

**TAB 10**

## **POINT PAPER**

### **ADOPTION OF RULES OF PROCEDURE FOR THE COMMUNITY REDEVELOPMENT ADVISORY BOARD**

**03/04/09**

**ISSUE:** With the creation of the Community Redevelopment Advisory Board (CRA Advisory Board) last month, certain issues need to be addressed related to proceedings of the CRA Advisory Board.

**BACKGROUND:** The proposed rules are similar to those which existed as "By-laws" for the CRA. Based on discussions with CRA Director Tanya Lukowiak, the meeting times have been tentatively set for the second Tuesday of each month at 5:30 p.m. There are included attendance requirements that formerly applied to CRA Board Members. These are a fairly basic set of rules, but do provide some guidance.

**RECOMMENDATION:** Adopt the Rules of Procedure for the CRA Advisory Board.

**BUDGET IMPACT:** None

**RULES OF PROCEDURE  
OF THE  
CITY OF PALMETTO  
COMMUNITY REDEVELOPMENT  
ADVISORY BOARD**

**ADOPTED MARCH, 2009**

RULES OF PROCEDURE  
OF THE CITY OF PALMETTO  
COMMUNITY REDEVELOPMENT  
ADVISORY BOARD

Section 1 Meetings

A. Regular Advisory Board Meetings

The Advisory Board shall meet regularly at 5:30 p.m. on the second Tuesday of each month in the Palmetto City Commission Chambers, with the exception of the initial meeting which will be scheduled for March 17, 2009. The time and location of a regular meeting may be changed by a majority vote of the Advisory Board members present at the immediately preceding regular meeting.

1. Quorum: Three members of the Advisory Board shall constitute a quorum for the transaction of business and the exercising of powers given to the Advisory Board pursuant to the Ordinance. Proxies are not permitted.
2. Advisory Board Attendance: It is deemed necessary that each Advisory Board member be committed to conduct the mission and purpose of the Advisory Board. Therefore, should any Advisory Board member miss four (4) consecutive meetings, without prior notification to the Chair that said member will be absent; the Chair shall automatically notify the City Commission of said absences for appropriate action to be taken by the City Commission. Prior to the Chair's notification to the City Commission of said absences, the Advisory Board member can request reconsideration of his or her status as a Board Member. Said request shall be made to the Chair, in writing, describing those circumstances which prevented the Board member's required attendance. Upon receipt of said written request, the Chairman shall present the circumstances described therein to the Advisory Board members. A majority vote of the Advisory Board members shall be required to prevent the Chair from notifying the City Commission pursuant to this section.

B. Special Advisory Board Meetings

Special Advisory Board meetings may be called by majority vote of the CRA, the Chair, or, in his or her absence, the Vice-Chair. The same quorum and voting requirements shall apply to special meetings as to regular meetings of the Advisory Board. Advisory members shall be directly notified of such meetings through the most expedient means available under the circumstances.

**RULES OF PROCEDURE  
OF THE CITY OF PALMETTO  
COMMUNITY REDEVELOPMENT  
ADVISORY BOARD**

C. Chair

The Chair of the Advisory Board, as its representative, shall be selected by the City Commission. If the City Commission has not selected a Chair, then the Advisory Board may select a chair to serve until one is appointed by the City Commission. The Chair shall preside at all Advisory Board meetings. The Chair shall exercise general supervision over the work of the Advisory Board. The Chair shall appoint special committees when deemed necessary. The Chair shall be responsible for all official correspondence, memoranda, and informational releases of the Advisory Board.

D. Vice-Chair

The Vice-Chair shall assist the Chair in the discharge of the duties of the Chair and shall perform the duties of the Chair in the event of the Chair's absence or inability to serve. The Vice-Chair shall perform such other duties as may be assigned by the Chair.

**Section 2** Rules of Order

Robert Rules of Order shall be the authority for all matters of procedure for the Advisory Board not specifically covered by these Rules of Procedure except to the extent that such rules are inconsistent with law.

**Section 3** Amendment

These Rules may be suspended, altered, amended or repealed by a majority vote of the Advisory Board.