BY-LAWS

OF

2020 STUART CHARTER ADVISORY BOARD

These By-Laws constitute the rules adopted by the City of Stuart 2020 Charter Advisory Board (Board) for the regulation and management of its affairs.

ARTICLE I
GENERAL

1.1 Establishment and Name. The Board is established as provided in Sec. 10.02 of the 1991 City Charter.

1.2 Purpose and Objectives. The purpose of the Board is to review the City Charter and to file a report within 180 days from the first meeting of the Board, with the City Commission to recommend changes, if any, to the 1991 City Charter.

1.3 Office. The principal office of the Board shall be the office of the City Clerk of the City.

ARTICLE 2
OFFICERS AND EMPLOYEES

2.1 Regular Officers: Regular officers of the Board shall be a Chair and a Vice-Chair who shall be appointed by the Board at its first meeting.

2.2 Chair: The Chair shall preside at all meetings of the Board and shall execute instruments in the name of the Board as may be required.

2.3 Vice-Chair: The Vice-Chair shall, in the absence, disqualification, resignation or death or disability of the Chair or at the Chair's direction, exercise the functions of the Chair.

2.4 Vacancy: Upon a vacancy in the office of Chair or Vice-Chair, the Board members shall select one of them to fill the position at the next regular meeting following the creation of the vacancy.

2.5 City Manager: The City Manager shall serve as the senior staff person to the Board.

2.6 City Clerk: The City Clerk shall serve as the Secretary of the Board and as such shall prepare Board agendas, be the custodian of all books and records of the Board, keep the minutes and a recording of all votes of all Board meetings, and send out all notices of meetings and shall perform such other duties as may be requested by the Board. In the absence of the Secretary at a meeting, the City Manager shall designate an employee to act as Secretary.

2. 7 City Attorney: The City Attorney shall be the Board legal advisor.

ARTICLE 3
MEETINGS

3.1 Regular Meetings: The Board may hold periodic regular meetings on a day, time and place to be designated from time to time by the Board.

3.2 Special Meetings: The Chairman, the City Manager, or any two (2) Board members may require the calling of a special meeting at a reasonable time and place by requesting the Secretary to arrange for and give notice of such special meeting.

3.3 Emergency Meetings: Emergency meetings of the Board may be called at any time and place by the Chairman or by a majority of the Board Members. The Secretary shall give personal or telephonic notice to Board members, specifying the time and place of the emergency meeting and the business to be transacted no other business shall be considered at such meeting. Notice of an emergency meeting may be waived in the same manner as notice of a special or regular meeting.

3.4 Notice of Meetings: The Secretary shall give notice of each regular meeting to Board members at least three (3) days prior to such meeting. Notice of any special meeting shall be given at least two (2) days prior to such meeting unless notice of the meeting is waived by a Board Member. The notice of any special meeting shall set forth the purpose of the special meeting and no other business shall be conducted at that meeting unless a waiver of notice is obtained from all Board Members. Reasonable notice of all special and regular meetings shall be provided to the public, appropriate City officials and appropriate members of the press. Notice of emergency meetings shall be provided to the public, appropriate City officials and appropriate members of the press as reasonable under the circumstance.

3.5 Quorum and Voting: A majority of the Board shall constitute a quorum for the purpose of conducting business. When a quorum is present, the Board may act by a vote of a majority of the Members present. If any meeting cannot be conducted because a quorum is not present, the Members who are present may receive information only, and take no action other than to adjourn the meeting to a time certain and notice of such adjourned meeting shall be given to each Member.

3.6 Adjourned and Continued Meetings: Where a meeting having been set and noticed under the provisions of these By-Laws and during the course of said meeting is adjourned to a future time and place certain, there shall be no requirements for giving of notice of the time and place of continuation of said meeting other than the announcement thereof at said meeting.

3.7 Rules of Order: All meetings shall be conducted informally, except that the Chair may invoke the most recent published Edition of Robert's Rules of Order, Revised unless otherwise provided by the Board.

3.8 Ethics, Public Meetings and Public Records: Board Members shall conduct themselves in accordance with the provisions of Chapter 112, Florida Statutes regarding ethics for public officials. Board meetings shall be held in accordance with the requirements of Section 286.011, Florida Statutes (Government in the Sunshine). All Board records shall be maintained in accordance with Chapter 119, Florida Statutes (Public Records Law).

ARTICLE 4
COMMITTEES

4.1 Power to Create: The Board shall have the power to create necessary committees, from time to time, as shall be necessary to carry out the functions, purposes and objectives of the Charter Advisory Board.

ARTICLE 5
AMENDMENTS

5.1 Amendments: The By-Laws of the Board may be amended at any regular or special meeting by four (4) affirmative votes. No amendment shall be adopted unless at least two (2) days written notice thereof has been previously given to all Board members.

ARTICLE 6
DISSOLUTION

The Board shall be dissolved when the final report required by Sec. I 0.02 of the City Charter is filed with the City Clerk.

CITY OF STUART:

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DAVID DYESS
CITY MANAGER

CHARTER ADVISORY BOARD:

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BOARD CHAIR

_____

MARY KINDEL
CITY CLERK