

**BROWNFIELDS 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 Brownfields Advisory Board and the operation of City Advisory Boards and Committees.

ARTICLE II – PURPOSE

Section 1: The Brownfields Advisory Board shall receive public comments on rehabilitation and redevelopment of areas designated by the City Council as Brownfield Areas, future land use, local employment opportunities, community safety, and environmental justice and provide recommendations to the City Council regarding proposed site rehabilitation agreements for sites located in the Brownfield Area(s).

ARTICLE III - MEMBERS

Section 1: The Brownfields Advisory Board shall consist of nine members. Members of the Brownfields Advisory Board shall have four-year terms. A member may be appointed for not more than two consecutive terms.

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 Brownfields 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 the 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

Section1: All officers shall be elected for one-year terms and shall be eligible for re-election.

ARTICLE VI – MEETINGS

Section 1: Meetings - The board shall meet from time to time and meetings may be called by the Chair or staff liaison. All meetings shall be public.

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 staff liaison if they are unable to attend a meeting.

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. The City Manager shall have the authority to remove any member of the board for excessive absences.

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

Section 6: All board meetings and records will be open to the public and subject to Sunshine Law, FS 119.

Section 7: The staff liaison will present agenda items to be addressed by the board.

Section 8: 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. The preceding notwithstanding, The Chair shall not make or second a motion.

Section 9: Each member present shall cast an “aye” or “nay” vote on each item before the board.

Section 10: No person (non member) in attendance at a meeting shall speak more than once on the same subject at the same meeting. Each speaker will limit comments on a subject to a maximum of three minutes.

ARTICLE VII – 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 VIII – 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 five (5) 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 ____ DAY
OF _____ 2015.