



20 N. Swinton Avenue  
Delray Beach, FL 33444

Agenda Item #  
March 8, 2018

~ **CRA BOARD SUMMARY** ~  
**AMENDMENT TO CRA BYLAWS – MEETING DATES**

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Article III, "Meetings of the Agency", of the CRA's Bylaws, provides as follows:

3.1 Regular and Workshop Meetings. The Agency shall hold its regular meetings monthly on the second and fourth Thursdays in each month. The Agency shall hold its monthly workshop meeting on the fourth Thursday of each month prior to the Regular Meeting. Regular and workshop meetings may be scheduled at other times or cancelled so long as proper notice is provided.

3.2 Special Meetings. Special meetings may be held upon the call of the Chair or upon the request of not less than three members of the Board. The call or request for a special meeting shall be communicated to the secretary of the Agency and the subject or subjects of the proposed meeting shall be specified.

For August, October, November, and December 2018, the CRA meetings are scheduled for the second and fourth Thursday of the month. CRA Workshop Meetings are typically scheduled to be held once every two (2) months, unless there is a critical or time sensitive item that requires the Board's direction.

At its meeting of February 22, 2018, the CRA Board discussed a proposal to amend the CRA's By-Laws to conduct one Workshop and Regular meeting on the second Thursday of each month. Having one Workshop and Regular meeting per month would afford additional time for staff to work on other projects and programs.

The CRA Board discussed the need for two meetings per month, and the Board's ability to utilize the provisions in Section 3.2 of the Bylaws related to calling a Special Meeting if an additional meeting is necessary. The Board also discussed the concern with having the Workshop and Regular Meetings on the same day which could cause lengthy meetings due to a potentially large number of items on the Regular Meeting agenda if there is only one meeting per month. During the discussion, it was suggested that the Regular Meeting could be held on the second Thursday of the month, and the Workshop Meeting could be held on the fourth Thursday of the month. This would also provide the opportunity to conduct a Special Meeting on the fourth Thursday of the month, if there was an item that required the CRA Board's immediate attention.

Attached is the proposed Amendment to the CRA By-Laws for the Board's consideration. The amendment provides for the Regular Meeting to be held on the second Thursday of each month, and the Workshop Meeting to be held on the fourth Thursday of each month, as necessary.

**Recommended Action:**

Approve the Amendment to the Article III of the CRA By-Laws regarding Meetings of the Agency.

**Submitted By:** Jeff Costello, Executive Director

Attachment: Proposed Amendment to Article III CRA By-Laws (Meetings of the Agency)

## EXHIBIT "A"

### ARTICLE III Meetings of the Agency

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