

RULES OF THE CITY BEAUTIFICATION BOARD - CITY OF GAINESVILLE, FLORIDA

Approved by the City Commission and effective on _____.

ARTICLE I

Objectives

The objectives of the City Beautification Board ("Board") are those powers and duties delegated to the Board by Chapter Two, Article V of the Code of Ordinances of the City of Gainesville, which shall include:

1. Studying, investigating, developing, assisting, advising, and recommending to the City Commission any and all matters pertaining to beautification, sanitation, environment and citizens' participation relating to same.
2. Advising and recommending plans to organizations and groups in the city.
3. Promoting public interest in the general improvement of the appearance of the city.
4. Filing with the Clerk of the Commission, on or before the first day of November of each year, a written report of the work performed and the results accomplished by the Board.

ARTICLE II

Membership

1. **Number of Members; Quorum.** The Board shall consist of 15 members appointed by the City Commission. A quorum shall consist of eight members. A majority vote of the quorum present shall be required for the transaction of all business.
2. **Term.** Each member shall be a resident of Alachua County, shall be appointed for a term of three years, and may hold office until a successor has been appointed. A member may serve two consecutive three-year terms.
3. **Attendance.** Any appointee to the Board shall be automatically removed upon filing with the Clerk of the Commission an attendance record that indicates the Board member's overall attendance record is less than 50% for the six most recent Board meetings at which voting occurred. Attendance means presence at a meeting for a duration of at least 50% of the entire meeting. Board members may be granted two excused absences per calendar year for a medical reason or professional/educational obligation. Board members shall notify the Board Secretary of an excused absence prior to the meeting, if practicable.
4. **Vacancies.** Vacancies shall be filled by appointment of the City Commission for the unexpired term of any member whose office becomes vacant.

ARTICLE III

Officers

1. **Officers.** The officers of the Board shall consist of a Chair and Vice-Chair.
2. **Chair.** The Chair shall preside at all meetings of the Board and shall decide all points of order and procedure. The Chair shall have the privilege of discussing all matters before the Board and voting thereon.
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.
4. **Election of Officers.** The Board shall annually elect officers to serve for a one-year term at the pleasure of the Board or until a successor shall take office. Nomination of officers shall be made from the floor at a meeting in May of each year prior to the expiration of the term of the Chair and Vice-Chair, and the elections shall follow immediately thereafter. The Chair and Vice-Chair shall be limited to serving two consecutive one-year terms. Once an intervening year has passed, a member shall become eligible to

serve again as Chair or Vice-Chair. Vacancies in office shall be filled immediately by regular election procedure.

ARTICLE IV

Secretary. The City Manager or designee shall appoint a city employee to serve as Secretary to the Board. The Secretary shall provide notice of each Board meeting to the Clerk of the Commission at least seven calendar days prior to the meeting, shall prepare meeting agendas, shall make or cause to be made the minutes of each meeting, shall verify the attendance of Board members at each meeting and file the attendance record with the Clerk of the Commission as soon as practicable, and shall attend to correspondence of the Board.

ARTICLE V Meetings

1. **Regular Meetings.** The Board shall meet once per month, and at such additional times as deemed necessary for proper performance of its duties.
2. **Special Meetings.** Special meetings may be called by the Chair upon the written request of at least four Board members.

ARTICLE VI Order of Business

The order of business at regular meetings shall be:

1. Roll Call
2. Approval of Agenda
3. Approval of Previous Meeting's Minutes
4. Requests to Address the Board
5. Unfinished Business
6. New Business
7. Board Comment
8. Adjournment

ARTICLE VII Parliamentary Procedure

The latest edition of Robert's Rules of Order, so far as it is applicable and does not conflict with these Board rules or city ordinances, shall act as a guide for the administration of Board meetings. The Chair shall preside at all meetings, and shall decide all points of order and procedure and may choose to deviate from Robert's Rules of Order.

ARTICLE VIII Amendment to Board Rules

These rules may be amended by a favorable vote of the Board, subject to review and approval of the City Commission.

ARTICLE IX Effective Date

These rules shall be effective immediately upon approval by the City Commission.