



City of Port St. Lucie



OATH OF OFFICE

DO YOU SOLEMNLY SWEAR THAT YOU WILL SUPPORT AND PROTECT AND DEFEND THE CONSTITUTION AND GOVERNMENT OF THE UNITED STATES AND THE STATE OF FLORIDA, AND THAT YOU WILL BEAR TRUE FAITH, LOYALTY AND ALLEGIANCE TO THE SAME; AND THAT YOU ARE ENTITLED TO HOLD OFFICE UNDER THE CONSTITUTION AND LAWS OF THE STATE OF FLORIDA; AND THAT YOU WILL FAITHFULLY PERFORM ALL THE DUTIES OF CHAIRMAN OF THE:

CITY OF PORT ST. LUCIE COMMUNITY REDEVELOPMENT AGENCY

SO HELP YOU GOD.

JoAnn M. Faiella

STATE OF FLORIDA
COUNTY OF ST. LUCIE

Signed and sworn to (or affirmed) before me on February 22, 2011, by JoAnn M. Faiella. He/She is personally known to me or has produced a _____ as identification.

Notary Public Signature: _____
My Commission Expires: _____ October 7, 2013



City of Port St. Lucie



OATH OF OFFICE

DO YOU SOLEMNLY SWEAR THAT YOU WILL SUPPORT AND PROTECT AND DEFEND THE CONSTITUTION AND GOVERNMENT OF THE UNITED STATES AND THE STATE OF FLORIDA, AND THAT YOU WILL BEAR TRUE FAITH, LOYALTY AND ALLEGIANCE TO THE SAME; AND THAT YOU ARE ENTITLED TO HOLD OFFICE UNDER THE CONSTITUTION AND LAWS OF THE STATE OF FLORIDA; AND THAT YOU WILL FAITHFULLY PERFORM ALL THE DUTIES OF VICE CHAIRMAN OF THE:

***CITY OF PORT ST. LUCIE
COMMUNITY REDEVELOPMENT AGENCY***

SO HELP YOU GOD.

Linda Bartz

STATE OF FLORIDA
COUNTY OF ST. LUCIE

Signed and sworn to (or affirmed) before me on February 22, 2011, by Linda Bartz. He/She is personally known to me or has produced a _____ as identification.

Notary Public Signature: _____
My Commission Expires: _____ October 7, 2013



City of Port St. Lucie



OATH OF OFFICE

DO YOU SOLEMNLY SWEAR THAT YOU WILL SUPPORT AND PROTECT AND DEFEND THE CONSTITUTION AND GOVERNMENT OF THE UNITED STATES AND THE STATE OF FLORIDA, AND THAT YOU WILL BEAR TRUE FAITH, LOYALTY AND ALLEGIANCE TO THE SAME; AND THAT YOU ARE ENTITLED TO HOLD OFFICE UNDER THE CONSTITUTION AND LAWS OF THE STATE OF FLORIDA; AND THAT YOU WILL FAITHFULLY PERFORM ALL THE DUTIES OF A BOARD MEMBER OF THE:

CITY OF PORT ST. LUCIE COMMUNITY REDEVELOPMENT AGENCY

SO HELP YOU GOD.

Shannon M. Martin

STATE OF FLORIDA
COUNTY OF ST. LUCIE

Signed and sworn to (or affirmed) before me on February 22, 2011, by Shannon M. Martin. He/She is personally known to me or has produced a _____ as identification.

Notary Public Signature: _____
My Commission Expires: October 7, 2013

**CITY OF PORT ST. LUCIE, FLORIDA
COMMUNITY REDEVELOPMENT AGENCY
BYLAWS**

ADOPTED: FEBRUARY 12, 2001

AMENDED: SEPTEMBER 15, 2003

ARTICLE I. OBJECTIVES AND PURPOSES

Section 1. The Port St. Lucie Community Redevelopment Agency ("Agency") has been created pursuant to ORDINANCE 01-2, dated February 12, 2001. The following sets forth the bylaws, policies and procedures, which shall serve to guide the proper functioning of the Agency.

ARTICLE II. MEMBERSHIP

Section 1. Section 2, Created; Powers and Duties of Ordinance No.: 01-1 dated February 12, 2001 shall determine membership.

ARTICLE III. TERMS OF OFFICE

Section 1. Members shall be appointed by the Port St. Lucie City Council for four years. Terms shall be concurrent with the terms as the Port St. Lucie City Council members.

Section 2. A vacancy occurring during a term shall be filled for the unexpired term.

Section 3. The City Council will appoint itself as the interim Agency.

Section 4. The City Council (Agency) shall have the right to appoint two additional members to the Agency. Said members terms shall be consistent with the terms of the City Council member's terms.

ARTICLE IV. OFFICER AND DUTIES

Section 1. The Mayor of the City of Port St. Lucie shall serve as the Chair of the Agency. The Vice Mayor of the City of Port St. Lucie shall serve as the Vice Chair of the Agency.

- Section 2. The Chair shall preside at all meetings. In the event of his/her absence, or at his/her direction, the Vice Chair shall preside over meetings.
- Section 3. In the event of the resignation, removal, or permanent incapacitation from the Agency of the Chair or Vice Chair, a new Chair or a new Vice Chair will be appointed pursuant to Section 1.
- Section 4. The Chair, Vice Chair, or designee of the Chair shall sign all correspondence or delegate letter preparation to staff.

ARTICLE V. AGENCY DUTIES

- Section 1. The Agency shall be authorized to carry out all community redevelopment and related activities as specified in Florida Statute 163.370, with the following exceptions: (a) authority to tax real property as specified in Florida Statute 163.387, (b) the power of eminent domain as specified in Florida Statute 163.375, and (c) as reserved to the City Council in Ordinance No.01-1.
- Section 2. The Agency shall establish a meeting schedule. Meetings shall be scheduled quarterly or more often, as needed.
- Section 3. The Agency shall maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Port St. Lucie City Council.

ARTICLE VI. MEETINGS

- Section 1. Agency meetings shall be held quarterly or more frequently, as needed. The Agency shall determine the dates, time and place. Regular meeting dates and times may be changed by the staff liaison in consultation with the Chair to accommodate desirable changes because of holidays or other reasons.
- Section 2. In the event that a regular meeting, must be canceled, advance notice of such cancellation shall be given by mail or telephone at least three (3) working days before such meeting was to have taken place.
- Section 3. No less than three (3) working days prior to a regular Agency meeting, notice and tentative agenda shall be sent to the

members of the Agency and local media services and a legal advertisement published in the local newspaper.

Section 4. Meeting dates, times and locations shall be determined in consultation with City staff.

ARTICLE VII. HEARINGS AND WORKSHOPS

Section 1. Public Hearings and workshops may be called by the Agency and may be scheduled before or after regular meetings at the same meeting place or may be scheduled at other times and places, provided:

The Agency shall give notice of the date, hour and place of the hearing or workshop including a statement of the general subject matter to be considered no less than seven (7) working days (or as required by Federal and State Regulations) before the event.

Section 2. No item listed on the agenda for public hearings or vote thereon may be deferred until a later time unless a majority of the members present shall vote in favor of such deferral.

ARTICLE VIII. AGENDAS

Section 1. There shall be an official agenda for every meeting of the Agency, which shall determine the order of business conducted at the meeting.

Section 2. The Agency shall not take action upon any matter, proposal or item of business not listed on the official agenda, unless a majority of the voting members present shall have first consented to the presentation thereof for consideration and action; however, the Chair may add new business to the agenda under New Business.

Section 3. Any member of the City Council, Agency member, City Manager, City staff, or any member of the public may place matters on the agenda.

Section 4. The staff in consultation with Chair and Vice Chair shall prepare the agenda.

Section 5. Article VI is not applicable to special or emergency meetings.

ARTICLE IX. MOTIONS

Section 1. All actions of the Agency shall be motion as follows:

- a. Endorsement of goals and objectives;
- b. Endorsement of policy directives;
- c. Endorsement of a master redevelopment plan;
- d. Approval of administrative matters including directives or authorizations of the Chair, or the support staff;
- e. Amendments to the Agency bylaws;
- f. Any other matters deemed by the Agency to be of sufficient importance to require a motion.

Section 2. All official and formal motions of the Agency shall be recorded in the minutes and kept in the Port St. Lucie City Clerk's permanent files.

ARTICLE X. CONDUCT OF MEETINGS

Section 1. QUORUM

- a. Three members of the Agency shall constitute a quorum. A quorum is defined as three members present and voting on the item in question. However, those members present may hear presentations if duly noticed. No official action shall be taken without a quorum. No motion shall be adopted by the Agency except upon the affirmative vote of a majority of the members present.
- b. Should no quorum attend within fifteen (15) minutes after the hour appointed for the meeting of the Agency, the Chair or Vice Chair may adjourn the meeting. In that event, those members present may, by unanimous agreement, select another hour or day to be readvertized to provide adequate notice. The names of the members present and their action at such meeting shall be recorded in the minutes.

Section 2. CONDUCT OF MEETINGS

1. All meetings of the Agency shall be conducted in accordance with the following:
2. The Chair shall preside at all meetings at which he/she is present;
3. In the absence of the Chair, the Vice Chair shall preside;
4. A majority vote of the members present shall govern and conclusively determine all questions of order not otherwise covered. Individual dissent shall be recorded and represented as such;
5. No individual member shall represent an individual opinion to the press, State, Federal or local officials or any other party as being the consensus/findings of the Agency unless previous discussion and a majority vote was taken at a Agency meeting;
6. The Chair shall take the chair at the hour appointed for the meeting, and shall call the Agency to order immediately;
7. In the absence of the Chair and Vice Chair, the staff representative shall determine whether a quorum is present and in that event shall call for election of a temporary Chair, the temporary Chair shall relinquish the Chair upon conclusion of the business immediately before the Agency;
8. Any Agency member who intends to be absent from an Agency meeting shall notify the staff of the intended absence as soon as he/she conveniently can;
9. Any member of the Agency who has a conflict of interest on a particular matter shall declare the conflict and abstain from the discussion and vote on that matter;
10. Any member of the Agency who has a conflict of interest on a particular matter shall, by these rules, be deemed absent for the purpose of constituting a quorum, voting, or for any other purpose as related to the particular matter;
11. Any Agency member who has a disagreement with the Agency or City Council regarding policies or procedures shall state same in a letter to the Agency Chair and the CRA Executive Director prior to seeking a resolution;

12. The vote upon any resolution, motion or other matter may be a voice vote, unless the Chair or any member requests that a roll call be taken;
13. Upon every roll call vote, the staff representative shall call the roll, tabulate the votes, and announce the results;
14. The minutes of prior meetings may be approved by a majority of the members provided a quorum is present; and upon approval shall become the official minutes;
15. Unless a reading of the minutes of a meeting is requested by a majority of the Agency members, the minutes shall not be read for approval, provided the staff transmits a copy to each Agency member at least three (3) full working days prior to the meeting;
16. Any citizen who is not on the Agency may be entitled to be placed on the official agenda of a regular meeting of the Agency and be heard concerning any matter within the scope of the jurisdiction of the Agency;
17. Any citizen who is not on the Agency may be permitted to address the Agency on any matter NOT appearing on the official agenda, upon approval by a majority of the Agency members present;
18. Any citizen who is not on the Agency may be entitled as a matter of right to address the Agency on any matter listed on the official agenda which is NOT scheduled for public hearing, discussion or debate, upon approval by a majority for the Agency members present;
19. Each person, other than staff members who address the Agency shall give the following information for the minutes:
 - (1) Name;
 - (2) Address;
 - (3) Representation, if applicable;
20. Unless further time is granted by the Agency each person shall limit his/her address to three (3) minutes; and
21. All remarks shall be addressed to the Agency as a body and not to any member thereof. No person, other than Agency members and the person having the floor shall be permitted to enter into any discussion, either directly or through a member, without

permission of the presiding officer. No question shall be asked of an Agency member except through the presiding officer.

22. All Agency meetings will be open to the public and members of the press.
23. Roberts Rules of Order shall be used as a guideline at all meetings. The Chair shall have the authority to appoint a Parliamentarian to interpret Roberts Rules of Order.

ARTICLE XI. SUBCOMMITTEES

Section 1. Agency Subcommittees may be designated as necessary to investigate and report on specific subject areas of interest to the Agency.

Section 2. Agency Subcommittees may be designated as necessary to deal with administrative and legislative procedures. These subcommittees may include, but are not limited to:

- (a) Administrative matters, and
- (b) Bylaw amendments

Section 3. The Agency may choose to appoint non-members to subcommittees.

Section 4. The Agency may choose NOT to establish any subcommittees.

ARTICLE XII. AMENDMENT OF BY-LAWS

Section 1. By-laws may be amended by the Agency, provided that the amendment has been submitted in writing at the previous regular meeting.

Section 2. By-law amendments shall be approved by a majority vote.

ARTICLE XIII. AGENCY ADMINISTRATION

Section 1. The CRA Executive Director, or designee, shall be the direct liaison between the Agency Chair, and the Port St. Lucie City Council.

- Section 2. The City Manager, or his/her designee, shall serve as the CRA Executive Director of the Agency; the Legal Department shall serve as legal counsel to the Agency.
- Section 3. The City Clerk's office is responsible for the minutes of all meetings.
- Section 4. The CRA staff in coordination with the City Clerk's office shall be responsible for publishing and setting all agenda.
- Section 5. The staff shall furnish recording capability for all meetings.
- Section 6. The staff will prepare, duplicate and distribute all printed materials necessary for meetings.
- Section 7. All official actions of the Agency are to be recorded and kept in permanent minute files by the staff. These files shall be open to public inspection during regular office hours of the staff office in Port St. Lucie, Florida.

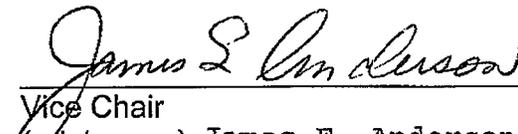
AMENDED THIS 15th DAY OF September, 2003.

ATTEST:

PORT ST. LUCIE COMMUNITY
REDEVELOPMENT AGENCY


CRA Executive Director
(print name) Donald B. Cooper


Chair
(print name) Robert E. Minsky


Vice Chair
(print name) James E. Anderson