

GUIDELINES & PROCEDURES
GAINESVILLE COMMUNITY REINVESTMENT AREA ADVISORY BOARD

ARTICLE I

Objectives

The objectives and purposes of the Gainesville Community Reinvestment Area (GCRA) Advisory Board are to provide advice to the city commission on matters of community redevelopment within the Reinvestment Area of the City of Gainesville, Alachua County, Florida.

The Gainesville Community Reinvestment Area (GCRA) Advisory Board is established by the City of Gainesville and Alachua County by ordinance #181001 Section 2-408. The GRCA Advisory Board shall consist of fifteen (15) members appointed by the City Commission. To the extent possible, members of the advisory board should live or work in the community reinvestment area. Each member shall be appointed for a term of two (2) years and shall hold office until a successor has been appointed and qualifies. Vacancies shall be filled by appointment of the City Commission for the unexpired term of any member whose term becomes vacant.

The advisory board should meet monthly and may adopt rules of procedure, subject to approval by the City Commission, to govern the conduct of its meetings. Staff support for the advisory board will be under the direction of the City Manager.

ARTICLE II

Membership and Procedure

Section 1

Membership - As stated in Section 2-408 of the City of Gainesville Ordinance, the Gainesville Community Reinvestment Area Advisory Board shall consist of fifteen (15) voting members being appointed by the City Commission.

Section 2

Term - Each member shall be appointed for a term of two (2) years and shall hold office until a successor has been appointed and qualifies. A member may serve only two consecutive terms. However, a member who has served two full terms may apply for a reappointment during the second advertising cycle if the position is not filled during the first advertising cycle. Members can only serve on one CRA and one City Commission Board/Committee at a time.

Section 3

Attendance - Members shall be automatically removed from

this Board, upon filing with the Clerk of Commission attendance record that indicates: The Board member has failed to attend three (3) or more consecutive meetings, or that the overall attendance record is less than sixty-six and two-thirds percent (66, 2/3 %) for any six (6) month period. As used in this section, attendance means presence at the meeting no later than 15 minutes after the meeting is called to order as verified by the secretary on the attendance record.

Section 4

Vacancies - Shall be filled by appointment of the City Commission for the unexpired term of any member whose term becomes vacant.

ARTICLES III

Officers and Their Duties

Section 1

The officers of the Gainesville Community Reinvestment Area Advisory Board shall consist of a Chair and Vice- Chair.

Section 2

The Chair shall preside at all meetings and hearings of the Gainesville Community Reinvestment Area Advisory Board and shall have the duties normally conferred by parliamentary usage on such officers. The Chair shall have the privilege of discussing all matters before the Board and voting thereon.

Section 3

The Vice-Chair shall act for the Chair in the Chairs' absence.

Section 4

It is the duty of Staff to provide notice of each meeting to the Clerk of the City Commission using required City procedures. Staff shall make, or cause to be made, the minutes of each meeting, and shall verify the attendance of Board members at each meeting to the Clerk of the Commission as soon as possible.

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

Nomination of officers shall be made from the floor at the annual meeting which shall be held at a regular or special meeting in October of each year, and the elections shall follow immediately thereafter.

Section 2

A candidate receiving a majority vote of the entire membership of the Gainesville Community Reinvestment Area Advisory Board shall be declared elected and shall serve for one year. The maximum length a member may hold a single office is limited to two consecutive one-year terms.

Section 3

Officers shall be seated immediately following their election.

Section 4

Vacancies in office shall be filled immediately by regular election procedure

ARTICLE V

Meetings

Section 1

Meetings shall be held at least once per month, normally on the 2nd Tuesday of every month at 5:30 PM, and at such additional times as deemed necessary for proper performance of its duties. The meetings will be to discuss and to then prepare recommendations and advice to the City Commission on matters brought before the Board. Monthly meetings may be cancelled in advance of the meeting for lack of quorum, for lack of agenda items and when board-training opportunities could replace the meeting.

Section 2

A majority of the filled seats on the Board shall constitute a quorum. Voting shall be by voice unless a member or the public requests a roll call. The roll

shall be in alphabetical order with the first name called rotating with each motion upon which vote is called. The Chair shall always vote last. A record of the call shall be kept as part of the minutes.

Section 3

Special meetings may be called by the Chair. 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 Board. The notice of such a meeting shall specify the purpose of such a meeting and no other business may be considered. All members of the Board shall be notified in advance of such special meetings by Staff.

ARTICLE VI

Order of Business

The order of business at regular meetings shall be:

- (a) Roll Call
- (b) Adoption of the Agenda
- (c) Approval of Minutes from Previous Meeting
- (d) Requests to Address the Board
- (e) Communications
- (f) Old Business
- (g) New Business
- (h) Report of Officers and Committees
- (i) Board Member Comment
- (j) Public Comment
- (k) Adjournment

ARTICLE VII

Administration

Section 1

Staff of the Gainesville Community Reinvestment Area shall act as Clerk or Administrative Agent for the Gainesville Community Reinvestment Area Advisory Board. Staff shall keep the minutes of all meetings, prepare agendas, provide notices for all meetings, arrange proper and legal notice of hearings, and attend

Section 2

to such other duties as deemed necessary.

Robert's Rules of Order shall govern parliamentary procedure in the Gainesville Community Reinvestment Area Advisory Board meetings.

ARTICLE VIII

AMENDMENTS

These guidelines may be amended from time to time by a majority vote of a quorum of the Advisory Board members present at a regular or special meeting and shall become effective once approved by the City Commission. The Advisory Board 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 Advisory Board for review and discussion.