

**RULES OF THE UTILITY ADVISORY BOARD
CITY OF GAINESVILLE, FLORIDA**

Approved by the City Commission on _____

**ARTICLE I
Objectives
General Governing Rules**

Objectives. The objectives and purposes of the Utility Advisory Board (“UAB”) is to advise and make recommendations to the Gainesville City Commission regarding all aspects of the governance of the city’s electric, gas, telecommunications, water and wastewater utilities. The UAB shall serve as a channel of communications between the City Commission, utility staff, and the utility customers.

General Governing Rules. The UAB shall adopt rules of procedure to carry out its purposes. All rules must conform to the City’s Code and state law and must be approved by the City Commission. These rules of procedure may be amended by the affirmative vote of four (4) members of the UAB and the approval of the City Commission.

**ARTICLE II
Officers and Their Duties**

Section 1 Officers. The officers of the UAB shall consist of a Chair and a Vice-Chair.

Section 2 Chair. The Chair shall preside at all meetings of the UAB and shall decide all points of order and procedure in accordance with parliamentary procedure. The Chair shall have the privilege of discussing all matters before the UAB and voting thereon. The Chair shall work with staff to set topics and priorities for each agenda.

Section 3 Vice-Chair. The Vice-Chair shall act for the Chair in the Chair’s absence. In the absence of the Chair and Vice-Chair, the quorum present shall select a Chair for the meeting. In the absence of the Chair, the Vice-Chair will set topics and priorities for the agenda.

**ARTICLE III
Election of Officers**

Section 1 The members of the UAB shall annually elect a chair and vice-chair from among their membership. A candidate shall be elected by a majority of the UAB members and shall serve for a one (1) year term at the pleasure of the board or until a successor shall take office.

Section 2 Nomination for the positions of Chair and Vice-Chair shall be made from the floor at a meeting held prior to the expiration of the term of the Chair and Vice-Chair, and the elections shall follow immediately thereafter. Vacancies in office shall be filled immediately by regular election procedure.

ARTICLE IV
Clerk

Section 1 The General Manager of Utilities, or his/her authorized representative, shall delegate an assigned GRU employee and/or an authorized alternate to serve as the Clerk of the UAB.

Section 2 The Clerk of the UAB shall provide notice of each meeting to the Clerk of the Commission at least seven (7) days prior to the meeting. Consistent with the Chair's recommendations, the Clerk shall prepare agendas and make, or cause to be made, the minutes of each meeting showing the vote of each member on every question. The Clerk shall verify the attendance of board members at each meeting and shall file the attendance record with the Clerk of the Commission as soon as practicable. The Clerk shall serve as recorder and custodian of all board records and attend to correspondence of the UAB members and to such other duties as may be necessary.

ARTICLE V
Meetings and Rules of Procedure

Section 1 Meetings. The UAB shall meet at least once each calendar month, unless cancelled by the UAB. Special meetings may be called by the Chair, the city commission or two or more members of the UAB. The Chair shall call such a meeting when requested to do so by a majority vote of the members of the board.

Section 2 Quorum. A quorum shall consist of a majority of the members of the utility board; however a smaller number may adjourn the meeting. Official action may be taken by majority vote when a quorum is present.

Section 3 Citizen Comment. There shall be two periods for citizen comment. Each citizen shall be limited to three (3) minutes in each period.

ARTICLE VI
Order of Business

The order of business at regular meetings shall be:

- a. Call to Order
- b. Roll Call
- c. Approval of Agenda
- d. Approval of Minutes of Previous Meeting
- e. Citizen Comment
- f. State of the Utility
- g. Unfinished Business from Previous Meeting
- h. New Business
- i. Board Comment
- j. Citizen Comment
- k. Adjournment.