

CRA RULES

RESOLUTION NO. 021226

Adopted May 19, 2003

And Including Amendment

RESOLUTION NO. 030650

Adopted November 17, 2003

A RESOLUTION ADOPTING THE COMMUNITY REDEVELOPMENT AGENCY (CRA) RULES OF PROCEDURE , PROVIDING A REPEALING CLAUSE AND PROVIDING AN EFFECTIVE DATE OF MAY 22, 2003.

WHEREAS, Ordinance No. 4074 designated that each member of the City Commission shall be a member of the Community Redevelopment Agency during his or her term of office. (Exhibit A)

NOW, THEREFORE, BE IT RESOLVED BY THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF GAINESVILLE that the following are hereby adopted as rules of procedure and to provide for the time and place of meetings of the Community Redevelopment Agency until other such rules are established by the Agency:

RULE I.

REGULAR MEETINGS

The regular meetings of the Agency shall be held in the City Hall Auditorium or other available room on the third Monday of every month commencing at 3:00 PM. If a

meeting day should fall on a legal holiday observed by the City, such meeting will not be held on the holiday, but shall be rescheduled as determined by the Agency.

RULE II.

SPECIAL MEETINGS

Special meetings may be held at any time upon the Call issued by the Chair, either of his/her own motion or upon written request of two members. The Call shall be served on every member of the Agency personally or by leaving a copy of said notice at the Agency member's usual place of abode. The CRA should use a similar form designed for City Commission special meetings, modified to CRA Rules. Every reasonable measure will be taken to notify members of the Agency regardless of where each member may be. Also, every reasonable effort will be made to notify members of the local news media (print and electronic) and the public. The notice may state the business to be transacted at such meeting and no other business than that so specified shall be transacted. Special meetings may not be convened sooner than forty-eight (48) hours succeeding the time notice was served on the last member of the Agency served.

RULE III.

GOVERNANCE

The City Manager shall be the Executive Director, the Clerk of the Commission shall be the Secretary and the City Attorney shall be Legal Counsel of the Community Redevelopment Agency.

RULE IV.

AGENDA

The Secretary shall prepare an agenda for each regular meeting of the Agency. The Secretary shall arrange a list of such matters according to the order of business and furnish a copy to each member. Items to be presented to the Agency at the regular meeting shall be delivered to the Secretary using a deadline provided by the Secretary.

RULE V.

ORDER OF BUSINESS

The Business of the Agency shall be taken up for consideration and disposition in the following order except as changed by the Chair, or by the Agency during the

Adoption of the Agenda:

- A. Adoption of the Consent Agenda
- B. Adoption of the Agenda
- C. Secretary (Minutes)
- D. Executive Director
- E. Legal Counsel
- F. Reports from Advisory Boards
- G. Reports from Ad-Hoc or other Committees
- H. Public Hearings
- I. Members of the Community Redevelopment Agency Comment
- J. Referral List
- K. Citizen Comment

RULE VI.

ELECTION OF OFFICERS

- A. The Agency shall elect one of its members as Chair and one as Chair Pro Tempore at the first Community Redevelopment Agency meeting after the City Commission meeting held on the Thursday following the first Tuesday in May, unless there is a runoff election in which event the election of a Chair and Chair Pro Tempore shall occur at the first Community Redevelopment Agency meeting after the City Commission meeting held on the Thursday following the third Tuesday in May.

RULE VII.

APPROVAL OF AGENCY MINUTES

The Secretary shall submit minutes of meetings for approval as timely as possible. When Agency minutes have been furnished to each member prior to the meeting; they may be approved without reading unless reading is requested by a majority of the members.

RULE VIII.

ADVISORY BOARDS

The Agency shall create an advisory board to represent each of the districts within the community redevelopment area: Downtown Expansion District; College Park/University Heights District; NW 5th Avenue/Pleasant Street District and the Eastside District. To the extent possible, members of each advisory board should reside or work in the district to which he or she is appointed. The advisory boards shall consist of seven

(7) members for the Downtown Redevelopment Advisory Board; nine (9) members for the College Park/University Heights Redevelopment Advisory Board; seven (7) members for the Fifth Avenue/Pleasant Street Redevelopment Advisory Board; and seven (7) members for the Eastside Redevelopment Advisory Board. A quorum consists of a majority of the filled positions.

Persons appointed to advisory boards and committees of the CRA shall generally serve a maximum of two (2) terms. When filling a vacancy for an unexpired term, an appointee who serves more than half a term in office is considered to have served a full term. The Agency may make exceptions to the above general policy on a case-by-case basis when necessary to preserve the stability of a board or committee, to retain a particular appointee because of his/her special knowledge or expertise, or for such other circumstances as the Agency deems warranted.

For the purpose of balloting the following policy will apply:

1. Openings for vacancies on Advisory Boards and Committees previously filled by persons serving two consecutive terms will not be included in the election ballot packet after the first advertisement.
2. If after a second advertisement there are no new applicants, the Clerk will include for consideration those persons who have already served two terms on that particular board/committee.
3. Board members who have served two (2) terms, but have not been replaced or reappointed remain on the board/committee until new members are appointed.

Advisory board members shall serve three-year terms, except that the initial term shall be staggered. Partial initial term appointees may serve two full three-year terms, if their initial partial term was less than half of a full three-year term.

Nine (9) member boards shall have terms as follows:

Three terms of three years expiring on June 17, 1998/2001/2004

Three terms of two years expiring June 17, 1997/2000/2003

Three terms of one year expiring on June 17, 1996/1999/2002

Seven (7) member boards shall have the terms as follows:

Three terms of three years expiring on June 17, 1998/2001/2004

Two terms of two years expiring on June 17, 1997/2000/2003

Two terms of one year expiring on June 17, 1996/1999/2002

Board Members shall serve at the pleasure of the CRA and may be removed upon the recommendation of the Executive Director, or by other action of the CRA.

The Community Redevelopment Agency must approve board guidelines and procedures or changes thereto prior to such becoming effective.

Advisory boards shall not create committees thereof without prior approval by the Community Redevelopment Agency.

-RULE IX

RULES OF THE CRA & ROBERTS RULES OF ORDER

The Rules of the Gainesville City Commission as effective 5/22/2003 and Robert's Rules of Order, Newly Revised (10th Edition), so far as they are applicable and do not conflict with these Rules or the Ordinances or the Charter of the City, shall be the rules as a policy of the Agency.

RULE X

ADOPTION, ALTERATION OR TEMPORARY WAIVER OF THESE RULES

These rules shall be adopted or amended by Resolution and brought back as a Resolution. These rules may be temporarily waived by a 2/3rds vote of the members present.

Approved 19th day of May, 2003, to be effective 5/22/2003.

Chuck Chestnut, Chair
Community Redevelopment Agency

ATTEST:

Approved as to form and legality:

By _____
Secretary
Kurt Lannon

Charles Hauck
Senior Assistant City Attorney