

**BYLAWS  
THE CITY OF DELRAY BEACH  
AFFORDABLE HOUSING ADVISORY COMMITTEE**

**Article I: General.**

The Affordable Housing Advisory Committee (hereinafter referred to as “the Committee”) shall be governed by Florida Statute City’s Rules of Procedure adopted by the Delray Beach City Commission on March 25, 2021, Procedures for Quasi-Judicial Hearings adopted by the Delray Beach City Commission on March 17, 2017, the Land Development Regulations, the Code of Ordinances, the Advisory Board Member Manual, and the Bylaws adopted herein.

**Article II: Officers.**

1. The Committee shall elect a Chairperson, Vice Chairperson, and any other officer the Committee deems necessary annually in the month of September, or as soon thereafter as possible, by a majority vote of its members present and voting at the time of election.
2. The Chairperson, or in the absence of the Chairperson, the Vice Chairperson, shall preside at all proceedings of the Committee and shall rule on all points of order and procedure.

**Article III: City Staff Assigned to Committee**

1. The Committee Clerk, appointed by the City Manager shall record proceedings of the Committee, if recorded, keep minutes of proceedings and place on the subsequent meeting agenda for approval by the Committee, take roll calls, record votes of the Committee and carry out related duties pertaining to preparation, posting, and distribution of agenda, distribution of materials to Committee members. The Committee Clerk’s designee shall assume the aforementioned duties in the absence of the Committee Clerk.
2. The Staff Liaison, appointed by the City Manager, is responsible for creating, preparing, and distributing the agenda and will make every effort to deliver a complete agenda to the Committee no later than 5:00 p.m. at least 5 business days prior to the regular meeting.
3. If a Committee Clerk is not assigned to the Committee, the Staff Liaison shall be responsible for the responsibilities assigned to the Committee Clerk as well as the Staff Liaison.

**Article IV: Hearings, Quorum, Order of Business, Conflicts**

1. **Schedule.** Unless approved by the City Manager or the City Manager’s Designee and otherwise advertised, regular meetings of the Committee will take place a minimum of three times a year on the second Thursday of the month at 6:00 p.m. If the meeting is adjourned, any unfinished business shall be considered at the next regular meeting or at a time and place set by the Committee.
2. **Workshops and Special Meetings.** Committee Members will be required to attend an Annual Training Workshop. Otherwise, Workshops or Special Meetings may only be scheduled at the discretion of the Commission, City Manager, or the City Manager’s Designee.
3. **Quorum.** A quorum is required to conduct a meeting. A quorum shall consist of six members. If no quorum exists within thirty (30) minutes after the designated meeting time or if a quorum is lost, the meeting shall be adjourned. The names of the members present and the time of adjournment shall be recorded in the minutes by the Committee Clerk.

4. **Motions and Voting.** All recommendations of the Committee require a vote of a majority of its members present and voting. Votes taken on recommendations to the Commission shall be by roll call and shall be recorded by the Committee Clerk. The Chair shall call for the vote and announce the results, which will be recorded by the Committee Clerk. Every member who is present must vote, unless the member has publicly stated that the member is abstaining from voting due to a conflict of interest pursuant to Sections 112.3143 or 286.012, Florida Statutes.
5. **Recommendations to City Commission.** In all cases, when the Committee has voted affirmatively to recommend issues for action or consideration by the City Commission, the following process should be followed:
  - a. A majority of the Committee's members present at the meeting must vote affirmatively to send an issue to the City Commission for consideration, information, or action.
  - b. The Staff Liaison communicates the request of the advisory committee via a transmittal letter signed by the Chair of the advisory committee, to the Mayor and members of the City Commission.
  - c. The City Commissioners may choose to take action. If action is taken, the advisory committee will be informed, usually through a letter from the Mayor or City Manager to the Chair of the advisory committee, indicating the action taken.
6. **Public Meetings.** All meetings shall be open to the public.
7. **Agenda.** The Staff Liaison shall prepare the Agenda and make every effort to deliver a complete agenda to the Committee no later than 5:00 p.m. five business days before the regular meeting. The agenda, as well as lengthy reports and standard documents that are part of the agenda's back-up documentation, shall be available for review by the public. Items will be addressed individually in the order presented on the Agenda, unless reordered upon approval by a majority of the Committee. An item may be added to a subsequent agenda if a majority of the Committee so directs, either by consensus or by vote of the Committee.
8. **Conflicts.** No Committee Member shall vote on a matter if the Committee Member has a voting conflict pursuant to Sections 112.3143 or 286.011, Florida Statutes.
9. **Compliance with Code of Ethics.** Committee Members shall comply with the rules as described in Sections 2-441 to 2-448 of the Palm Beach County Code of Ethics and the State of Florida Code of Ethics, codified in Part III of Chapter 112 of the Florida Statutes.

#### **Article V. Absences, Removal from Office.**

Committee Members may be suspended or removed from the Committee in accordance with the procedures for removal set forth in Sec. 32.15 and 32.17 of the City's Code of Ordinances.

#### **Article VI. Parliamentary Procedure**

Except to the extent City's Rules of Procedure or Procedures for Quasi-Judicial Hearings indicate otherwise, Robert's Rules of Order shall be the final authority concerning questions of parliamentary procedures.

#### **Article VII. Adoption, Amendments, Required Review, Effective Date**

These general rules or subsequent amendments:

1. Shall be adopted by the Committee by a majority vote of members present and voting at the time of adoptions.
2. May be amended by the Committee by a majority of members present and voting at the time of adoption of the amendment, however, said amendment will require approval of the City Commission.
3. Shall be reviewed by the Committee every two years.
4. Shall become effective upon approval by the City Commission.
5. Were adopted by the Committee on this 2<sup>nd</sup> day of November, 2021.

Andrea S. Bruton  
Chairperson, Affordable Housing Advisory  
Committee

6. Were approved by the City Commission and become effective on this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

ATTEST:

CITY OF DELRAY BEACH

\_\_\_\_\_  
Katerri Johnson, City Clerk

\_\_\_\_\_  
Shelly Petrolia, Mayor

Approved as to form and Legal Sufficiency:

\_\_\_\_\_  
Lynn Gelin, City Attorney