



AGENDA

PALM BAY MUNICIPAL FOUNDATION, INC. DISASTER RELIEF COMMITTEE EXECUTIVE BOARD

Regular Meeting No. 2018-01
Monday, March 19, 2018 – 6:30 P.M.
City Hall Council Chambers, 120 Malabar Road, SE

CALL TO ORDER:

ROLL CALL:

PRESENTATION:

1. Review of the Sunshine Law – Pete Sweeney, Deputy City Attorney.

PUBLIC COMMENTS: (Non-agenda items only)

Public Comments on Agenda Items – Individuals wishing to speak on specific agenda items can do so at the time the item is being considered by the Committee. The Chairperson will ask if there are any public comments prior to the Committee taking action on the item. All speakers will be limited to three (3) minutes each.

NEW BUSINESS:

1. Election of Vice Chairperson.
2. Review and adoption of by-laws.
3. Consideration of regular meeting dates/times.

OTHER BUSINESS:

ADJOURNMENT:

If an individual decides to appeal any decision made by the Disaster Relief Committee Executive Board with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.

In accordance with the Americans with Disabilities Act, persons needing special accommodations for this meeting shall, at least 48 hours prior to the meeting, contact the Office of the City Clerk at (321) 952-3414 or Florida Relay System at 711.

City of Palm Bay, Florida

PALM BAY MUNICIPAL FOUNDATION, INC. DISASTER RELIEF COMMITTEE EXECUTIVE BOARD BY-LAWS

ARTICLE I PURPOSE AND INTENT

Section 1. The purpose and intent of the by-laws is to set forth a uniform set of rules and procedures where by the Disaster Relief Committee Executive Board, hereinafter referred to as the “Committee”, shall serve to help those affected by such local, national and international disasters.

ARTICLE II COMPOSITION

Section 1. The Committee shall be made up of five (5) individuals.

- A. One (1) member of the Palm Bay Municipal Foundation.
- B. Four (4) members of the public appointed by the Palm Bay Municipal Foundation, one (1) of whom will preferably be a member of the clergy within the community. The members shall be selected by using the City Council’s process for filling board positions.

ARTICLE III TERMS OF OFFICE

Section 1. The members shall serve for a term of two (2) years and may, upon application and approval, serve unlimited consecutive terms.

ARTICLE IV OFFICERS

Section 1. There shall be a Chair and Vice-Chair. The City Attorney’s Office shall serve as Legal Advisor and the City Clerk’s Office shall serve as Secretary and administrative support to the Committee.

Section 2. The Chairperson shall be the Palm Bay Municipal Foundation member.

- A. The duties of the Chairperson shall consist of, but not limited to the following:

1. Be the principal representative of the Committee and shall preside at all meetings.
 2. Sign minutes upon approval by the Committee.
- B. The duties of the Vice Chairperson shall consist of, but not be limited to, the following:
1. Preside in the absence of the Chairperson and assume other duties as designated by the Chairperson and the Committee.

Section 3. In the absence of the Chairperson and Vice Chairperson, the remaining members shall select a member, by consensus of those members present at the meeting, who shall assume the duties of the Chairperson.

Section 4. A quorum for the purpose of conducting official business shall require the presence of at least three (3) of the members currently serving.

Section 5. Vacancies shall be filled in the same manner as original appointments. Replacement appointments shall be for the unexpired terms only.

Section 6. Members who fail to attend three (3) consecutive regular meetings or a total of five (5) meetings of any type within a twelve (12) month period shall automatically forfeit their appointments.

Section 7. Resignations shall be in writing addressed to the Chairperson or the Office of the City Clerk by mail, email or delivered in person.

Section 8. The Chairperson may appoint such committees as he requires to efficiently conduct the affairs of this Committee.

Section 9. The Chairperson shall conduct all meetings. The Secretary shall keep minutes of all meetings.

ARTICLE V MEETINGS

Section 1. Meetings shall be held quarterly, each calendar year, or as needed more frequently. The day and time of such meetings shall be determined by the Committee.

Section 2. Special meetings may be called by the Chairperson at any time as needed.

Section 3. The date, time, or place of such meetings, regular or special, may be changed upon the affirmative vote of the majority of members at a regular meeting.

Section 4. Sufficient public notice of special meetings shall be given as to meetings place and time in conformance with applicable Florida Sunshine Laws.

Section 5. The Board shall determine its own rules and order of business. However, such order may be changed by the presiding Officer to meet contingencies.

ARTICLE VI DUTIES AND RESPONSIBILITIES

Section 1. All money raised from any and all events organized by the Committee shall be given to the Palm Bay Municipal Foundation Inc. or other such non-profit, charitable or relief organization as the Committee decides and the law permits.

Section 2. The Committee shall submit reports to, and as directed by, the Palm Bay Municipal Foundation.

Section 3. The members shall serve on the Committee without additional compensation, except that they may be reimbursed as permitted by the by-laws of the Palm Bay Municipal foundation, Inc., not to exceed the budgeted amount.

ARTICLE VII

Section 1. These by-laws may be amended, repealed or made inoperative by majority vote of the Committee at an official meeting. Written notice of such proposal shall be given to the Committee at least one (1) month before the meeting at which such matter is to be considered.

Section 2. These by-laws shall become effective on the date of their adoption by affirmative vote of a majority of the members present at an official meeting of the Committee.

Adopted: