

**Historic and Architectural Preservation Board
City of Venice, Florida**

Rules of Procedure

1. A majority of members of the Historic and Architectural Preservation Board (the "Board") shall constitute a quorum.
2. All questions shall be resolved by the vote of a majority of the members present; provided that a quorum is present. Proxy votes are not permitted.
3. Election of Officers shall be held annually by the end of March.
4. The regular meetings of the Board shall be the second and fourth Thursday of each month at 9:00 a.m., in the City Council Chambers at Venice City Hall. Special meetings may be called by the Planning Director or Chairman with not less than five (5) days' notice to all members as to time, place and agenda.
5. The Chairman shall preside at all meetings and shall have a vote on all matters coming before the Board; in his absence the Vice Chairman shall preside.
6. Meetings shall be conducted in accordance with Robert's Rules of Order, Revised. If there is a conflict between Robert's Rules of Order, Revised, and these Rules of Procedure, these Rules of Procedure shall govern.
7. The Rules of Procedure may be amended by a majority vote of the members present at any meeting following at least three (3) days' written notice of the proposed amendment(s) to all members.
8. With the exception of motions to approve or deny a petition or application, which must be done by roll call, all votes shall be voice votes (unless a roll call is requested by any member). All roll call votes will be recorded in the minutes of the meeting.
9. Notice of a Board meeting shall be sent to each member at least three (3) days prior to the meeting date. Such notices shall specify the date, place and time where such meeting will be held. Planning and Zoning Department staff shall prepare an agenda packet in consultation with the Chairman, making same available to the public, newspapers and also sending a copy of same to each member.
10. Petition/application files covering topics to be discussed at a public hearing shall be placed in the office of the City of Venice Planning and Zoning Department. All associated

14. All written communications to be included in meeting agenda packets for the Board must be provided to the Planning and Zoning Department prior to (12:00 P.M.) on the Friday prior to each Thursday Board meeting or equivalent timeframe for meetings not held on Thursday. Individuals or entities providing written communications thereafter may email their comments directly to members and staff will provide a copy of such written communications as a handout at the meeting. Additionally, individuals or entities will be advised to personally appear at the meeting to present their views and/or written communications.

15. Whenever the context in which words are used herein indicates that such is the intent, words in the singular number shall include the plural and vice versa and words in the masculine gender shall include the feminine and neutral genders and vice versa.

Duly presented and adopted this ____ day of _____, 2022.