

# **MARINE ADVISORY BOARD CITY OF CLEARWATER, FLORIDA**

## **RULES AND REGULATIONS**

### **ARTICLE I – JURISDICTION**

**Section 1:** These rules and regulations supplement and establish procedures for compliance with Clearwater City Code of Ordinances which apply to the Marine Advisory Board and the operation of City Advisory Boards and Committees.

### **ARTICLE II – PURPOSE**

**Section 1:** The Marine Advisory Board shall initiate studies and make recommendations on marine matters of the City to the City Council and shall be responsive to the City Council on marine matters referred to the board by the City.

### **ARTICLE III - MEMBERS**

**Section 1:** The Marine Advisory Board shall consist of seven members. Members of the marine advisory board shall have four-year staggered terms. A member shall not serve more than two consecutive complete terms unless there are no other qualified applicants.

### **ARTICLE IV – OFFICERS AND THEIR DUTIES**

**Section 1:** There shall be a Chair and a Vice-Chair.

**Section 2:** The Chair shall preside over meetings of the Marine Advisory Board and perform such other functions as the board may assign by rule or order.

**Section 3:** The Vice-Chair shall act in the absence of the Chair and perform other such duties as the Chair may assign. Should the Chair vacate his office, the Vice-Chair shall act as Chair until the next Chair is elected at the next regular meeting.

### **ARTICLE V – ELECTION OF OFFICERS**

**Section 1:** Nomination of officers shall be made from the floor annually, at the first regularly scheduled meeting of the year, and the election shall be held immediately thereafter.

**Section 2:** A candidate receiving a majority vote shall be declared elected

**Section 3:** Vacancies in office shall be filled immediately by regular election procedures.

## **ARTICLE VI – TERMS OF OFFICE**

**Section 1:** The term of office for board officers shall be twelve months; however, an officer will not vacate the office until a successor has been elected, unless the officer is unable to continue to perform the duties.

**Section 2:** Officers will not serve more than three (3) consecutive years in one officer position; however, they may be elected to a different officer position. After a one-year absence from an elected officer position, the member may be reelected to that office.

## **ARTICLE VII – MEETINGS**

**Section 1:** Meetings - The board shall meet quarterly or as called by the Director of Marine Authority.

**Section 2:** Notice – Whenever possible, notice of all meetings shall be given to all Board members at least twenty-four (24) hours in advance of the meeting.

**Section 3:** Attendance – Members shall notify the board liaison if they are unable to attend a meeting. The City Manager shall have the power to remove any member because of excessive absence as defined in City Code Section 2.066 i.e. "Excessive absence" for a board which meets quarterly on a regular basis shall mean more than one absence, excused or unexcused, in any consecutive 12-month period.

**Section 4:** Removal of Members - The City Council shall have the power to remove any member of the Board for misconduct or neglect of duty.

**Section 5:** A quorum for all meetings shall be four (4) board members. No meetings may be called to order and no business transacted without a quorum present. All actions of the Board require the concurring vote of a simple majority of members of the Board then present and voting.

**Section 6:** Board recommendations to the City Council are limited to City marine matters.

**Section 7:** All board meetings and records will be open to the public and subject to Sunshine Law, FS 119.

**Section 8:** The staff liaison will present agenda items to be addressed by the board. Speakers listed on the agenda are required to submit a copy or description of their presentations to the staff liaison 30 days prior to the meeting for immediate distribution to board members.

**Section 9:** Parliamentary procedure in Board meetings shall be governed by the current edition of Robert's Rules of Order and by the Rules and Regulations contained herein.

**Section 10:** Before action is taken on a motion, the Chair shall open the floor for the board to accept testimony from the audience, up to 3 minutes per speaker. Each member present shall cast an "aye" or "nay" vote on each item before the Board.

## **ARTICLE VIII – ORDER OF BUSINESS**

1. Call to Order.
2. Minutes of Previous Meeting.
3. Citizens to be Heard re Items not on the Agenda.
4. Unfinished Business.
5. New Business.
6. Agenda for next meeting
7. Adjourn.

## **ARTICLE IX – MISCELLANEOUS**

**Section 1:** These Rules and Regulations may be altered in a manner not inconsistent with the City Code during a regular meeting by the affirmative vote of at least four (4) members of the board, provided notice of the proposed change is given to the Board at a preceding regular meeting.

**Section 2:** The provisions of these Rules and Regulations may be discussed and/or adopted, or readopted by the Board as deemed necessary.

THESE RULES AND REGULATIONS ARE HEREBY ADOPTED THIS 12th DAY OF March 2014.