

**BY-LAWS FOR THE  
PARKS AND RECREATION ADVISORY BOARD  
OF THE CITY OF MAITLAND, FLORIDA**

SECTION A. Officers.

The officers of the Parks and Recreation Advisory Board shall consist of a Chairperson and Vice Chairperson elected by the Board. All officers shall be eligible for re-election for a period not to exceed two consecutive years.

SECTION B. The Presiding Officer.

The Chairperson shall be the presiding officer (hereinafter: the "Presiding Officer") at meetings of the Board and shall perform all duties as described by proper parliamentary procedure.

The Presiding Officer's general duties are:

- I. To open and call the meeting to order;
2. To announce the business to be conducted;
3. To recognize members entitled to the floor or to recognize individuals seeking to address the Board;
4. To state and put to a vote all questions which are regularly moved or necessarily arise in the course of proceedings;
5. To announce the result of the vote;
6. To move proceedings forward as much as shall be reasonable and appropriate by seeking to avoid redundant or repetitive presentations or remarks by individuals addressing the Board;
7. To require order and sincerity in meetings;
8. To inform the group present as to a point of order or a practice pertinent to pending business;
9. To authenticate, by signature when necessary, all actions, orders, and proceedings of the Board.
10. To administer oaths and compel the attendance of witnesses, when necessary; and
11. To establish time limits for presentations at the meetings, as deemed appropriate by the Presiding Officer.

The Presiding Officer shall conduct business only for the benefit of the Board and shall reflect no personal prejudice in any matter.

SECTION C. Vice Chairperson.

The Vice Chairperson shall assist the Presiding Officer in any way possible subject to the Presiding Officer's request. Upon the absence of the Presiding Officer, the Vice Chairperson shall automatically act as the Presiding Officer of the Board.

The City Manager shall designate a Department to generally assist the Board and be responsible for carrying out the following duties:

- I. Keep records and minutes of meetings and hearings of the Board and transmit draft copies of all minutes to City Council within fifteen (15) days of such meeting;
2. Keep a record of the members and call this roll when required;
3. Notify officers and committees of their appointment and furnish committees with all papers necessary;
4. Record the number of votes for and against each question put to vote;
5. Indicate any absences or disqualifications from voting when a question is put to vote;
6. Arrange proper and legal notice of hearings;
7. Attend to correspondence of the Board and such other duties as are normally carried out by a secretary or as authorized by the Presiding Officer of the Board, as may be reasonably required by the Board for the proper performance of its duties.

## **ARTICLE II NOMINATION AND ELECTION OF OFFICERS**

### SECTION A. Nominations.

Nominations of officers shall be made from among the members at the annual organization meeting, which shall be held on the first regularly scheduled meeting in each calendar year.

### SECTION B. Elections.

Election of officers shall take place immediately following nominations. Voting shall take place by roll call. A candidate receiving the majority of votes of the membership at a meeting where there is a properly constituted quorum shall be declared elected and shall serve for a term of one (I) year or until his successor shall take office. All officers elected at the annual meeting shall assume office at the close of that meeting. Officers are eligible for re-election for a period not to exceed two consecutive years.

### SECTION C. Vacancies.

Upon a vacancy in the post of the Presiding Officer, the Vice Chairperson shall automatically succeed to the office of Presiding Officer for the remaining time period in the term of that office. Vacancies in unexpired terms of office other than the Presiding Officer shall be filled immediately by the regular election procedures set forth in this Article. Upon filling a vacancy, the individual so selected shall serve the remaining time period in the unexpired term in which the vacancy was filled.

## **ARTICLE III COMMITTEES**

The Chairperson shall be empowered to appoint such special committees as deemed necessary at any time or, on the majority vote of the members at any meeting, and shall appoint committees as they direct.

**ARTICLE IV  
AMENDMENT**

By-Laws amendments may be proposed by the Board to City Council at any meeting by a two-thirds vote, a quorum being present. Any amendments to the By-Laws shall be effective only with City Council approval.

**ARTICLE V  
MEETINGS**

SECTION A. Time of Meetings.

Unless the Presiding Officer shall otherwise set the time, date, or location of a meeting, the regular meetings of the Board shall be held ~~at 7:30 p.m.~~ on the first Wednesday of the month at a time determined by the Board in the Maitland City Council Chambers or other appropriate public meeting place consistent with Florida Statutes. Unless the Board at a duly called meeting has directed otherwise for any given meeting, the Executive Secretary, after consultation with the Presiding Officer, shall set the agenda for all meetings. All meetings shall be open to the public.

SECTION B. Quorum.

The Board shall consider a quorum Present when a simple majority of the total membership of the Board is in attendance.

SECTION C. Special Meetings.

Special meetings may be called by the Presiding Officer with forty-eight (48) hours written notice (i.e., notice posted at City Hall), provided a quorum can be assembled.

SECTION D. Transcription of Meetings.

All meetings of the Board shall be public and shall be tape recorded.

**ARTICLE VI  
PROCEDURE**

SECTION A. Meeting Format and Order of Business.

~~The order of business at regular meetings shall be as follows:~~

- ~~A. Call to Order~~
- ~~B. Pledge of Allegiance~~
- ~~C. Roll Call~~
- ~~D. Reading or Disposition of Minutes of Previous Meeting~~
- ~~E. Public Hearings~~
- ~~F. Decisions~~

- ~~G. Recommendations~~
- ~~H. Staff Presentations or work sessions~~
- ~~I. Any Other Business the Board Deems Advisable~~
- ~~J. Adjournment~~

~~"Any Other Business the Board Deems Advisable" shall be time period open to discussion and announcements by members of the Board, City staff, and the Board's Legal Counsel.~~

- I. Call to Order/Roll Call
- II. Pledge of Allegiance
- III. Reading or Disposition of Minutes of Previous Meeting
- IV. Public Period
- V. Old Business
- VI. New Business
- VII. Any Other Business the Board Deems Advisable\*
- VIII. Adjournment

\* "Any other Business the Board Deems Advisable" shall be time period open to discussion and announcements by members of the Board

SECTION B. Rules of Procedure.

Unless otherwise set forth in these By-Laws, ~~the provisions of Roberts Rules of Order, most recent edition, shall be the parliamentary rules of Procedure which~~ general parliamentary procedure as determined by the chairman, shall guide all Board meetings. Questions or statements made by members of the Board by the General Public, permit applicants, or staff shall be directed to the Presiding Officer. The failure to follow the procedures set forth in these By-Laws shall not be a basis upon which any person or legal entity may seek an invalidation of any action taken by the Board.

**ARTICLE VII  
VOTING**

Each regular Board member, including the Chairperson, shall have an equal vote in all matters.

**ARTICLE VIII  
TRANSACTION OF BUSINESS**

SECTION A. Transcripts.

All minutes and records of proceedings, including findings and determinations, shall be filed with the official records of the City of Maitland. A transcript of the proceedings of the Board's regular meetings may be requested by any member of the Board or the general public, but any expenses incurred in the preparation of the transcript shall be the responsibility and obligation of the requesting party, if a member of the general public.

SECTION B. Record Voting.

The manner in which each member has voted (e.g. - "aye" or "nay") on all issues put to a vote, excluding procedural motions, shall be recorded in the minutes of the Board. A member may supplement the minutes with a statement explaining the reason for voting in a certain manner. The statement may not exceed one hundred (100) words and must be filed with the Executive Secretary within five (5) business days (holidays excluded) after the meeting at which the member's vote was cast.

SECTION C. Contents of Minutes.

The Executive Secretary shall keep minutes on presentations before the Board. The record shall include the name, address, and who the speaker represented, if anyone, and a very brief synopsis of the speaker's statement to the Board. The official copy of the minutes on file at City Hall shall also include all written statements, exhibits, letters, and other exhibits submitted at hearings and made a part of the record. The minutes shall include the name of the Board member making all motions, the name of the Board member seconding all motions, a roll call vote for all non-procedural motions, and at least a final vote tally for all procedural motions.

I HEREBY CERTIFY that these By-Laws were duly recommended as the By-Laws of the City of Maitland Parks and Recreation Advisory Board on the 3rd day of June, 2017, and that these By-Laws were properly adopted at a meeting of the Maitland City Council held on the \_\_\_\_ day of \_\_\_\_\_, 2017.

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Todd Deery, Chairman

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A. Dale McDonald, Mayor