

**By-Laws**  
**Of**  
**The Titusville Environmental Commission**

**Article I. Duties and Powers**

The duties and powers of the Titusville Environmental Commission shall be those set forth in Section 31-121, Land Development Regulations, of the City of Titusville, as amended April 27, 1999.

**Article II. Membership**

Any member of the Commission who fails to attend three or more consecutive regular meetings (not including special or workshop meetings) shall automatically forfeit membership in the Commission and the Chairman shall so inform the City Council. Any member of the Commission who fails to attend more than fifty percent (50%) of the regular, special or workshop meetings of the Commission within a six (6) month period shall automatically forfeit membership on the Commission and the Chairman shall so inform the City Council. Upon the approval of the City Council, the Council may authorize a member to miss more than three (3) consecutive meetings or more than fifty percent (50%) of the regular, special or workshop meetings during a six (6) month period. All members shall abide by the Standards of Conduct set forth in Article III, Sections 2-51 and 2-53 of the Code of Ordinances.

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Membership shall be in accord with the provisions of Section 31-122, Land Development Regulations, City of Titusville.

**Article III. Officers and their Duties**

A Chairman, who shall preside at all meetings and public hearings and shall have other duties as further prescribed in these By-laws.

A Vice-Chairman, who shall, in the absence of the Chairman or his inability to act, have the powers to function in the same capacity as the Chairman.

In the absence of the Chairman and Vice Chairman, the most senior regular member present shall preside over the meeting where a quorum is present.

Deleted: A Secretary, who shall certify the approved recorded minutes of all meetings of the commission. The secretary shall preside in the absence of the Chairman and Vice-Chairman.

**Article IV. Election of Officers and Vacancies**

In accordance with Section 31-122, Land Development Regulations of the City of Titusville, the Chairman and Vice-Chairman shall be elected by the Commission from its membership. Terms of office shall be for one (1) year. Elections shall be held annually at the regular meeting in November. The Commission shall, from its membership, fill any vacancy in these offices by election.

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## **Article V. Meetings**

Section 1. Regular Titusville Environmental Commission meetings shall be held on the Wednesday following the second Tuesday of each month at 5:30p.m in the City Council Chambers. Any regular meeting may be adjourned to a definite date and time as established by four (4) concurring votes of Commission members.

Section 2. Adjourned, called, or special meetings may be held at any time, as required, subject to the call of the Chairman, or in his absence, by the Vice-Chairman. Upon written request of four (4) members, a special called meeting shall be held by the Chairman, or in his absence, by the Vice- Chairman, or in his absence, the most senior regular member shall have the authority to call a special meeting.

**Deleted:** . The Secretary shall have the authority to call a special meeting.

Section 3. Each member shall be notified of the date and time of each meeting by written notice or by telephone at least one week prior to the meeting. In cases where a meeting is cancelled, Commission members shall be notified at least 24 hours prior to the scheduled meeting.

Section 4. All meetings shall be open to the public. All agendas for the present meeting shall be posted on the bulletin board in the City Hall lobby.

## **Article VI. Quorum**

As set forth in Section 31-123 (b), Land Development Regulations, four (4) members shall constitute a quorum; and concurring vote of at least four (4) members shall be required to pass on any matter.

## **Article VII. Voting**

Section 1. Voting on all matters of business shall be by roll call or general consent. However, if the Commission is to make a recommendation to City Council, or other boards and commissions, the vote will be by roll call with the Recording Secretary recording the vote of each member in rotating order. The first roll call vote will begin with the Chairman followed by the Vice- Chairman, followed by the members (in alphabetical order) and rotating the order for each roll call vote following.

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Section 2. No member present shall abstain from voting unless it is established that such member has a conflict of interest in the matter being voted upon.

## **Article VIII. Alternate Members**

The alternate members may serve on the commission in lieu of a regular member when said regular member is unable to attend an official meeting of the commission; or, when a regular member has a conflict of interest on any item, said alternate member shall serve for the entire meeting or for the particular item that is the subject matter of the said conflict. The Chairman shall designate which

alternate member shall serve. Alternate members may serve on standing or special committees.

### **Article IX. Order of Business**

Section 1. At regular meetings, the general order of business shall be as follows:

1. Call to order;
2. Roll call;
3. Determination of a quorum;
4. Review of the minutes of the last preceding meeting and action thereon;
5. Old Business;
6. New Business;
7. Petitions and Requests from the public and press
8. Reports; and
9. Adjournment

Deleted: <#>Reports;¶

Section 2. In order to provide an opportunity for discussion of business before the Commission, prior to the making of a motion the Chairman shall state the matter of business and then provide a period of discussion of the relevant facts. After a motion is made and seconded, the Chairman may ask for additional discussion prior to the vote.

Section 3. Citizens having business before the Commission shall be invited to speak immediately prior to discussion by the Commission on the matter with which they are concerned. If in the opinion of the Chairman time limitations are necessary in order to complete the agenda, the Chairman may place time limits for each speaker.

Section 4. The order of business for called or special meeting shall be as follows:

1. Call to order;
2. Roll call;
3. Determination of a quorum;
4. Business that is the subject of the meeting; and
5. Adjournment;

### **Article X. Minutes**

Minutes of all meetings shall be recorded by the Recording Secretary or designated representative; certified by the Recording Secretary after approval by the Commission; and become a public record of the proceedings of the meeting.

### **Article XII. Committees**

The Chairman may appoint such committees as deemed necessary from time to time. The chairman shall be an ex-officio member on all committees but shall have no vote on the committee, unless he is an active member of that committee.

## ***Article XII. Hearings***

The Titusville Environmental Commission may hold public hearings when deemed expedient and necessary. Notice of such hearings shall be in accordance with the provisions of the City Charter and Code of Ordinances of the City of Titusville.

## ***Article XIII. Parliamentary Authority and Organization Procedure***

The rules contained in the latest available edition of Roberts Rules of Order are hereby adopted by the reference and shall apply at all meetings of the Commission and its committees, to the extent that such rules are not in conflict with these By-laws.

## ***Article XIV. Correspondence and Communications***

Section 1. Official communications of the Commission to the City Council shall be in writing. All original records, recommendations and reports shall be kept in the Commission files in City Hall.

Section 2. Any correspondence, notices (other than administrative procedures), communications, reports, studies, and plans originating from the Commission shall be authorized by the Commission members and signed by the Chairman.

## ***Article XV. Amendment***

Amendment to these By-laws must be presented for discussion, in writing, at one meeting and voted upon at the next meeting