



# Fort Pierce Redevelopment Agency CRA Advisory Committee By-Laws

1. The CRA Advisory Committee will meet the 3<sup>rd</sup> Wednesday of each month. Meetings will begin at 3:30 PM and will be held in the Fort Pierce City Hall 2nd floor conference room.
2. Specific meetings may be held at any time upon request of the Chairperson, or by a majority of the voting members of the Committee, or upon the request of staff.
3. The Committee at its first regular meeting in January of each year shall elect a Chairperson and Vice-Chairperson. No member may serve more than two (2) full consecutive terms as Chairperson.
4. 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. Vice-Chairperson:
    - 1) During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.
5. A majority is required to establish a quorum for the transaction of business in accordance with Robert's Rules of Order. A majority vote of the members present is necessary for approval or disapproval of any agenda.
6. Robert's Rules of Order are hereby adopted as official guidelines to govern.



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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.
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 Community and Economic Development Department via email: [fpra@cityoffortpierce.com](mailto:fpra@cityoffortpierce.com) or 772-467-3018 at the earliest possible opportunity, and in any event, prior to 12:00 PM on the date of the meeting. Staff 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. Comments from the Public
  - e. Old Business
  - f. New Business
  - g. Committee Comments
  - h. Staff Comments
  - i. Adjournment
12. The Vice-Chairperson shall succeed the Chairperson if he/she vacates office before term is completed; the Vice-Chairperson is to serve the unexpired term of the vacated office. A new Vice-Chairperson shall be elected at the next regular meeting.