

**CITY OF PUNTA GORDA, FLORIDA
DONATION REVIEW COMMITTEE
BYLAWS**

1. CREATION, TERMS OF MEMBERS; CONDITIONS

The City Council shall have a Donation Review Committee (DRC) consisting of five (5) members. All members of the Board shall serve without compensation but may be reimbursed for such travel, mileage and per-diem as may be authorized by City Council.

Members of the DRC shall consist of the following: three (3) representatives from the Historic Preservation Advisory Board (HPAB), to include the HPAB Chair and two additional members or alternates in good standing as recommended by the HPAB; one (1) representative of a local non-profit organization concerned with the history of Punta Gorda; one (1) representative of a local organization concerned with the arts.

The appointment of HPAB members to the Donation Review Committee, including the Chair, shall be confirmed by City Council. Members of the Donation Review Committee who are also members of the HPAB shall serve a term which coincides with their term of appointment on the HPAB. Reappointment to the Donation Review Committee shall be required each time an HPAB members' term expires.

Appointments of members of the Donation Review Committee who are not members of the HPAB shall be made by City Council. Appointees may serve a three (3) year term at the pleasure of the City Council and may be reappointed to a maximum of two (2) additional consecutive three (3) year terms. Appointments to fill any vacancy shall be for the remainder of the unexpired term of office, such member to be eligible for reappointment to an additional three (3) consecutive three (3) year terms.

Members who fail to attend three (3) meetings in a twelve month period shall automatically forfeit appointment. Any member with extenuating circumstances may appeal the forfeiture in writing to the City Clerk for consideration by City Council. Members are required to notify the City Clerk's Office and/or the Board Secretary in advance of the meeting of any absence.

2. OFFICERS

The Chair of the Historic Preservation Advisory Board shall serve as the Chair of the Donation Review Committee. There shall also be a Vice Chair to be elected from the membership thereof. The Vice Chair shall be elected by the Board at their first regularly scheduled quarterly meeting by a majority vote of those in attendance and shall serve for one (1) year, may be reelected for not more than three (3) consecutive terms or may be replaced by election.

3. FUNCTIONS AND DUTIES OF OFFICERS

A. The Chair shall be the presiding officer at all meetings of the Donation Review Committee. He/she may call special meetings at his/her discretion,

sign all documents of the Committee and may relinquish the Chair to the Vice Chair or other specific member at his/her discretion. The Chair may not make nor second motions but shall vote on any and all motions to come before the Board. The Chair or designee shall also present all recommendations to the City Council.

- B. The Vice Chair shall serve in the absence of the Chair and, while so serving, shall have all the authority held by the Chair.

4. MEETINGS

Regular meetings of the Donation Review Committee shall be held in the City Council Chambers, 326 West Marion Avenue, Punta Gorda, Florida, at 10:00 a.m., or as soon thereafter as may be called, on the fourth Thursday of the months of January, April, July and October, or as needed, immediately following the meeting of the Historic Preservation Advisory Board. Special meetings and/or workshops may be held at the call of the Chair or in his/her absence, the Vice Chair. All meetings shall be open to the public. In the event a quorum of the members is not present for a scheduled meeting, such meeting will be rescheduled as soon as possible consistent with notice requirements.

The Board shall have a Recording Secretary, who shall be provided by the City of Punta Gorda and who shall not be an appointed member of the Donation Review Committee. The Recording Secretary shall attend all meetings and produce accurate minutes which include all motions and the spirit and intent of statements made. The minutes of each meeting shall be distributed to members of the Committee, City Council and other appropriate persons at the earliest possible date and shall be printed for the signature of the Chair. The signed original shall become part of the official records of the City.

5. DUTIES

The Donation Review Committee shall:

- A. Review all non-monetary gift donation proposals/letters of intent received by the City, in accordance with the review process and established criteria identified in the Non-Monetary Donation Policy, attached hereto as "Exhibit A".
- B. Make recommendations to the City Council for the acceptance or rejection of non-monetary gift donations.

6. MEETING PROCEDURE

The Chair shall call each agenda item and briefly describe, or ask a member of the staff to briefly describe, the proposition before the Committee. Applicants/donors or their agent will be given an opportunity to present his/her request. The Board shall be permitted to question staff and/or the applicant freely, and public comment shall be permitted at the discretion of the Chair. All statements shall be directed to the Committee, and cross conversation among those in attendance is prohibited.

8. MOTIONS

If appropriate, following the completion of discussion on a particular item, a motion with a second shall be entertained by the Chair which will describe the action, policy or expenditure of funds being recommended to the City Council for their consideration. A brief statement of reason for the motion should precede the making of the motion. Any stipulations and/or special concerns about the item being discussed shall be included in the recommendation to the City Council. Upon receiving the second, the motion may be discussed and brought to a vote. The Chair shall not make nor second motions, but he/she has full voice and shall vote on all issues before the Board for discussion.

Vote shall be by voice, by the raising of hands or by roll call at the discretion of the Chair. Any member may call for a roll call vote on any issue. Any motion may be tabled or amended. If the Committee feels that delaying an action would be in the best interests of the parties involved, action may be continued to a date certain. Such a motion for continuance shall include a reason for the action and shall require a majority vote of those present. A majority in the affirmative shall carry the motion, with a majority in the negative defeating the motion.

9. QUORUM

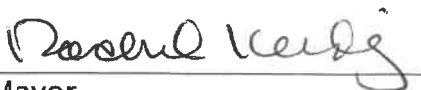
A majority of the appointed members shall constitute a quorum for the transaction of business.

10. VOTING REQUIREMENTS; CONFLICT OF INTEREST

No member of the Board who is present at any meeting may abstain from voting with regard to any decision or recommendation, and a vote shall be recorded or counted for each member present except when, with respect to any such member, there is or appears to be a possible conflict of interest. Conflict of interest is defined as any action by the Board that would inure to the member's special private gain or loss or which the member knows would inure to the special private gain or loss of a relative or business associate of the member.

Under provision of Florida Statutes 112.317, when there is or appears to be a conflict of interest, the member shall so state for the record and shall not vote on the issue. Further, the member shall within 15 days after the vote occurs, disclose the nature of his/her interest as a public record by completing Form 8B, Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers which shall be filed with the Recording Secretary, who shall incorporate such memorandum in the minutes.

CITY OF PUNTA GORDA, FLORIDA

By 
Mayor