

BYLAWS
AUDITOR SELECTION COMMITTEE
COUNTY OF VOLUSIA

Adopted: February 16, 2021

ARTICLE I. NAME.

The name of this organization shall be the Volusia County Auditor Selection Committee (“Committee”).

ARTICLE II. AUTHORITY AND PURPOSE.

SECTION 2.01. AUTHORITY.

The Committee was established by the Volusia County Council by Resolution 2020-5 on January 7, 2021, in accordance with Section 218.391, Florida Statutes.

SECTION 2.02. PURPOSE.

Pursuant to Section 218.391, Florida Statutes, the primary purpose of the Committee is to assist the Volusia County Council in selecting an auditor to conduct annual financial audits required in Section 218.39, Florida Statute.

ARTICLE III. MEMBERSHIP.

SECTION 3.01 COMPOSITION

The Committee shall be comprised of those individuals duly elected to the County of Volusia offices of Sheriff, Tax Collector, Property Appraiser, Supervisor of Elections, and Clerk of Court, or their designees, and all seven members of the County Council. The composition of the Committee shall also accord with rules and guidance of the Auditor General of the State of Florida and with Section 218.391, Florida Statutes, and in the event of any conflict between these Bylaws and such rules or guidance, the rules or guidance shall take precedence and these Bylaws shall be promptly amended.

SECTION 3.02 OFFICERS

At the first meeting of the Committee in any fiscal year, the Committee shall elect from their own membership a Chairperson and a Vice-Chairperson. The Chairperson shall preside over meetings of the Committee and shall forward action taken by the Committee to the Volusia County Council for whatever action the Committee deems appropriate. In absence of the Chairman or in the event of his or her inability to act, the Vice-Chairman shall exercise all powers and duties of the

Chairman. The terms of office for all officers shall begin upon election and terminate at the time successors are elected at first meeting of a new fiscal year. Any officer may be re-elected for the same office and may serve consecutive terms as, if so elected. A vacancy in any office may be filled by the Committee at any regular meeting.

ARTICLE IV. FUNCTIONS AND RESPONSIBILITIES.

The Committee shall act, at all times, in accordance with Volusia County Council by Resolution 2020-5 (dated January 7, 2021) and Section 218.391, Florida Statutes, and shall have those power, duties, functions, and responsibilities set forth therein.

The Committee shall, without limitation:

- (a) Establish factors to use for the evaluation of audit services to be provided by a certified public accounting firm duly licensed under chapter 473 and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. Such factors shall include, but are not limited to, ability of personnel, experience, ability to furnish the required services, and such other factors as may be determined by the committee to be applicable to its particular requirements.
- (b) Publicly announce requests for proposals. Public announcements must include, at a minimum, a brief description of the audit and indicate how interested firms can apply for consideration.
- (c) Provide interested firms with a request for proposal. The request for proposal shall include information on how proposals are to be evaluated and such other information the committee determines is necessary for the firm to prepare a proposal.
- (d) Evaluate proposals provided by qualified firms. If compensation is one of the factors established pursuant to paragraph (a), it shall not be the sole or predominant factor used to evaluate proposals.
- (e) Rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to paragraph (a). If fewer than three firms respond to the request for proposal, the committee shall recommend such firms as it deems to be the most highly qualified.

ARTICLE V. MEETINGS.

SECTION 5.01. SCHEDULE.

The Committee shall meet from time to time, as needed. Not less than fourteen (14) days' notice shall be given for all regular meetings and not less than forty-eight (48) hours' notice shall be given

for all special meetings of the Committee. Meetings shall be accessible, noticed, and open to the public in accordance with Florida law

SECTION 5.02. NOTICE.

Except as otherwise stated herein, meetings of the Committee shall be noticed to the public in accordance with County of Volusia procedures and in substantially the same manner as a meetings of the Volusia County Council are noticed. All meetings shall be open to the public and news media.

SECTION 5.03. QUORUM.

A majority of the members of the Committee shall constitute a quorum for the transaction of any business at any meeting of the Committee.

SECTION 5.04. VOTING.

Each member of the Committee will have an equal vote, assuming a quorum is present. Except as otherwise stated in these Bylaws, an affirmative vote on an issue or decision is by a simple majority of the voting members in attendance at any Committee meeting.

SECTION 5.05. MINUTES.

Minutes shall be kept in accordance with County of Volusia procedures and in substantially the same manner as a meetings of the Volusia County Council. All Committee meetings shall be audio recorded.

SECTION 5.06. PROCEDURE.

Except as otherwise provided in these Bylaws, Roberts Rules of Order latest edition shall be followed at all meetings.

ARTICLE VI. REVISION OF BYLAWS.

The Committee shall review these Bylaws from time to time and update them as needed. The Bylaws may be revised by an affirmative vote of at least two-thirds of the Committee members present at a regular or special meeting of the Committee, provided that a copy of the proposed revisions are furnished to every member of the Committee no fewer than three (3) business days prior to the meeting at which a vote to revise is taken. For the purposes of these Bylaws, the term "business day" means any weekday (to exclude Saturday and Sunday) that is not designated as a work holiday by the County of Volusia.