

CITY OF FORT PIERCE HISTORIC PRESERVATION BOARD

Rules and Regulations

Pursuant to the city of Fort Pierce's Historic Preservation Ordinance No. K-72 at Section 23-029, the City of Fort Pierce's Historic Preservation Board's Rules of Procedure are as follows:

1. Robert's Rules of Order are hereby adopted for the government of the Board in all cases not otherwise provided for in these rules.
2. These rules of procedure are a public record and shall be made available to the public for inspection as, in accordance with the State's Open Records Law, are any other City public document or record.
3. Membership on the Board shall be as provided in Chapter 23, Historic Preservation Ordinance.
4. The City of Fort Pierce Historic Preservation Board will meet monthly at a regularly scheduled meeting, with the time and place to be determined, no less than four times a year.
5. Additional meetings may be held at any time upon the call of the Chairman, or by a majority of the voting members of the Board, or upon request of the City Commission, following at least twenty-four hours notice to each member of the Board.
6. The Board, at its first regular meeting in April of each year, shall elect a Chairman and Vice-Chairman. The Historic Preservation Officer or their representative shall serve as staff liaison to the Board and shall be present at all meetings. An additional staff person or Secretary shall be in attendance to record the meeting.
7. The duties and powers of the officers and staff of the Historic Preservation Board shall be as follows:
 - a) Chairman
 - (1) Preside at all meetings of the Board.
 - (2) Appoint any committees as deemed necessary.
 - (3) Call special meetings of the Board in accordance with these rules and regulations.
 - (4) Sign documents, orders and reports requiring the signature of a certifying Officer of the Board.
 - (5) See that all actions of the Board are properly taken.
 - b) Vice-Chairman
 - (1) During the absence, disability, or disqualification of the Chairman, the Vice-Chairman shall exercise or perform all the duties, and be subject to all the responsibilities of the Chairman.

- c) Historic Preservation Officer
 - (1) Arrange for the meeting place for regular and special meetings.
 - (2) Shall prepare the agendas for the Board and shall make recommendations to the Board regarding Board actions and decisions, including the preparation of appropriate ordinances, advisory recommendations, reports, Certificates of Appropriateness, and designations.
 - (3) Retain all records of the Board meetings as required, to be made available to the public when requested.
 - (4) Keep the Board informed of pertinent correspondence, educational opportunities, and current issues and events.

- d) Secretary
 - (1) Record the meeting and provide the minutes to the Historic Preservation Officer.
 - (2) Call role at the beginning of each meeting.
 - (3) When necessary, call the vote from the Board members.
 - (4) When necessary, swear in speakers at public hearings.

- 5. A majority of the members of the Board entitled to vote shall constitute a quorum for the transaction of business.

- 6. Deadlines for Agenda: The deadline for filing items for placement on the agenda shall be no less than seven days prior to the meeting.

- 7. Order of considerations of agenda items: The following order will normally be observed. However, it may be rearranged by the Chairman for individual items, if necessary, for the expeditious conduct of business:
 - a) Call to Order
 - b) Roll Call
 - c) Approval of Minutes
 - d) Presentations
 - e) Public Hearings
 - f) Old Business
 - g) New Business
 - h) Correspondence (no action required)

- 8. Procedure for Public Hearings: The following procedure will normally be observed, except that it may be rearranged by the Chairman, if necessary, for the expeditious conduct of business:
 - a) Chair announces the Public Hearing is open.
 - b) The Clerk or Secretary swears in the speakers.
 - c) The staff or a committee presents the requests or reports and makes recommendations.
 - d) Historic Preservation Board may ask questions regarding the requests or reports.
 - e) Public is allowed to comment.
 - f) Chair announces the Public Hearing closed.

g) The Board votes

9. By permission of the presiding officer, the privilege of the floor shall be extended to all persons to address the Board on any matter pending before it or which needs the attention of the Board. At public hearings, the presiding officer shall extend the floor to a reasonable number of proponents and opponents of the subject matter of the public hearing. Each person addressing the Board shall proceed to the place assigned for speaking, give his name and address in an audible tone for the records, and limit his address to three minutes, unless a lesser time is fixed for all speakers by the presiding officer or further time is granted by the Board.
10. The chairman has sole discretion on the consideration of non-agenda items.
11. Voting is to be by verbal vote. As a member of the Board, the Chairman shall vote at the same time as other Board members. A roll call vote may be held either upon a proper motion or if directed by the Chairman. Nominations to the National Register of Historic Places shall be voted upon by signed written ballots, which shall become a public record and shall contain the reasons for any vote. After the written ballots are collected and counted, there shall be an announcement of the results of the votes and the names of the members casting minority votes.
12. Prejudicial Acts: If a member of the Board leaves the chambers prior to the call for marking individual ballots, then that ballot shall not be counted even if it has been marked. Members shall not make remarks or otherwise indicate to the public that they have made a final decision on a matter before the Board before all those desiring to speak have been heard and considered.
13. Change of Vote and Reconsideration: A member shall not change his vote after the ballots have been called for and the vote announced without following the procedure set forth below:
 - (a) Any member desiring to change his vote for good cause shall announce his intention immediately to the Chairman, who shall announce to the Board that the particular Board member desires to change his vote.
 - (b) Any board member may question the reason for the vote change and with the consent of the majority of the members of the Board present, the member desiring to change his vote shall be allowed to do so, and the revised results shall then be announced.
 - (c) This procedure shall be followed prior to the commencement of the public hearing on the next item before the Board.
14. Each member of the Preservation Board, with knowledge of the fact that he or she will not be able to attend a scheduled meeting of the Board, shall notify the Department of Development at the earliest possible opportunity, and in any event, prior to 5:00 p.m. of the date of the meeting. The Historic Preservation Officer shall notify the Chairman of the Board in the event that projected absences will produce the lack of quorum.
15. Failure to attend three consecutive meetings without excuse may result in a Board member being removed from the Board.

16. Code of Ethics:

- (a) Members of the Board shall at all times comply with the requirements of the State of Florida's Commission on Ethics.
 - (b) The Board shall comply with Chapter 112, *Florida Statutes*, dealing with disclosure of conflict of interest on voting. No member shall vote in his official capacity upon any measure which inures to his special private gain or shall knowingly vote in his official capacity upon any measure which inures to the special gain of any principal, other than an agency, as defined in Section 112.312(2), *Florida Statutes*, by whom he is retained.
 - (c) Any member abstaining from voting due to a real or possible conflict of interest shall publicly state the nature of his interest prior to the vote being taken on an item before the Board and shall give a summary of said conflict; he then must abstain from voting.
 - (d) Any member who believes that the matter being considered directly or indirectly inures to that member's special private gain or creates a conflict between the member's private duties shall notify the Chairman normally prior to the beginning of the meeting in question, but no later than the beginning of the consideration of that item.
 - (e) In the event the presiding Chairman has a possible conflict of interest on any item before the Board, then, in addition to the above, he shall step down from the chair prior to the commencement of the public hearing on that item in order for the succeeding officer to conduct the hearing for said item.
17. The Chairman shall be an ex-officio member of any committee the Board may form, with voice but no vote. Each committee shall consist of three members. The committee shall make recommendations on particular matters within the scope of the committee's duties for action by the committee, and such actions shall be presented to the Board for ratification or action.
18. Nothing shall prevent the Board from naming a Chairman to successive terms.
19. The Vice-Chairman shall succeed the Chairman if he vacated his office before his term is completed; the Vice-Chairman to serve the unexpired term of the vacated office. A new Vice-Chairman shall be elected at the next regular meeting.
20. These rules may be amended at any meeting by a vote of the majority of the entire membership of the Board, provided five days notice has been given to each member of the Board.