



FORT PIERCE REDEVELOPMENT AGENCY
CRA ADVISORY COMMITTEE
BY-LAWS

1. The CRA Advisory Committee will meet the 3rd Wednesday of each month. Meetings will begin at 2:00 PM and will be held in the Fort Pierce City Hall 2nd floor conference room.
2. Additional meetings may be held at any time upon the call of the Chairperson, or by a majority of the voting members of the Committee, or upon request of staff.
3. No member shall serve more than two (2) full consecutive terms (four years).
4. The Committee at its first regular meeting in June each year shall elect a Chairperson, Co-Chairperson and Secretary. No member may serve more than two (2) full consecutive terms as Chairperson.
5. The duties and powers of the officers of the CRA Advisory Committee shall be as follows:
 - a. Chairperson:
 - 1) Preside at all meetings of the Committee
 - 2) Call special meetings of the Committee in accordance with these rules and regulations
 - 3) See that all actions of the Committee are properly taken
 - b. Co-Chairperson:
 - 1) During the absence, disability, or disqualification of the Chairperson, the Co-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.
 - c. Secretary:
 - 1) The Secretary shall be responsible to coordinate the taking of the minutes of the Committee with City staff, keep all approved minutes.
6. A majority of the members of the Committee entitled to vote shall constitute a quorum for the transaction of business. All recommendations from the Committee for either approval or disapproval of any agenda item shall be by a majority vote of the members of the Committee entitled to vote.
7. Robert's Rules of Order are hereby adopted for the government of the Committee in all cases not otherwise provided for in these rules.
8. These rules may be amended at any meeting by a vote of the majority of the entire membership of the Committee. Deadline for Agenda information is due to staff ten (10) days prior to meeting date in order to have an item(s) placed on upcoming agenda.



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9. Each member of the CRA Advisory Committee who has knowledge of the fact that he/she will not be able to attend a scheduled meeting of the CRA Advisory Committee shall notify the Deputy City Manager at nmimms@city-ftpierce.com or 772-467-3793 at the earliest possible opportunity, and in any event, prior to 12:00 PM on the date of the meeting. The Deputy City Manager shall notify the Chairperson of the Committee in the event that projected absences will produce the lack of a quorum. A quorum is half plus one of membership.
10. All Advisory Committee members are expected to attend regularly scheduled meetings. Three (3) unexcused absences by any member during any 12-month period may result in removal of the member by the Advisory Committee. A member's absence is unexcused if the member fails to notify City staff in advance of a meeting that the member will not attend the meeting.
11. The following order will normally be observed; however, it may be rearranged by the Chairperson for individual items if necessary for the expeditious conduct of the business:
 - a. Call to Order
 - b. Roll Call
 - c. Approval of Minutes
 - d. Old Business
 - e. New Business
 - f. Committee Comments
 - g. Public Comments
 - h. Staff Comments
 - i. Close
12. The Co-Chairperson shall succeed the Chairperson if he/she vacates office before term is completed; the Co-Chairperson is to serve the unexpired term of the vacated office. A new Co-Chairperson shall be elected at the next regular meeting.
14. A new Secretary shall be elected at the next regular meeting if he/she vacates office before term is completed.