

**GUIDELINES & PROCEDURES**  
**COLLEGE PARK/UNIVERSITY HEIGHTS REDEVELOPMENT ADVISORY BOARD**

**ARTICLE I**

**Objectives**

The objectives and purposes of the College Park/University Heights Advisory Board is to provide advice to the Community Redevelopment Agency (CRA) of the City of Gainesville, Alachua County, Florida, and recommendations regarding the development and redevelopment of the College Park/University Heights district of the redevelopment area.

The College Park/University Heights Redevelopment Advisory Board was established by the City of Gainesville by ordinance #4074, Section 5. As stated in Chapter 2 Section 9 of the Code of Ordinances, the College Park/University Heights Redevelopment Advisory Board shall consist of nine (9) members appointed by the Community Redevelopment Agency. Each member shall be appointed for a term of three (3) years and shall hold office until a successor has been appointed and qualifies. Vacancies shall be filled by appointment of the Agency for the unexpired term of any member whose term becomes vacant.

**ARTICLE II**

**Membership and Procedure**

Section 1

Number of Members - As stated in Chapter 2 Division 9 of the Code of Ordinances, College Park/University Heights Redevelopment Advisory Board shall consist of nine voting members appointed by the Community Redevelopment Agency. One non-voting student shall fill an adjunct position on the College Park/University Heights Redevelopment Board.

Section 2

Term - Each member shall be appointed for a term of three years and shall hold office until a successor has been appointed and qualifies. A member may serve only two consecutive terms. However, a member who has served two full terms may apply for a reappointment during the second advertising cycle if the position is not filled during the first advertising cycle. Members shall serve on only one CRA and one City Commission Board/Committee at a time.

Section 3

Attendance - Members shall be automatically removed from this Board, upon filing with the Clerk of Commission, an attendance record that indicates:

- (1) The Board member has failed to attend four (4) or more consecutive meetings, or that the overall attendance record is less than sixty-six and two-thirds percent (66 2/3 %) for any six (6) month period. As used in this section, attendance means presence at the meeting no later than fifteen (15) minutes after the meeting is called to order as verified by the secretary on the attendance record.
- (2) Board members shall serve as the pleasure of the CRA and may be removed upon the recommendation of the Executive Director, or by any other action of the CRA.

#### Section 4

Vacancies - Shall be filled by appointment of the Community Redevelopment Agency for the unexpired term of any member whose term becomes vacant.

### **ARTICLE III**

#### **Officers and Their Duties**

##### Section 1

The officers of the College Park/University Heights Redevelopment Advisory Board shall consist of a Chair, Vice-Chair, and Secretary/Treasurer.

##### Section 2

The Chair shall preside at all meetings and hearings of the College Park/University Heights Redevelopment Advisory Board and shall have the duties normally conferred by parliamentary usage on such officers. The Chair shall have the privilege of discussing all matters before the Board and voting thereon.

##### Section 3

The Vice-Chair shall act for the Chair in the Chairs' absence.

##### Section 4

It is the duty of the secretary to provide notice of each meeting to the Clerk of the City Commission using required City procedures. The Secretary/Treasurer shall make, or cause to be made, the minutes of each meeting, and shall verify the attendance of Board members at each meeting to the Clerk of the Commission as soon as possible.

Section 5

In the absence of the Chair and Vice-Chair, the quorum present shall select a Chair for the meeting.

**ARTICLE IV**

**Election of Officers**

Section 1

Nomination of officers shall be made from the floor at the annual meeting which shall be held at a regular or special meeting in October of each year, and the elections shall follow immediately thereafter.

Section 2

A candidate receiving a majority vote of the entire membership of the College Park/University Heights Redevelopment Advisory Board shall be declared elected and shall serve for one year. The maximum length a member may hold a single office is limited to two consecutive one-year terms.

Section 3

Officers shall be seated immediately following their election.

Section 4

Vacancies in office shall be filled immediately by regular election procedure.

**ARTICLE V**

**Meetings**

Section 1

Meetings shall be held at least once per month, normally on the 1st Wednesday of every month at 5:00 PM, and at such additional times as deemed necessary for proper performance of its duties. The meetings will be to discuss and to then prepare recommendations and advice to the Community Redevelopment Agency on matters brought before the Board. Monthly meetings may be cancelled in advance of the meeting for lack of quorum, for lack of agenda items and when board-training opportunities could replace the meeting.

## Section 2

A majority of the filled seats on the Board shall constitute a quorum. Voting shall be by voice unless a member or the public requests a roll call. The roll shall be in alphabetical order with the first name called rotating with each motion upon which vote is called. The Chair shall always vote last. A record of the call shall be kept as part of the minutes.

## Section 3

The Chair may call special meetings. It shall be the duty of the Chair to call such a meeting when requested to do so in writing by a majority of the members of the Board. The notice of such a meeting shall specify the purpose of such a meeting and no other business may be considered except by unanimous consent of the Board. The Secretary/Treasurer shall notify all members of the board in advance of such special meetings.

# **ARTICLE VI**

## **Order of Business**

The order of business at regular meetings shall be:

- (a) Roll Call
- (b) Adoption of the Agenda
- (c) Approval of Minutes from Previous Meeting
- (d) Requests to Address the Board (Outside Organizations only)
- (e) Communications
- (f) Old Business
- (g) New Business
- (h) Report of Officers and Committees
- (i) Board Member comment
- (j) Public Comment
- (k) Adjournment

# **ARTICLE VII**

## **Administration**

### Section 1

The Executive Director of the Community Redevelopment Agency shall act as Clerk or Administrative Agent for the College Park/University Heights Redevelopment Advisory Board. The Executive Director shall

keep the minutes of all meetings, prepare agendas, provide notices for all meetings, arrange proper and legal notice of hearings, and attend to such other duties as are normally carried out by the Secretary/Treasurer.

## Section 2

Robert's Rules of Order shall govern parliamentary procedure in the College Park/University Heights Redevelopment Advisory Board meetings.

## **ARTICLE VIII**

### **AMENDMENTS**

These guidelines may be amended from time to time by a majority vote of a quorum of Board members present at a regular or special meeting. The Board shall vote on the proposed amendment at a regular or special meeting held after the proposed amendment is listed on the agenda and submitted, in writing, to the Board for review and discussion.

*December 16, 1996*  
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