

TRAILER ESTATES PARK & RECREATION DISTRICT

BYLAWS

ARTICLE I. GENERAL

The Bylaws contained herein are supplemental to Florida Law, Chapter ~~69-1287~~ **2002-361**, as amended, the prevailing Law governing the operation of Trailer Estates Park & Recreation District.

ARTICLE II. MEETINGS

- A. Regular meetings of the Board of Trustees shall be held on the first and third Mondays of each month. Special meetings or workshop meetings may be called by the Chairman or by a majority of the Board members present at any meeting of the Board ~~or by a written request signed by five (5) Trustees.~~
- B. A quorum of five (5) Trustees present is required to transact business.
- C. Any Trustee ~~desiring to have matters placed on the *regular* meeting agenda shall notify the Chairman three (3) working days in advance of the meeting~~ may have an item placed on any meeting agenda, provided the agenda request is provided not less than three (3) business days prior to the meeting. Agenda items may be added to a workshop agenda at any time. Unless there is an "emergency item", all conducted *matters requiring action by the Board* shall appear on the publicly posted agenda for the meeting. An "emergency item" is a matter that cannot reasonably be held over until the next regularly scheduled Board Meeting. *Any Trustee desiring to have matters placed on a workshop agenda shall notify the*

~~Chairman three (3) working days in advance of the meeting, however, items can be added at the time of the workshop without being emergency in nature.~~

- D. ~~Unless there is a publicly stated conflict of interest, Florida Law 286.012 requires~~
~~Each Trustee to present at a Board meeting shall~~ vote on each decision, ruling
or act presented for a vote, unless prohibited from doing so pursuant to Chapter
112, Florida Statutes.

ARTICLE H *III*. ORDER OF BUSINESS

~~The Chairman will be guided~~ Meetings of the Board shall be governed by Roberts Rules
of Order.

Unless amended by the Chair, Proceedings of the *regular Board* meetings shall be as
follows:

1. Call to order
2. Roll call
3. Approval of minutes
4. Correspondence
5. Report of Treasurer
6. Approval of bills
7. Informational reports from Trustees
8. Report(s) from standing committees
9. Residents' comments and questions
10. Old business
11. New business

12. Reports from clubs and organizations

13. Adjournment

Proceedings of the workshop, special, and emergency special meetings will be based on the items on the agenda.

Final Proposed Amendments
S. Rudacille, 7/13/09

TO: Trustees FROM: Martha B. REVIEWED BY: S. Rudacille

TRAILER ESTATES PARK & RECREATION DISTRICT

BYLAWS

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ARTICLE ~~II~~ **III**. ORDER OF BUSINESS

The Chairman will be guided by Roberts Rules of Order.

Proceedings of the *regular* meetings shall be:

1. Call to order
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ARTICLE V.

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ADMINISTRATIVE COMMITTEE

~~There shall be an Administrative Committee. Members of the Administrative Committee shall be: the Chairman and the First and Second Vice Chairmen. When it is deemed in the best interest of the District, others may meet with the Committee for~~

ARTICLE V. COMMITTEES: Delete entire section "ADMINISTRATIVE COMMITTEE"

~~specific discussions. All actions by the Administrative Committee shall be reported immediately to the other Board members by memorandum and publicly to the Board at the next Board Meeting.~~

The duties of the Administrative Committee are:

1. ~~To inform and make recommendations to the Board about the financial and employment needs of the District.~~
2. ~~To represent the District in legal matters.~~
3. ~~To maintain necessary contact with County and State officials.~~

ARTICLE VI. ADMINISTRATIVE DUTIES OF BOARD OFFICERS:

A. The Chairman shall preside at all Board meetings ~~and Administrative Committee meetings~~; shall appoint committees when necessary; and shall vote on all matters submitted to a vote of the Board of Trustees.

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ARTICLE VIII. REQUIREMENTS FOR THE BOARD CANDIDACY AND VACANCIES

Requirements for candidates for the Board shall be found in Florida Law, Section 5 of Chapter ~~2002-361~~ 69-1287, as amended.

Requirements for filling mid-term vacancies on the Board shall be found in Florida Law, Section 11 of ~~2002-361~~ Chapter 69-1287, as amended.

<p>ARTICLE VI. ADMINISTRATIVE DUTIES OF BOARD OFFICERS: Delete any references to "Administrative Committee".</p>
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ARTICLE X. AMENDMENTS

Waters

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM/POLICY**

PP 34

To provide access to information, promote well-informed decision-making, and to encourage public participation, the Trailer Estates Park & Recreation District shall require the following procedure for each agenda item of the ~~workshops and~~ board meetings.

The agenda item form will be completed by a board member or his/her designee. The form will be submitted to the **district office chairperson** no later than 8:30 a.m. Wednesday of the week prior to the Monday meeting in which the item requested is to appear on the agenda.

The completed form will be utilized in preparing the board agenda ~~and will be made available to the Trustees no later than Thursday a.m. The form will be available for public inspection and duplication.~~ If **along with any** supplemental materials **which** are attached to the form, ~~these will also be available.~~

Although it is recommended that this procedure be used for agenda items for workshops, items can be added at the time of the workshop without being emergency in nature.

It is recommended that All agenda items proposed for an upcoming board meeting shall first be placed on a workshop agenda for board review and discussion. Appointments to committees, items of a timely nature, and emergency items may be brought forward to board meetings without first being brought to a workshop.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM/POLICY**

PP 34

DUE IN OFFICE 8:30 A.M. WEDNESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Item _____

For Upcoming Meeting—Date _____

Type of Meeting (check one): Workshop _____ Board Meeting _____ *

***It is recommended that Board Meeting Agenda Items must be an agenda item on a Workshop prior to the board meeting. ~~Appointments to committees DO NOT need to meet this requirement.~~**

Rationale (for workshops)/ MOTION (for board meetings): _____

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) _____

Trustee _____

Date Submitted _____

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

**TRAILER ESTATES PARK & RECREATION DISTRICT
TRUSTEE DUTIES**

PP40

DUTIES OF THE CHAIRMAN

**REVISIONS TO PP40 THAT ARE
NECESSARY IF BYLAWS ARE
AMENDED RE:
ADMINISTRATIVE COMM.**

THE CHAIRMAN SHALL:

1. PRESIDE AT ALL BOARD MEETINGS ~~AND ADMINISTRATIVE COMMITTEE MEETINGS.~~
2. APPOINT COMMITTEES WHEN NECESSARY.
3. VOTE ON ALL MATTERS SUBMITTED FOR A VOTE OF THE BOARD OF TRUSTEES.
4. PERFORM DUTIES AS OUTLINED IN THE BYLAWS (ART. II, III, IV, AND V).
5. OVERSEE AND SUPERVISE THE DAY-TO-DAY OPERATIONS OF THE DISTRICT.
6. SUPERVISE THROUGH THE OFFICE MANAGER ALL OFFICE PERSONNEL THAT ARE EMPLOYED BY THE DISTRICT.

PAGE 1—PP40

DUTIES OF THE 1ST VICE CHAIRMAN

THE 1ST VICE CHAIRMAN:

1. SHALL ASSIST THE CHAIRMAN AND IN THE ABSENCE OF THE CHAIRMAN, SHALL PRESIDE AT ANY MEETING.
- ~~2. SHALL SERVE AS A MEMBER OF THE ADMINISTRATIVE COMMITTEE.~~

PAGE 2—PP40

DUTIES OF THE 2ND VICE CHAIRMAN

THE 2ND VICE CHAIRMAN:

1. SHALL ASSIST THE CHAIRMAN AND, IN THE ABSENCE OF THE CHAIRMAN AND 1ST VICE CHAIRMAN, SHALL PRESIDE AT ANY MEETING.
- ~~2. SHALL SERVE AS A MEMBER OF THE ADMINISTRATIVE COMMITTEE.~~

PAGE 3—PP40