management Reports
- Consent Items, Action Items and Information Items
- New Business
- Public Comments
- Adjournment

Section 204 - Attendance

All members are expected to attend Committee meetings. Absenteeism may be addressed by the Committee as needed.

Article III - Conduct of Business

Section 301 - Call to Order and Roll Call

At the hour appointed for the meeting, the Chair shall call the Committee to order and the roll shall be called.

Section 302 - Quorum

For the normal course of conducting business, a quorum of the Committee shall consist of a majority of the members of the Committee.

Section 303 - Member Voting

(a) All members of the Committee shall vote on all matters coming before the Committee for consideration in accordance with s. 286.012, Florida Statutes.

(b) The vote upon any resolution, motion or other matter may be by voice vote, but the Chair or any Committee member may require a roll call vote.

Section 304 - Procedures

(a) The business of the Committee shall be taken up for consideration and disposition in accordance with the agenda for the meeting.

(b) The vote upon any resolution, motion or other matter may be by voice vote, but the Chair or any Committee member may require a roll call vote.

Section 305 - Official Records

(a) The Secretary shall ensure minutes are kept of all regular meetings of the Committee; shall file and preserve all minutes, rules, orders, papers, and documents pertaining to the business and proceedings of the Committee; and shall be custodian of all records of the Committee.

(b) Records of the meetings of the Committee, including any tape recording or video recording, are subject to Chapter 119, Florida Statutes.

Section 306 - Communications

All communications from the Committee shall be transmitted through the Secretary at the direction of the Chair or Committee.

Section 307 - Applicability of Robert's Rules of Order

Robert's Rules of Order shall be used to conduct meetings of the Committee, except where these internal operating procedures specifically provide otherwise.

Article IV - Conflict of Interest

Members of the Committee shall disclose and resolve potential conflicts of interest and ethical concerns in accordance with Chapter 112, Part III, Florida Statutes.

Article V - Adoption, Amendment and Rescission of Internal Operating Practices and Procedures

Following initial adoption, the Internal Operating Procedures herein may be amended or rescinded at any regular meeting of the Committee.