

## **RULES OF THE CITY OF DELRAY BEACH POLICE ADVISORY BOARD**

### **ARTICLE I - GENERAL GOVERNING RULES:**

The Delray Beach Police Advisory Board (hereinafter the "Board") shall be governed by Sections 32.06 et seq of the Code of Ordinances of the City of Delray Beach, Florida (hereinafter the "City") establishing the Board, as may be amended from time to time 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 September, or as soon thereafter as possible, 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. A Board Clerk shall be provided by the City Manager from among the City staff and shall take and transcribe the minutes of each meeting of the Board.

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

1. REGULAR MEETINGS: The Board shall conduct its regular meetings every second (2<sup>nd</sup>) Monday of every other 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 standard day of the meetings shall be determined by the City Manager.
2. SPECIAL MEETING: A special meeting may be called by the Chair subject to 24 hours previous notice, if possible.
3. QUORUM: A quorum is required in order to hold a meeting. A quorum shall consist of a majority of the members of the Board that are physically present at the meeting. 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 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 and the Police Department. 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, REMOVAL OF OFFICE: Board members may be suspended or removed for cause according to the procedures for removal as set forth in the Code of Ordinances of the City pursuant to Sec. 32.15 and Sec. 32.17.
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 City Clerk
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 procedures.

**ARTICLE VI - AMENDMENTS - EFFECTIVE DATE:**

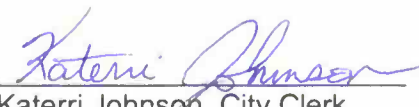
1. These Rules may be amended by a concurring vote of a majority of the Board members present recommending such amendment to City Commission.
2. Prior to any such amendment becoming effective, it must first be approved by the City Commission.
3. These Rules shall be reviewed by the Board not less than every two (2) years.
4. These Rules shall become effective upon their approval by City Commission.

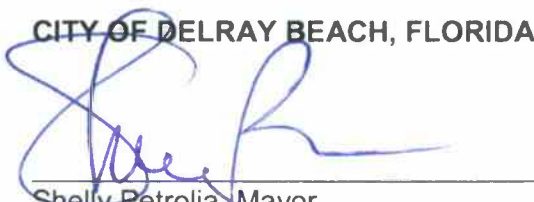
These Rules are hereby adopted by the Police Advisory Board this 8 day of July, 2019.

  
\_\_\_\_\_  
Chair, Police Advisory Board

Passed and approved by the City Commission in regular session this 20<sup>th</sup> day of August, 2019.

**ATTEST:**

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

**CITY OF DELRAY BEACH, FLORIDA**  
  
\_\_\_\_\_  
Shelly Petrolia, Mayor

**Approved as to form and legal sufficiency:**

  
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Lynn Gera, City Attorney