

**BYLAWS
THE CITY OF DELRAY BEACH
DEVELOPMENT SERVICES MANAGEMENT GROUP**

Article I: General.

The Development Services Management Group (hereinafter referred to as the "DSMG") shall be governed by Florida Statutes, the City's Local Rules of Procedure and Quasi-Judicial Rules adopted by the Delray Beach City Commission on January 4, 2024, as may be amended from time to time, the Land Development Regulations, the Code of Ordinances, and the Bylaws adopted herein.

Article II: Officers.

1. DSMG shall elect a Chairperson, Vice Chairperson, and any other officer the group 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 group and shall rule on all points of order and procedure.

Article III: City Staff Assigned to DSMG and Membership

1. A Clerk, appointed by the City Manager shall record all proceedings, keep minutes of proceedings and place on the subsequent meeting agenda for approval, take roll calls, record votes and carry out related duties pertaining to preparation, posting, and distribution of the agenda. The Clerk's designee shall assume the aforementioned duties in the absence of the Clerk.
2. A 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 no later than 5:00 p.m. at least five (5) business days prior to the regular meeting.
3. If a Clerk is not assigned, the Staff Liaison shall be responsible for both sets of responsibilities.

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

1. **Schedule.** Unless otherwise approved by the Development Services Director or designee, regular meetings of the DSMG will take place monthly, or as called for by the Director, on the second Thursday of every month at 2:00 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 members of the DSMG.
2. **Quorum.** A quorum is required to conduct a meeting. A quorum shall consist of four (4) members. If no quorum exists within fifteen (15) minutes after the designated meeting time or if a quorum is lost, the meeting shall be adjourned.
3. **Motions and Voting.** All recommendations of the group 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 Clerk. The Chair shall call for the vote and announce the results, which will be recorded by the 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.

4. **Agenda.** 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. An item may be added to a subsequent agenda if a majority of the group so directs, either by consensus or by vote of the group.
5. **Conflicts.** No member of the DSMG shall vote on a matter if the member has a voting conflict pursuant to Sections 112.3143 or 286. 012, Florida Statutes, as may be amended from time to time.

Article V. Parliamentary Procedure

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

Article VI. Adoption, Amendments, Required Review, Effective Date

These general rules or subsequent amendments:

1. Shall be adopted by the Board by a majority vote of members present and voting at the time of adoption.
2. May be amended by the Board 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 Board every two years.
4. Shall become effective upon approval by the City Commission.
5. Were adopted by the Board on this ____ day of _____, 2024.

Chairperson, Development Services Management Group

6. Were approved by the City Commission and become effective on this ____ day of _____, 2024.

ATTEST:

CITY OF DELRAY BEACH

Katerri Johnson, City Clerk

Shelly Petrolia, Mayor

Approved as to form and Legal Sufficiency:

Lynn Gelin, City Attorney

