

**RULES OF PROCEDURES AND BY-LAWS
OF THE DeBARY HISTORIC PRESERVATION ADVISORY BOARD**

ARTICLE I PURPOSE AND INTENT

It is the purpose and intent of these by-laws to set forth a uniform set of rules and procedures as authorized the City Council of DeBary in Resolution 97-08, whereby the DeBary Historic Preservation Advisory Board, herein referred to as the "Board", may regulate the manner in which it elects officers, conducts meetings, and otherwise carries out its designated powers and duties. It is further the intent of these Rules of Procedure to serve as a guideline in the conduct of the business and affairs pertaining to the Board.

ARTICLE II MEMBERSHIP

SECTION 1 MEMBERSHIP: The DeBary Historic Preservation Advisory Board membership shall consist of eight (8) members appointed by the City Council. A majority of the voting members appointed shall constitute a quorum at meetings. Members shall be residents of the City of DeBary regardless of race, creed, color or religion.

SECTION 2 OFFICERS

A. CHAIR: The Chair shall serve as the presiding officer at all meetings of the Board and shall conduct said meetings as specified herein. The Chair shall be elected by the majority of the total membership of the Board at its first regular meeting and shall thereafter be elected at the last regular meeting of the calendar year and the term of office shall be for one (1) year. The Chair shall be eligible for re-election but shall serve no longer than three (3) consecutive years in said office. The Chair shall transmit reports, plans, and recommendation of the Board to the City Council or appropriate City Board and, in general, shall act as spokesperson of the Board. The Chair shall appoint from the Board membership, any committees found necessary to investigate matters before the Board. In addition, the Chair, upon approval of the City Council, may appoint person(s) other than Board members to investigate matters before the Board.

B. VICE-CHAIR: The Vice-Chair shall be elected by the Board from among its regular members in the same manner and for the same term as the Chair, and shall be eligible for re-election but shall not serve longer than three (3) consecutive years in said office. The Vice-Chair shall assume the powers and duties of the Chair in the absence or inability of the Chair to act, and shall serve as the Acting Chair in their absence.

C. SECRETARY: The Secretary shall be elected by the Board from among its regular members and for the same term as the Chair, and shall be eligible for re-election, but shall not serve longer than three (3) consecutive years in said office. It shall be the duty of the Secretary to sign all the minutes and be responsible for the disposition of same upon their approval by the Board at a public meeting. It shall also be the duty of the Secretary to receive any evidence or documents presented to the Board at any Board meeting and to sign or initial and date such documents or evidence. In the event of the absence or inability of the Chair or Vice-Chair to act, the Secretary shall act as temporary Chair for that meeting.

SECTION 3 TERMS OF OFFICE: All regular and associate members of the Board shall serve for a period specified by the City Council. Members shall serve at the pleasure of the City Council and serve without compensation, and such Board by be dissolved by the City Council, if in the opinion of the City Council, there is no apparent need for its function.

ARTICLE III DUTIES AND RESPONSIBILITIES

In addition to the ultimate responsibility of accomplishing the objectives set forth in accordance with the goals and objectives of the City of DeBary’s Comprehensive Plan, the City of DeBary’s Historic Preservation Advisory Board shall have the following duties and responsibilities:

1. Propose and recommend to the City Council, financial and technical incentive programs to further the objectives of historic preservation.
2. Educate owners of designated historic resources and the general public on the benefits of historic preservation and federal, state and local laws and policies regarding the protection of historic resources.
3. Request grant assistance, through the City Council, from state, federal or private sources for the purpose of furthering the objectives of historic preservation.
4. Perform any other function or duty related to historic preservation as assigned the City Council.
5. Attend pertinent historic preservation educational meetings, workshops and conferences sponsored by the Department of State, division of Historical Resources.
6. Seek expertise on proposals or matters requiring evaluation by a professional not represented on the Board.,
7. Encourage Board members to participate in the survey and planning activities of the city of DeBary.

ARTICLE IV MEETINGS

SECTION 1 REGULAR MEETINGS: The Board shall hold at least four (4) regular meetings each year, but may hold additional meetings if it deems necessary. Each regular meeting shall have been previously posted at least six (6) days prior to the meeting, which shall be open to the public. The Board may adopt a regular meeting schedule which provides for the time, date and place of said regular meetings.

SECTION 2 SPECIAL MEETINGS: Special meetings for the purpose of a public hearing or meeting may be called at any time by the Chair. The Chair shall instruct the City-appointed staff to give written notice of the time and place of any special meetings to each member of the Board, and all individuals who request notice of such meetings.

SECTION 3 WORKSHOP MEETINGS: Workshop meetings may be held as required for the purpose of enabling the Board to gather information and discuss and examine matters relating to the power, duties, and functions of the Board. Such workshops shall be conducted I accordance with the notice requirements in Section 1.

SECTION 4 CONTINUED MEETINGS: The Board may continue a regular or special meeting if all business cannot be conducted on the advertised date. No further public notice shall be necessary for

resuming the meeting provided the time, date and place of the resumption of said meeting is stated at the time of the continuance.

SECTION 5 CANCELLATION OF MEETING: Whenever there is no business for the Board to conduct, or whenever a majority of the Board members notify the Chair of their inability to attend a meeting, the Chair may dispense with the Regular Meeting by instructing the City-appointed staff to give written or oral notice to all members not less than twenty-four (24) hours prior to the time set for the meeting.

SECTION 6 REPRESENTATION OF PERSONAL INTEREST: All Board members shall be governed by the Code of Ethics set forth in the applicable Florida Statutes.

SECTION 7 CONDUCT OF MEETINGS: All meetings shall be open to the public. All records of the Board, including its rules of procedure, minutes, resolutions, and inventory shall be maintained and considered to be public record open to inspection by the public. An agenda of business to be transacted shall be prepared. The order of business at regular meetings shall be as follows:

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF PREVIOUS MINUTES
4. CONTINUED ITEMS
5. NEW BUSINESS
6. STAFF ITEMS
7. CITIZEN COMMENTS
8. ADJOURNMENT

SECTION 8 QUORUM: A quorum shall consist of a majority of members for the transaction of all business, except as otherwise specified herein. However, in the event a quorum is not present to conduct a public hearing, two or more members of the Board shall constitute a quorum for the sole purpose of calling the meeting to order and rescheduling to another date, stating the place, time and date of that meeting.

SECTION 9 VOTING: Any Board member who is present and eligible to vote shall vote, except in the case of a voting conflict, which is governed by Section 112.3143, Florida Statutes

SECTION 10 MOTIONS: Except as provided in Section 9, motions on any matter shall be approved only upon occurrence of a majority of the members present and eligible to vote, provided that a quorum is present. In the case of tie votes, the motion shall not carry and will result in no recommendation.

SECTION 11 ABSENCES: If a member is absent for three (3) consecutive meetings without being excused prior to said meeting by the Chairman, said member shall forfeit their office and it shall be deemed vacant. An excused absence means an absence as a result of illness, or death of a family member, conflicting professional or personal responsibilities, or vacation.

SECTION 12 ROBERT'S RULES OF ORDER: "Robert's Rules of order Newly Revised" shall govern the conduct of all meetings in all cases to which they are applicable and where they are not consistent with these By-Laws, or any special rules the Board may adopt from time to time.

ARTICLE V STAFF

The Board shall have access to the information and staff of all departments of the City of DeBary government on such a basis that these departments are able to render assistance to the Board; provided, however, the City shall appoint such staff to serve as the primary professional staff to the Board. The preparation of agendas, preparation and sending out of meeting notices, preparation and distribution of meeting packets, and establishing and maintaining a file shall be accomplished by a member of the City staff of the City of DeBary.

ARTICLE VI AMENDMENTS OF BY-LAWS

SECTION 1 AMENDMENTS: The By-Laws of the Historic Preservation Advisory Board may be amended, repealed or altered, in part or in whole, by majority vote of the members at any regular or special meeting provided that the due intent of such meeting and the proposed changes are given in writing to all members five (5) days prior to the meeting.

ARTICLE VII ACCEPTANCE

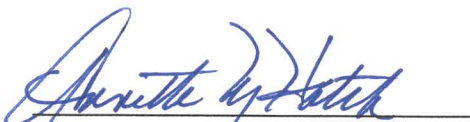
SECTION 1 ACCEPTANCE: The signature of the members of the Board here below shall attest that this draft of By-Laws of the DeBary Historic Preservation Advisory Board of DeBary, Florida, have been read before a meeting of the members of the Board and accepted by majority vote of the members present at the meeting.

These By-Laws were adopted by the Historic Preservation Advisory Board this 16th day of October, 2023.



Susan Preil, Chair

ATTEST:



Annette Hatch, CMC, City Clerk