

**RESOLUTION NO. 150226****Adopted August 17, 2015**

**A RESOLUTION AMENDING AND RESTATING IN ITS ENTIRETY THE RULES OF THE COMMUNITY REDEVELOPMENT AGENCY TO CHANGE THE SELECTION PROCESS OF THE ADVISORY BOARDS; TO PROVIDE THE SELECTION OF THE OFFICERS OF THE COMMUNITY REDEVELOPMENT AGENCY BY THE GAINESVILLE CITY COMMISSION; PROVIDING A REPEALING CLAUSE AND PROVING AN EFFECTIVE DATE OF AUGUST 18, 2015.**

**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 Board ("Agency") shall formulate and may amend its own rules of procedure and written by-laws; and

**WHEREAS**, the current rules of the Agency were adopted December 13, 2013 by Resolution No. 130565; and

**WHEREAS**, the Agency desires to amend its Rules of Procedure to change the method of selection of advisory board members to allow applicants to make a presentation to the Agency and to permit Agency members to ask questions of applicants; and

**WHEREAS**, the Agency desires to amend its Rules of Procedure to provide the selection of Agency officers by the City Commission in accordance with Section 163.356, Florida Statutes; and

**WHEREAS**, the rules are hereby amended and restated in their entirety to include the desired amendments.

**NOW, THEREFORE, BE IT RESOLVED BY THE GAINESVILLE COMMUNITY REDEVELOPMENT AGENCY:**

**Section 1.** The following Rules of Procedure are adopted 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 Agency should use a similar form designed for City Commission special meetings, modified to Agency 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 Agency Staff 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 and Committees
- J. Member Comments
- K. Citizen Comments
- L. Adjournment

**RULE VI.**

**OFFICERS**

The Agency Chair and Chair Pro Tempore will be designated 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 5<sup>th</sup> 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 Agency shall generally serve a maximum of two (2) terms. When filling a vacancy for an unexpired term, an appointee who

1 serves more than half a term in office is considered to have served a full term. The Agency  
2 may make exceptions to the above general policy on a case-by-case basis when necessary to  
3 preserve the stability of a board or committee, to retain a particular appointee because of  
4 his/her special knowledge or expertise or for such other circumstances as the Agency  
5 deems warranted.

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7 Upon the occurrence of a vacancy, appointments will be made from eligible applicants.  
8 Applicants are encouraged to attend the Agency Board meeting and speak to their application.

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10 For the purpose of appointing advisory board members the following policy will apply to  
11 advisory board members who have served two (2) consecutive terms:

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13 1. Openings for vacancies on Advisory Boards and Committees previously filled by persons  
14 serving two consecutive terms will not be included in the applicant pool until after the first  
15 advertisement.

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17 2. If after a second advertisement there are no new applicants, the Clerk will include for  
18 consideration those persons who have already served two terms on that particular  
19 board/committee.

20  
21 3. Board members who have served two (2) terms, but have not been replaced or reappointed  
22 remain on the board/committee until new members are appointed.

23  
24 Advisory board members shall serve three-year terms.

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26 Board members shall serve at the pleasure of the Agency and may be removed upon the  
27 recommendation of the Executive Director, or by other action of the Agency.

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29 The Agency must approve board guidelines and procedures or changes thereto prior to such  
30 becoming effective.

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32 Advisory boards shall not create committees thereof without prior approval by the Agency.

33  
34 **RULE IX.**

35 **RULES OF THE AGENCY & ROBERTS RULES OF ORDER**

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37 The Rules of the Gainesville City Commission and Robert's Rules of Order Newly Revised  
38 (11<sup>th</sup> Edition), so far as they are applicable and do not conflict with the Rules or the Ordinances  
39 or the Charter of the City, shall be the rules as a policy of the Agency.

40  
41 **RULE X.**

42 **ADOPTION, ALTERATION OR TEMPORARY WAIVER OF THESE RULES**

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44 These rules shall be adopted or amended by Resolution and brought back as a Resolution.  
45 These rules may be temporarily waived by a 2/3rds vote of the members present.

**Section 2.** All resolutions in conflict herewith are repealed. This resolution shall become effective on August 17, 2015 and will remain in effect until amended or repealed.

PASSED AND ADOPTED, this 17<sup>th</sup> day of August, 2015.

GAINESVILLE COMMUNITY  
REDEVELOPEMENT AGENCY

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Craig Carter  
Chair

Attest:

Approved as to form and legality:

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Stephanie Seawright  
Secretary

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Lisa Bennett  
CRA Attorney