

## **RULES OF THE CITY OF DELRAY BEACH GREEN IMPLEMENTATION ADVANCEMENT BOARD**

### **ARTICLE I - GENERAL GOVERNING RULES:**

The Green Implementation Advancement Board (hereinafter the "GIAB") shall be governed by Resolution 32-09 of the City of Delray Beach, Florida (hereinafter the "City"), as and if amended, and the Rules of Procedure hereinafter set forth (hereinafter the "Rules"), as adopted by the Board and approved by the City Commission.

### **ARTICLE II - OFFICERS, COMMITTEES:**

1. The Board shall elect a Chair and Vice Chair annually at its first regular meeting in the month of August from among its members by a majority vote of its members present and voting.
2. The Chair (or in his/her absence, the Vice Chair) shall preside at all meetings of the Board and rule on all points of order and procedure.
3. The Chair may appoint any committees which may be deemed necessary.
4. The City's Sustainability Officer or a member of the Environmental Services Department Staff shall act as the GIAB liaison, taking minutes indicating the substance of the meeting, the record of attendance and the vote of members on each question during each meeting of the GIAB.

### **ARTICLE III - MEETINGS, QUORUM, CONFLICTS:**

1. REGULAR MEETINGS: The Board shall conduct its regular meetings every third (3<sup>rd</sup>) Thursday of each month at 9:00 a.m., unless there is no cause to hold such a meeting, or if such regular meeting date falls on a holiday of the City of Delray Beach.
2. SPECIAL MEETING: A special meeting may be called by the Chair subject to compliance with statutory notice provisions.
3. QUORUM: A quorum is required in order to hold a meeting. A quorum shall consist of a majority of filled positions of the GIAB. All findings and orders of the GIAB require a vote of the majority of its members present and voting for the action to be official.
4. REPRESENTATION, PERSONAL INTEREST: No member or alternate member, if any, of the GIAB shall appear or represent before the board a person in any matter pending before the GIAB. No member of the GIAB shall hear or vote upon any matter before the GIAB in which she or he is directly affected in a financial way. Whenever a member or alternate member of the GIAB has a direct personal, private or personal interest in any matter which comes before the GIAB, which interest creates a conflict of interest, that member or alternate member shall disclose said conflict before discussion and vote, and depart the meeting and refrain from voting. The conflicted member shall, within fifteen (15) days after the vote occurs, file the proper form with the Board Secretary pursuant to the provisions of Chapter 112, Florida Statutes. If the departure of a member is required for this reason and said departure no longer provides for a quorum, then the item before the Board shall be continued and voted upon at the next regular or special meeting.
5. CONDUCT OF MEETINGS: All meetings shall be open to the public, and the formal agenda posted in the Lobby of City Hall three prior to each regularly scheduled meeting. The Chair may, at his or her discretion, change the order of business at any meeting.
6. ADJOURNED MEETINGS: The GIAB may adjourn a regular meeting, if all business cannot be disposed of on the day set, to a time and date certain; however, notice of the

time and date of postponement shall be given at the time of adjournment and shall not be changed prior to resumption of the postponed meeting.

#### **ARTICLE IV - ABSENCES, RESIGNATION, VACANCIES:**

1. ABSENCES: If any regular GIAB member fails to attend three (3) consecutive regular meetings, the member's office shall be deemed vacant and the City Commission shall promptly fill such vacancy. The Board member may appeal the decision and reapply in writing to the City Commission.
2. RESIGNATION: Except as otherwise provided in Paragraph 1, above, of this Article IV, a Board member may resign from the Board by filing a written statement of resignation with the City Clerk
3. VACANCY: Vacancies on the Board shall be filled pursuant to Section 32.10 of the City Code of Ordinances, as amended.

#### **ARTICLE V - PARLIAMENTARY PROCEDURE:**

Roberts Rules of Order shall be the final authority on all questions of parliamentary procedure.

#### **ARTICLE VI - AMENDMENTS - EFFECTIVE DATE:**

1. These Rules may be amended by a concurring vote of a majority of the GIAB members present recommending such amendment to City Commission.
2. Prior to any such amendment becoming effective, it must first be approved by the City Commission.
3. These Rules shall be reviewed by the Board not less than every two (2) years.
4. These Rules shall become effective upon their approval by City Commission.

These Rules are hereby adopted by the Green Implementation Advancement Board this 17th day of June 2016.

Board

\_\_\_\_\_  
Chair, Green Implementation Advisory

Passed and approved by the City Commission in regular session this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

#### **ATTEST:**

#### **CITY OF DELRAY BEACH, FLORIDA**

By: \_\_\_\_\_  
City Clerk

By: \_\_\_\_\_  
Cary D. Glickstein  
Mayor