

**BYLAWS FOR THE  
LAKES ADVISORY BOARD  
OF THE CITY OF MAITLAND, FLORIDA**

**ARTICLES I  
OFFICERS**

SECTION A. Officers.

The officers of the Lakes 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 desired by proper parliamentary procedure.

The Presiding Officer’s general duties are:

1. 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 the 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.

#### SECTION D. Executive Secretary and Administrative Assistant

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

1. 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 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 hearing;
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; and
8. 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.

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

#### SECTION A. Nomination

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 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 (2) consecutive years.

#### SECTION C. Vacancies

Upon vacancies of the post of the Presiding Officer, the Vice Chairperson shall be filled 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 the 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**

Bylaws 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 bylaws 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 a time agreed upon by the Board on the third Wednesday of every month at Maitland City Hall or other appropriate public meeting place consistent with Florida Statutes.

SECTION B. Quorum

The Board shall consider a quorum present when a simple majority of the total membership of the Board is in attendance. A meeting shall not be called to order unless a quorum is present.

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. Record of Meetings

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

**ARTICLE VI  
COMMUNICATION WITH CITY COUNCIL**

For any recommendations or requests that the Board desires an action or response from City Council, the Presiding Officer shall forward a memo to the City Council through the City Clerk with the information and requested action outlined for City Council action.

**ARTICLE VII  
PROCEDURE**

SECTION A. Meeting Format and Order of Business

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

- A. Call to Order / Roll Call
- B. Pledge of Allegiance
- C. Approval of Minutes of Previous Meeting
- D. Public Period
- E. Old Business
- F. (Any item previously discussed by the Board including Chairman's, member's, police, staff reports, etc.)
- G. New Business
- H. (Any new item for discussion or decision by the Board)
- I. Any Other Business the Board Deems Advisable  
(Time period open to discussion and announcements by members of the Board, to include Lakes related discussion on items of importance to the Board and City.)
- J. Adjournment

SECTION B. Rules of Procedure

Unless otherwise set forth in these bylaws, general parliamentary procedures as administered by the Presiding Officer shall guide all Board meetings. Questions or statements made by members of the Board by the general public permit applications, or staff shall be directed to the Presiding Officer. The failure to follow the procedures set forth in these bylaws shall not be a basis upon which any person or legal entity may seek an invalidation of any action taken by the Board.

**ARTICLE VIII  
VOTING**

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

**ARTICLE IX  
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 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 bylaws were duly recommended as the bylaws of the City of Maitland Lakes Advisory Board on the 15<sup>th</sup> day of February, 2017, and that these bylaws were properly adopted at a meeting of the Maitland City Council held on the 22<sup>nd</sup> day of May, 2017.

\_\_\_\_\_  
Josie Marston, Chair

ATTEST:

\_\_\_\_\_  
Executive Secretary

By: \_\_\_\_\_  
Mayor A. Dale McDonald

ATTEST:

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Maria Waldrop, City Clerk