

# **Florida Defense Alliance**

## **Charter and Bylaws**

April 5, 2017



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# **CHARTER & BYLAWS of THE FLORIDA DEFENSE ALLIANCE**

## **Preamble/Purpose**

Enterprise Florida, Inc. (EFI) created the Florida Defense Alliance (FDA) in 1998 in accordance with Florida Statute 288.980 as a non-profit partnership between the Governor, Florida State Officials, the Florida Congressional Delegation, State Legislators, Base Commanders, community leaders, and business executives to increase military value, enhance base capabilities and promote multi-service synergies for Florida's military bases, while supporting and enhancing the quality of life of Florida military families. The Florida Defense Alliance is a grass roots consortium of Florida citizens that work to protect, promote and enhance the military value of Florida installation missions.

## **Mission**

- Ensure that Florida, its military bases and missions and local defense communities, are in competitive positions as defense activities nationwide are realigned and downsized.
- Protect Florida's military installations from encroachment.
- Foster federal military presence in the State of Florida in support of national defense.
- Preserve test, training, and staging areas suitable for maneuver by ground, naval or air forces to guarantee future availability of such areas to ensure the readiness of the Armed Forces conducting operations in Florida.
- Expand defense-related industries.
- Ensure that both active and retired Soldiers, Sailors, Airmen, Marines, National Guard, reserves, and family members receive continual improvement to quality of life.
- Support local efforts to enhance the value of military installations.

**Vision** --Maintain and enhance the position and reputation of Florida as the most military-friendly state in the nation.

## **Charter and Bylaws of the Florida Defense Alliance**

### Article 1. Name and Purpose

Section 1.1 Name: This organization shall be known as the Florida Defense Alliance (FDA).

Section 1.2 Purpose: The FDA serves as an overall advisory body to Enterprise Florida, Incorporated (EFI) for defense and military related activities focused on enhancing Florida's contribution to meeting the Nation's security requirements.

## Article 2. Goals and Objectives

Section 2.1 Goals and Objectives: FDA will develop and implement strategies for the accomplishment of the following goals and objectives:

- A. Enhance the military value of Florida military bases and installations.
- B. Strengthen the abilities of the Governor, the Florida Legislature, and State Agencies to protect and enhance the military value of the state's military bases and installations.
- C. Establish a working partnership with Florida's legislative and congressional delegations for the purpose of preserving and enhancing the contribution of Florida's military bases and installations to meet the Nation's defense requirements.
- D. Increase public awareness of the social, economic and military value of Florida's bases and military installations, and defense industries, and promote and enhance the relationships between Florida's communities, our state and the nation.
- E. Promote and support the continued viability of state defense grants programs for the purpose of improving the effectiveness of those programs and strengthening the military value of Florida's bases and installations.
- F. Partner with defense dependent communities to develop strategies to assist communities' efforts to expand and diversify their non-defense economy, to include local reuse efforts created by base closure or mission realignment.

## Article 3. Membership

### Section 3.1 - Membership:

Membership in the FDA may be open to any organization or individuals that fit the following criteria:

- A. Designated economic development representatives from the community(s) associated with a military base, installation or major defense contractor
- B. Chambers of Commerce and/or associated Military Affairs Committees serving the communities associated with a military base, installation or major defense contractor
- C. Florida military base or installation commanders and staff.

- D. Members of the Florida legislature or their designated representative.
- E. Florida state agency liaisons
- F. Members of the Florida Congressional delegation or their designated representative
- G. Representatives of Florida military base or installation retention or re-use committees
- H. Statewide and Regional CareerSource representatives
- I. Other interested defense-related support organizations

Article 4. Officers and Their Responsibilities

Section 4.1 - Officers:

- A. The officers of FDA shall be the Chairperson and Vice Chairperson. The Chairperson shall serve a two-year term and shall be appointed by and serve at the pleasure of the President, EFI. The Chairperson shall serve without compensation, but may be reimbursed for appropriate documented expenses concerning FDA business. The Chairperson may not serve for more than two (2) consecutive terms. Eligibility to serve as the FDA Chairperson shall be:
  - Active participation in the organization for a minimum of one (1) full year.
  - Be a community, economic development or private business representative.

The Vice Chairperson shall serve an indefinite term and shall be appointed by and serve at the pleasure of the President, EFI.
- B. In the event that the position of Chairperson becomes vacant before the end of term, the Vice Chairperson shall serve as the Interim Chairperson until a new Chairperson can be appointed.

Section 4.2 - Duties of the Chairperson: The Chairperson shall perform the following duties:

- A. Preside over all FDA meetings and official activities.
- B. Act as FDA's official spokesperson.
- C. Appoint the chairpersons of the FDA working groups. All chairpersons will serve without compensation, but may be reimbursed for appropriate documented expenses concerning FDA business.
- D. Represent FDA at appropriate events as approved by the Executive Director.

Section 4.3 -Duties of the Vice Chairperson: The Vice Chairperson shall perform the following duties:

- A. In the absence of the Chairperson, preside over all FDA meetings and official activities.
- B. In the absence of the Chairperson, acts as FDA's official spokesperson.

Section 4.3 – FDA Executive Board:

There is hereby established an FDA Executive Board of not more than 5 members. The members shall serve a two-year term and shall be appointed by the FDA Chairperson. The members shall serve without compensation, but may be reimbursed for appropriate documented expenses concerning FDA business. The Executive Board members may not serve for more than two (2) consecutive terms. Eligibility to serve on the FDA Executive Board shall be:

- Active participation in the organization.
- Be a community, economic development or private business representative.

It is expected that Executive Board members will:

- Provide advice and assistance to the FDA Chairperson and Working Group Chairs
- Represent the FDA Chairperson at regional meetings when required
- Participate in FDA meetings and conference calls
- Serve as leaders within the FDA

Article 5. Working Groups:

Section 5.1 Working Groups: The FDA chairperson shall have the authority to establish and/or eliminate working Groups as necessary to accomplish the purpose and objective of the organization. Working Group membership shall be selected as deemed appropriate for the purpose of each working group.

Section 5.2 Working Group Chairpersons: Working Group Chairpersons shall be appointed by the FDA Chairperson as provided in section 4.2.C. Each working group chairperson shall be responsible for conducting necessary meetings, providing proper notice of those meetings to the FDA executive director (EFI), the recording of meeting minutes, and the maintenance of membership rosters.

## Article 6. Meetings

Section 6.1 General Meetings: A general meeting of the FDA shall be held at least twice annually. In addition, FDA will hold conference calls at least twice annually

Section 6.2 Meeting Responsibilities: The FDA may arrange for regional, special or other meetings of the FDA or its committees at such times and places as appropriate. EFI shall publish a meeting agenda at least 10 days in advance of any scheduled meeting. Funding for all meetings shall be limited to amounts available from EFI.

Section 6.3 Member Financial Responsibilities: Funding for individual attendance, travel and lodging will be the responsibility of the FDA member s. Funding may be available to provide limited support for the attendance of up to two local community representatives per FDA meeting.

## Article 7. Administration and Support:

Section 7.1 Administration and Support: EFI shall be responsible for the administration and support of all FDA programs and activities.

Section 7.2 Executive Director: The Vice President, Defense and Military Programs, EFI, shall serve as the FDA Executive Director. The Executive Director shall perform the following duties:

- A. Maintain current contact information for FDA and working group membership.
- B. Ensure FDA membership is notified of the location, date and time of each general and special meeting in a timely manner. Ensure compliance with state public notice requirements.
- C. Attend and provide minutes of all FDA general meetings and activities to the membership via the FDA website no later than 30 days following any meeting.
- D. Maintain and periodically update the FDA website ([www.enterpriseflorida.com/floridadefense/](http://www.enterpriseflorida.com/floridadefense/)), to enhance collaboration and communication within the FDA membership and across other FDA partners.
- E. Act as the EFI and FDA liaison to the Department of Economic Opportunity (DEO) and other state agencies for all military issues and defense-related state-level activities. Act as the FDA liaison to any Enterprise Florida Board Committee, as appropriate.

- F. Perform other duties as assigned by EFI, and the FDA Chairperson or Vice Chairperson.

Section 7.3 Subvention – Provision of assistance or financial support

- A. Enterprise Florida, Inc. (EFI) and the Florida Defense Alliance (FDA) recognize the importance of community leadership participation in supporting Florida's military installations and communities so EFI will continue its long-standing program of providing partial funding for FDA members who are non-State and non-Federal employees to attend FDA meetings. This program is subject to the availability of Florida Defense Alliance funding.
- B. Defense communities may designate up to two (2) attendees per community to receive reimbursement for attending FDA meetings.
- C. Qualified Applicants are considered to be non-State and non-Federal employees who are representatives of economic development organizations (EDO), defense support groups and EFI invitees.
- D. Lodging reimbursement for qualified applicants will be provided for one night hotel accommodations at the meeting site for 2 qualified applicants per community. Eligible attendees must utilize the contract hotel obtained by EFI. Those choosing to stay elsewhere will do so at their own cost. Participants pay for their own rooms and must provide the receipt to EFI for reimbursement.
- E. Transportation reimbursement will be provided up to \$150 of actual expenses per community. Representatives are expected to carpool from each community.
- F. Request for reimbursement funding shall be by invoice after the event. Attendance must be verifiable by event registration and meeting sign in sheet.
- G. Meals will be at each attendee's expense.
- H. All travel expense reimbursements will be made in accordance with the state of Florida rates and rules.

APPROVED by EFI on April 5, 2017  
for the FLORIDA DEFENSE ALLIANCE

By Bruce D. Grant  
Bruce D. Grant, Vice President  
Military and Defense Programs, EFI  
Executive Director, FDA

5 APRIL 2017  
Date

By Scott Fennell  
Scott Fennell, CPA  
Chief Operating Officer  
Enterprise Florida, Inc.

4/5/17  
Date