

**Guidelines and Procedures
East Gainesville Sprout Project Task Force**

ARTICLE I

Objectives

The purpose of the East Gainesville Sprout Project Task Force is to provide advice to staff and the City Commission on issues concerning brownfield redevelopment in the East Gainesville Sprout Project Focus Area. This area is delineated in Attachment "A" of these guidelines.

On September 14, 1998, the City Commission established the East Gainesville Sprout Project Task Force. The Task Force shall exist for the duration of brownfields projects and Brownfields Site Rehabilitation Agreements for which the Task Force provides oversight. The East Gainesville Sprout Project Task Force shall consist of members appointed by the City Commission.

ARTICLE II

Membership and Procedure

- Section 1 Number of Members - The East Gainesville Sprout Project Task Force shall have as many members as deemed necessary to create an advisory body that will adequately advise the City on various aspects of the project. Representation shall include, but not be limited to, the following interests: community development, environmental regulation, environmental planning, economic development, local government, urban design, and neighborhood groups.
- Section 2 Term – Each member shall be appointed for a term of two years, which may be renewed on the second anniversary of their appointment.
- Section 3 Attendance – Members shall be automatically removed from this Task Force, upon filing with the clerk of Commission, an attendance record that indicates the member has failed to attend four or more consecutive meetings. Attendance means presence at greater than two-thirds of the meeting as verified by the secretary on the attendance record.
- Section 4 Vacancies – Vacancies shall be filled by appointment of the City Commission.

ARTICLE III

Officers and Their Duties

- Section 1 The elected officers of the East Gainesville Sprout Project Task Force shall consist of a Chair and Vice Chair. Staff shall serve as the Secretary.
- Section 2 The Chair shall preside at all meetings and hearings of the East Gainesville Sprout Project Task Force and prepare meeting agendas with the Secretary. The Chair shall have the duties normally conferred by parliamentary usage on such officers. The Chair shall have the privilege of discussing all matters before the Task Force and voting thereon.
- Section 3 The Vice-Chair shall act for the Chair in the Chair's absence.
- Section 4 The Secretary (Staff) shall provide notice of each meeting to the Clerk of the City Commission. The Secretary shall make, or cause to be made, the minutes of each meeting and shall verify attendance of Task Force members at each meeting to the Clerk of the Commission. The Secretary shall also prepare, with the Chair, the agenda for each meeting.
- 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 A candidate receiving a majority vote of the entire membership of the East Gainesville Sprout Task Force shall be declared elected and shall serve for the duration of their term.
- Section 2 Officers shall be seated immediately following their election.
- Section 3 Vacancies in office shall be filled immediately by regular election procedure.

ARTICLE V

Meetings

- Section 1 Meetings shall be held once per quarter, normally on the first Tuesday of every month at 4:30 PM, and at such times as deemed necessary for the proper performance of Task Force duties. The meetings will be convened for the purpose of discussing and preparing recommendations and advice to City Staff on matters brought before the Task Force.
- Section 2 A majority of the membership of the Task Force shall constitute a quorum. If a quorum is not present, the Chair shall decide to either hold or cancel the meeting. If the meeting is held without a quorum, the Task Force shall not take any action on official business. Voting shall be by voice vote.
- 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 Task Force. 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 Task Force. The Secretary shall notify all members of the Task Force and the Clerk of the Commission in advance of such special meetings.

ARTICLE VI

Order of Business

The order of business at regular meetings shall be:

- 1) Roll call
- 2) Adoption of the agenda
- 3) Approval of minutes from previous meeting
- 4) Requests to address the Task Force
- 5) Communications
- 6) Items
- 7) Reports from members
- 8) Requests for agenda items for the next meeting
- 9) Adjournment

ARTICLE VII

Administration

- Section 1 The Brownfields Coordinator shall act as the Administrative Agent for the East Gainesville Sprout Task Force. The Brownfields Coordinator 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 necessary.
- Section 2 Parliamentary procedure on the East Gainesville Sprout Task Force meetings shall be governed by Robert's Rules of Order.

AMENDMENTS

These guidelines may be amended from time to time by a majority vote of a quorum of Task Force members present at a regular or special meeting. The Task Force 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 Task Force for review and discussion.

Amended by majority vote on December 5, 2000.