

RESOLUTION NO. 170966

Adopted April 16, 2018

A RESOLUTION ADOPTING AND RESTATING THE COMMUNITY REDEVELOPMENT AGENCY (CRA) RULES OF PROCEDURE, PROVIDING AN EFFECTIVE DATE OF April 16, 2018

WHEREAS, the City of Gainesville created the Gainesville Community Redevelopment Agency in accordance with Part III, Chapter 163, Florida Statutes; and

WHEREAS, pursuant to Chapter 2, Division 9, Section 2-408 of the Gainesville Code of Ordinances, the Gainesville Community Redevelopment Agency shall formulate and may amend its own rules of procedure and written by-laws; and

WHEREAS, the Gainesville Community Redevelopment Agency adopted Rules of Procedure on May 22, 2003 by Resolution No. 021226; and

WHEREAS, the Gainesville Community Redevelopment Agency amended its Rules of Procedure to establish Gainesville Community Redevelopment Agency Staff as the Board's Secretary and to revise the Order of Business on December 16, 2013 by Resolution No. 130565; and

WHEREAS, the Gainesville Community Redevelopment Agency desires to adopt and restate its Rules of Procedure to re-establish the City Clerk's office as the Board's Secretary and to change the selection of the Chair and Chair pro tem to be consistent with the Community Redevelopment Act; and

WHEREAS, the remainder of the Rules of Procedure adopted by Resolution No.021226 remain unchanged but are restated in this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CRA OF THE CITY OF GAINESVILLE that the following Rules of Procedure are adopted and restated as set forth below until such time as the rules are amended.

**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 City Clerk 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. Call to Order

- B. Adoption of the Consent Agenda

- C. Secretary Consent

D. Executive Director Consent

E. End of Consent Agenda

F. Adoption of Regular Agenda

G. Secretary

H. CRA Attorney

I. Reports from Advisory Boards & Committees

J. Member Comments

K. Citizen Comments

L. Adjournment

**RULE VI.
ELECTION OF OFFICERS**

The Chair and Chair Pro Tempore will be appointed by the City Commission.

**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 CRA 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 CRA.

**RULE IX.
RULES OF THE CRA & ROBERTS RULES OF ORDER**

The Rules of the Gainesville City Commission and Robert's Rules of Order, Newly Revised (11th Edition), so far as they are applicable and do not conflict with the 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.

PASSED AND ADOPTED this 16th day of April, 2018.


**GAINESVILLE COMMUNITY
REDEVELOPEMENT AGENCY**



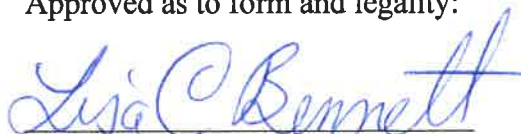
Adrian Hayes-Santos
Chairman

Attest:

Approved as to form and legality:



for Omichele D. Gainey
Secretary



Lisa C. Bennett
CRA Attorney