

**BY-LAWS  
THE CITY OF DELRAY BEACH  
PARKING MANAGEMENT ADVISORY BOARD**

**ARTICLE I - GENERAL GOVERNING RULES:**

The Parking Management Advisory Board (hereinafter the "Board") shall be governed by Resolution 54-89 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 February 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 shall appoint any committees which may be deemed necessary.
4. The Staff Liaison shall act as Recording Secretary. The Recording Secretary shall take and transcribe the minutes of each meeting of the Board, conduct all correspondence of the Board, keep a minute book recording attendance and the vote of each member upon each question (or, if a member is absent or fails to vote, indicating such fact), maintain records of examinations and hearings and other official actions, and carry out such other official duties as may be assigned by the Board.

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

1. REGULAR MEETINGS: The Board shall conduct its regular meetings every fourth (4<sup>th</sup>) Tuesday of each month at 5:30 p.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. The Recording Secretary of the Board shall notify each Board member, not less than one (1) day prior to any regularly scheduled meeting, of the time and place of each meeting.
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 Board. All findings and orders of the Board 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 Board shall appear or represent before the Board a person in any matter pending before the Board. No member of the Board shall hear or vote upon any matter before the Board in which she or he is directly affected in a financial way. Whenever a member or alternate member of the Board has a direct personal, private or personal interest in any matter which comes before the Board, which interest creates a conflict of interest, that member or alternate member shall disclose said conflict before discussion and vote and 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.
5. CONDUCT OF MEETINGS: All meetings shall be open to the public, and the formal agenda posted in the Lobby of City Hall three (3) days 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 Board 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 Board 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 Clerk of the City.
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 Board members present recommending such amendment to City Commission; provided, however, that the proposed amendment(s) has/have been presented in writing to the Board at least three (3) days prior to its adoption.
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 fifteen (15) days following their approval by City Commission.

These Rules are hereby adopted by the Parking Management Advisory Board this 23 day of April, 2018.

  
\_\_\_\_\_  
Chair, Parking Management Advisory Board

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

#### **ATTEST:**

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

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

By: \_\_\_\_\_  
Mayor, Shelly Petrolia