



20 N. Swinton Avenue
Delray Beach, FL 33444

Agenda Item # *10E*
February 22, 2018

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

At the January 25th CRA Board meeting the Executive Director brought to the CRA Board's attention that the March Board Meeting dates of the 15th and 29th (when the Commission Chambers are not available) deviate from the typical 2nd and 4th Thursdays of the month. He requested if the Board would prefer to change those dates to March 8th and 22nd. During the discussion, Commissioner Cox asked about having just one meeting a month and one workshop a month, and if a special meeting is needed it could be scheduled. It was suggested the item be placed as an Agenda item at one of the February meetings to give the Executive Director time to analyze the feasibility of such a change.

Pursuant to Article III Meetings of the Agency, Section 3.1 Regular and Workshop Meetings of the CRA By-Laws, 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.

For 2018, the CRA meetings are scheduled for the second and fourth Thursdays of the month, except in August, October, November and December. Workshops are typically scheduled every two (2) months, unless there is a critical or time sensitive item that requires the Board's direction. Having one Workshop and Regular meeting per month would afford additional time for staff to work on other projects and programs. If there is a critical item that requires Board action, it can be accomplished via a Special Meeting or another Workshop, depending on the nature of the item. It is recommended that the meetings be held on the second Thursday of the month, due to the various holidays that occur in the latter part of the months, especially Thanksgiving and Christmas.

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

Recommended Action:

Board direction to Amend the CRA By-Laws providing for one Regular and Workshop Meeting per month.

Submitted By: Jeff Costello, Executive Director

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

AC

EXHIBIT "A"

ARTICLE III Meetings of the Agency

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~~ second 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.