

**RULES OF PROCEDURE AT MEETINGS OF THE BOARD OF COMMISSIONERS
OF THE MARGATE COMMUNITY REDEVELOPMENT AGENCY**

1. ABOUT MEETINGS

The Board of Commissioners of the Margate Community Redevelopment Agency ("Board") shall hold regular meetings not less than once each month. Special and workshop meetings may be held at times and dates during the month in which regular meetings have not been scheduled, at the discretion of the Chair. Should any three (3) Community Redevelopment Agency ("CRA") Commissioners request a special or workshop meeting in writing, the Chair shall schedule same. Any matter may first be brought up for discussion on a workshop agenda before being placed on a regular meeting agenda at the discretion of the Chair and the Board.

2. MEETING PROTOCOL

The presiding officer shall conduct each meeting according to these Rules, the Rules of Conduct at Public Meetings, Florida Statutes and Roberts Rules of Parliamentary Procedure. These Procedures and the City Commission's Rules of Conduct shall supersede Robert's Rules of Order on any subject specifically addressed herein; however, on matters not specifically addressed by these Procedures, Robert's Rules of Order shall prevail to the extent possible. The presiding officer shall rule as to the relevance of each matter brought before the Board, and as to the maintenance of order. The Board Attorney shall act as parliamentarian and, when directed by the presiding officer, or majority vote of the Board, shall interpret Rules of Order for the Board.

3. DUTIES AND POWERS

In the event of the absence or incapacity of the Chair, the Vice Chair shall assume all the duties and powers of the Chair. In the event of absence or illness of both the Chair and Vice Chair, the Commissioner with the most continuous service as a Commissioner of the CRA shall assume the responsibilities of Acting Chair. In the event that said senior Commissioner does not wish to serve, the next senior Commissioner shall serve as Acting Chair. An Acting Chair shall only serve for that period during which the Chair or Vice Chair is unable to perform the duties associated with said office, or until such time that a new Chair and/or Vice Chair is appointed by the City Commission.

4. MEETING TIMES

Regular meetings of the Board, which have been scheduled pursuant to Paragraph 1 above, shall begin at 7:00 p.m. Any scheduled meeting whether regular, special or workshop, may be canceled at any public meeting by a majority of the Board present. The meeting may be recessed by the presiding officer at his/her discretion. The presiding officer may adjourn the meeting unless overruled by a majority of the members present. A CRA Commissioner may attend meetings via telephone or video conference for a reason approved by the Board. If attending by telephone or video conference, a CRA Commissioner can be present and vote on items, but shall not count as part of the quorum.

5. ROLL CALL

Roll call for the vote on each Resolution at every meeting shall be in order of seating on the dais with the farthest seat on the left first and the Chair last.

6. MEETING ORDER

The following shall be the order of meetings of the Board; however, upon approval of a motion, the Board may amend the order of the meeting.

a) Approval of Minutes

The first item at each regular meeting of the Board shall be approval of minutes from prior Board meetings.

b) Public Discussion

The second item at each regular meeting shall be public discussion. Public discussion shall not be a public forum, but rather public discussion shall be open for citizens to be heard on matters they wish to bring to the attention of the CRA Board. To further the orderly progression of the meeting, the items to be heard during public discussion **shall only include**: Items on the consent agenda, CRA matters which are not on the regular agenda which an individual wishes to bring before the Board, or CRA matters that may arise in the future. Items pertaining to solely personal matters should not be addressed at this time. At the discretion of the presiding officer, personal matters shall include items that are solely personal in nature, as it relates to the speaker, and not related to the CRA's business.

Speakers heard during public discussion shall have a single session of three (3) minutes each unless the presiding officer shall grant further time.

Persons wishing to address the Board during Public Discussion shall line up in an orderly fashion in Commission Chambers and address the Board from the podium.

A representative of a group should speak on behalf of the group, rather than every individual in the group speaking. If a large number of speakers are in attendance, the presiding officer shall have the discretion to limit the number of speakers on the same item.

c) Presentations

The third item at each regular meeting shall be presentations by CRA staff or CRA contractors related to any CRA projects, the CRA plan, or other CRA related business that does not require formal action by the Board at the CRA meeting at which the presentation is made.

d) Resolutions

The fourth item at each regular meeting shall be consideration of Resolutions approving contracts and agreements related to CRA business.

e) Discussion and Possible Action

The fifth item at each regular meeting shall be "Discussion and Possible Action" regarding matters related to CRA business, including, but not limited to, Temporary Use Agreements, discussion of CRA projects, and other CRA business matters.

f) Executive Director Report

The sixth item at each regular meeting shall be the Executive Director's Report which shall include updates on CRA matters provided by the Executive Director.

g) CRA Commissioner Comments

The seventh item at each regular meeting shall be Board Member Comments. The order of general discussion by the Board shall be in order of seating on the dais with the farthest seat on the left first and the Chair last.

7. ITEM DEADLINES

All items that are intended to be placed on a CRA agenda, must be submitted in writing to the Executive Director by the end of business day on the Monday of the week prior to said meeting, except for those matters added to the agenda with the Chair's approval. Should there be a holiday between Monday and the Board meeting on the following Wednesday, the agenda shall close at such time as determined by the Executive Director. All agenda items must contain complete back-up information or supporting documents and be submitted through the agenda software system. Without exception, no individual agenda item shall be placed on an agenda with less than 48 hours' notice except for matters determined to be of an emergency nature by the Board.

8. REQUESTING ITEMS TO BE ADDED

Any person may request a specific item be added to the agenda by making a request to any CRA Commissioner. A CRA Commissioner who sponsors a person's request for inclusion on the agenda, or a CRA Commissioner who wishes to add an agenda item, shall inform the Executive Director of said sponsorship by the end of business day on Wednesday, one week prior to said meeting. Adequate supporting documents are necessary for an item to appear on the Agenda, as above provided.

9. DISCUSSION ON SPECIFIC ITEMS

After the Board has discussed a specific item on the Agenda other than an item on the consent agenda, the presiding officer will inquire as to whether any citizen wishes to be heard on the matter. Those citizens, who so state at that time, will be given an opportunity to come forward, state their name and address, and address the Board, using no more than a single session of three (3) minutes unless the presiding officer shall grant further time. Anyone wishing to speak a second time on the same subject must receive permission from the presiding officer.

The preceding sections need not apply, at the discretion of the presiding officer, to the following:

- a) An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements of Florida Statutes 286.0114(2) would cause an unreasonable delay in the ability of the Board to act.
- b) An official act involving no more than a ministerial act, including but not limited to, approval of minutes and ceremonial proclamations.

10. CALL FOR VOTE

After an item has been discussed by the Board, and the presiding officer calls for the vote, no further public discussion, nor discussion by the Board, nor explanation of vote, shall be allowed.

11. AMENDING RULES

The Rules of Procedure may be amended, added to, or suspended by a majority of the Board at any meeting. There must be at least three (3) affirmative votes to pass any change.

12. GUIDELINES FOR DISCUSSION BY CRA COMMISSIONERS

- (a) Be concise
- (b) Turn off all beepers/cell phones; make/take all calls outside of the room.
- (c) State the problem (no “personalizing”).
- (d) Do not repeat what has been said.
- (e) Listen with an open mind.
- (f) If you state a problem, give a potential solution.
- (g) Disagree respectfully but openly (not in private).
- (h) No side conversations as they are distracting to others and disrespectful to the speaker.
- (i) Do not speak out of turn. All questions of CRA staff shall be directed through the Executive Director.
- (j) Turn on your microphone and speak directly into it as the listening audience cannot hear you clearly.
- (k) Sit in your seat when discussing an item. The microphones cannot pick up your voice if you are not seated at the dais.
- (l) When addressing or referring to a member of the public, the CRA Board should use the person’s title and last name. All members of the Board shall accord the utmost courtesy to each other, to CRA staff, and to public members appearing before the CRA Board, and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.