

**RULES OF THE GAINESVILLE COMMUNITY REINVESTMENT AREA ADVISORY BOARD  
CITY OF GAINESVILLE, FLORIDA**

*Approved by the City Commission and effective on \_\_\_\_\_.*

**ARTICLE I**

**Objectives**

The objectives of the Gainesville Community Reinvestment Area Advisory Board ("Board") are those powers and duties delegated to the Board by Section 2-408 of the City of Gainesville Code of Ordinances, which shall include serving in an advisory capacity to the City Commission on matters of community redevelopment within the Gainesville Community Reinvestment Area (GCRA).

**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 a majority of the filled seats on the Board. A majority vote of the quorum present shall be required for the transaction of all business.
2. **Term.** To the extent possible, each member shall reside or work within the GCRA and shall be appointed for a term of two years, and may hold office until a successor has been appointed. A member may serve two consecutive two-year terms. However, a member who has served two full terms may reapply for a reappointment during the second advertising cycle if the position is not filled during the first advertising cycle.
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 October 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, generally on the 3rd Tuesday of every month at 5:30 PM, and at such additional times as deemed necessary for proper performance of its duties. Monthly meetings may be cancelled in advance for lack of quorum and when board-training opportunities could replace the meeting.
2. **Special Meetings.** Special meetings may be called by the Chair upon the written request of at least four Board members.
3. **Voting.** Voting shall be by voice unless a member of the public requests a roll call. Roll call votes shall be in alphabetical order with the first name called rotating with each roll call vote made. The Chair shall vote last. A record of the roll call vote shall be kept as part of the minutes.

#### **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. Communications
6. Old Business
7. New Business
8. Board Member Comment
9. Public Comment
10. 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.