

**GUIDELINES & PROCEDURES  
EASTSIDE REDEVELOPMENT ADVISORY BOARD**

**ARTICLE I**

**Objectives**

The objectives and purposes of the Eastside Redevelopment 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 Eastside Redevelopment district of the redevelopment area.

The Eastside 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 Eastside Redevelopment Advisory Board shall consist of seven members appointed by the Community Redevelopment Agency. Each member shall be appointed for a term of three years and shall hold office until a successor has been appointed and qualifies. Vacancies shall be filled by appointment of the Agency for the un-expired term of any member whose term becomes vacant.

**ARTICLE II**

**Membership and Procedure**

Section 1

Number of Members - As stated in Chapter 2 Section 9 of the Code of Ordinances, Eastside Redevelopment Advisory Board shall consist of seven members appointed by the Community Redevelopment Agency.

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 former member may request a reappointment during the second advertising cycle if the position is still available. 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 or more consecutive meetings, or that the overall attendance record is less than sixty-six and two-thirds percent for any six-month period. As used in this section, attendance means presence at the meeting no

later than fifteen minutes after the meeting is called to order as verified by the secretary on the attendance record.

Section 4

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

**ARTICLE III**

**Officers and Their Duties**

Section 1

The officers of the Eastside 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 Eastside 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 Eastside 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 third Thursday of every month at 6:00 p.m., 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 roll call is requested by a member or the public. 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

Special meetings may be called by the Chair. 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. All members of the board shall be notified in advance of such special meetings by the Secretary/Treasurer.

## **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 Groups)
- (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 Eastside 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

Parliamentary procedure in the Eastside Redevelopment Advisory Board meetings shall be governed by Robert's Rules of Order.

## **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.

*February 17, 2003*

*Updated 7/20/04*