

LOWER DOWNTOWN DESIGN REVIEW BOARD BY-LAWS
Adopted July 7, 2011

I

Election of Officers

Section 1. The Board shall hold an election of officers at the first regular meeting in July of each calendar year.

Section 2. The Board shall elect a Chairperson and a Vice-Chairperson who shall hold office for one year or until their successors are selected and qualified. Both officers may serve any number of terms.

Section 3. The Chairperson shall preside at all meetings and shall be responsible for the conduct of such meetings in accordance with Roberts' Rules of Order.

Section 4. The Vice-Chairperson shall perform the duties of the Chairperson in the event of the Chairperson's absence. In the event the Chairperson and Vice Chairperson are both absent, the remaining members shall vote for a Chairperson Pro-Tem, who shall chair only that meeting, and only so long as the Chairperson and Vice-Chairperson remain absent.

Section 5. Should the office of Chairperson or Vice-Chairperson become vacant, the Board shall elect a successor from its membership at the next meeting to fill the unexpired term of said office.

II

Meetings of the Board

Section 1. Regular meetings of the Board shall be held on the first Thursday of each month, at 7:30 am. Special meetings may be held as needed, subject to concurrence of a majority of Board members.

Section 2. The Board shall act officially only at meetings of which not less than five days' notice has been given; provided, however, that emergency meetings of the Board may be called by the Chairperson upon two days' written notice.

Section 3. The Chairperson, absent objection by any member, may cancel meetings (except those held for the purpose of conducting a public hearing) for cause, including absence of a quorum, lack of business to conduct or other unforeseeable circumstances. Notice of such cancellation shall be given to the members at least 24 hours in advance of the time of the meeting, if possible.

Section 4. On any matter not quasi-judicial in nature, proxy voting may be done by any member who is unable to attend a meeting, providing the matter to be voted upon is specific and the proxy vote is either in the affirmative or negative and presented to the Chairperson prior to the meeting.

Section 5. No official business of the Board shall be conducted unless a quorum (as defined by Chapter 30, section 46 (f)) is present.

III

Public Hearings

Section 1. First opportunity to be heard shall be afforded to any and all persons having a legal interest in the subject property, or to anyone submitting a proposal; then others shall be heard.

Section 2. Individual presentations shall be limited to three minutes, but the majority of the members present may extend or shorten this time.

VI

Committees and Subcommittees

Section 1. The Chairperson is empowered to appoint working committees and subcommittees as may be necessary to carry out the work of the Board. Such appointments shall be subject to approval by the Board as a whole.

Section 2. A committee shall be an ad hoc committee of Board members only, appointed to perform specified tasks.

Section 3. A subcommittee shall be an ad hoc committee consisting of persons who may or may not be Board members. Subcommittees shall be appointed to perform specified tasks.

V

Amendments

Section 1. These bylaws may be amended (consistent with the terms of the ordinance creating the Board) at any regular Board meeting, provided that written notice of such amendments shall be given at least five days prior to such meeting.