

Exhibit B
Florida Trail Association
Chapter Operating Procedures
Apalachee Chapter Addendum

Introduction: This Addendum to the Florida Trail Association (FTA) Chapter Operating Procedures (COP) provides additional Chapter-specific organization, policy, and procedure for the Chapter operations as required and permitted by the COP. This Addendum, when combined with the governing COP, the FTA Trail Manual (TM), and the FTA Activity Leaders Guide (ALG) provide the authority and the requirements for FTA Chapter Operations and are the sole basis for such operations.

Chapter Name: Apalachee Chapter of the Florida Trail Association

Chapter Membership Jurisdiction: Franklin, Gadsden, Jefferson, Leon, Liberty, Wakulla counties

Executive Team:

Title of the Executive Team: Chapter Coordinating Committee (CCC)

Chapter Coordinating Committee Positions: Chair, Vice-Chair, Treasurer, Membership Coordinator, Trails Coordinator, Activity Coordinator

Advisory members or members at large may be allowed to participate in the meeting but do not have an official vote on matters before the CCC when such a vote is taken. Such members do not count toward a quorum.

CCC meetings shall be open to the membership of the Chapter and FTA Officers and Directors.

Leaders Elected & Terms of Office: Elected Leaders are the same as the Chapter Coordinating Committee members. The Chair, Vice-Chair, and Trail Coordinator are elected every odd year. The Treasurer, Membership Coordinator, and Activity Coordinator are elected every even year. No officer shall be elected to the same office for more than two full consecutive terms unless this is waived by vote of the membership at the Annual Meeting.

Any Chapter Officer who, without an adequate excuse, fails to attend two meetings of the CCC each year, may be deemed to have resigned from the CCC and any office held by that person. Members of the CCC may be deemed to be present if a conference telephone or other communication equipment, which allows all persons participating in the meeting to be heard by one another, is used.

The Annual Chapter Business Meeting and Elections are held annually, prior to the FTA Annual Meeting, normally in March.

Quorum for Voting in elections and on other business: The quorum for Chapter business meetings is 10 memberships. The quorum for CCC voting is a majority of the members of the CCC.

Process for appointment of Non-elected Leadership Team positions: The CCC

Exhibit B
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appoints or removes individuals to committees and advisory members to the CCC, and (in the event of a vacancy) an individual to complete the term of office of an elected Chapter Officer.

Chapter Standing Committees or Teams: Nominating Committee

Responsibility for Additional Chapter Leadership Functions and Chapter

Variations in Organization: The CCC appoints the Chapter Council Representative, the Nominating Committee, and any other Chapter leadership functions except for the following. The Trails Coordinator and other trail leadership functions are governed by the Trails Manual. The Activity Coordinator and other activity leadership functions are governed by the Activity Leader's Guide.

Elected and appointed leaders have responsibility for 1) correspondence, files, and meeting notes associated with their responsibilities, and for 2) providing training and files to their successors. The CCC may designate another person to carry out all or a portion of those secretarial and administrative responsibilities.

Chapter Business Approval Process(es): Business approval processes are as specified herein and as required by the Chapter Operating Procedures (COP), approved October 19, 2019 and hereafter updated. Specifically, when there is a quorum present for either Chapter Business or Chapter Coordinating Committee meetings then a majority of eligible members voting prevails.

Authority and Procedure for Expenditure of funds: The Chapter Treasurer prepares a budget for presentation to the Chapter members for approval or amendment. Expenditures in excess of \$300 require approval by the Chapter Chair as well as signature by the Chapter Treasurer. All unbudgeted expenditures, over \$25.00, must be approved by the CCC prior to remittance of funds or the issuance of a check. Unbudgeted expenditures of \$25 or less may be approved by the Chapter Treasurer or Chapter Chair if they are consistent with Article VIII, Section 7, "Authorized Expenditures" in the COP.

Chapter Meetings: The Chapter Annual Meeting and elections are held as described herein under "Leaders Elected". Other business meetings may be held as approved by the CCC and noticed as provided in the COP.

General Membership meetings which may include programs and special events are held monthly, normally on the second Tuesday of the month from September through June, unless this schedule is modified by the CCC.

CCC meetings are held semi-annually and may be held more frequently as determined by the CCC, at a location selected by the Chapter Chair.

The latest edition of Roberts Rules of Order shall be the parliamentary authority for all matters of

COP Committee Reviewed & Accepted 6.29.2020

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procedure not specifically covered by the COP or this Addendum or by specific rules of procedure adopted by the FTA Board.

Other Chapter Specific Policies and Procedures: None

Procedure for Amendment of Chapter Addendum to COP: Any Chapter member may recommend amendments to this Addendum. Notice of any proposal to amend this Addendum at a business meeting shall be provided to each Chapter member by the Chapter newsletter, electronic mail, fax or by mail postmarked at least 30 days prior to the meeting. Such notice shall include proposed strike and add text of the amendment and an explanation of the amendment. This Addendum may be amended by two-thirds (2/3s) vote of the membership of the Chapter present at any business meeting of the Chapter. Amendments may be rejected, adopted, or adopted with changes.

Date Approved by Chapter Membership or Chapter Leaders (Circle one):

Chapter Chair /Representative Name: (Print)

Chapter Chair/Representative Signature: