

## **HPB RESOLUTION NUMBER 25-01**

### **A RESOLUTION OF THE CITY OF EUSTIS HISTORIC PRESERVATION BOARD ADOPTING REVISED RULES OF PROCEDURE; PROVIDING FOR TRANSMITTAL TO THE CITY COMMISSION; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Eustis Historic Preservation Board (“Board”) was established pursuant to Ordinance Number 95-27 to advise the City Commission on matters relating to historic preservation and to carry out duties consistent with the Certified Local Government Program; and

**WHEREAS**, the Board adopted Rules of Procedure on July 23, 1996, which were subsequently amended on October 8, 1996, and July 8, 1997, to address notarization of property owner objections and member attendance requirements; and

**WHEREAS**, the Board has determined that additional revisions are necessary to address quorum requirements, conflict of interest and voting abstention, recordkeeping and minutes, procedures for tie votes, and the role of *Robert's Rules of Order* as advisory guidance only; and

**WHEREAS**, the Board finds that adoption of the revised Rules of Procedure, attached hereto as *Exhibit A* and incorporated herein by reference, will promote transparency, compliance with Florida Statutes, and the efficient and orderly conduct of Board business.

**NOW, THEREFORE, BE IT RESOLVED BY THE HISTORIC PRESERVATION BOARD OF THE CITY OF EUSTIS, FLORIDA, AS FOLLOWS:**

#### **Section 1. Adoption of Revised Rules of Procedure.**

The Historic Preservation Board hereby adopts the revised Rules of Procedure attached hereto as *Exhibit A*. Said Rules supersede all prior versions and shall govern the proceedings of the Board unless and until amended in accordance with applicable law.

#### **Section 2. Transmittal to City Commission.**

City staff is hereby directed to transmit a copy of the revised Rules of Procedure to the City Commission for acknowledgment and for inclusion in the City’s Certified Local Government records.

#### **Section 3. Effective Date.**

This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** this 10th day of September, 2025, by the Historic Preservation Board of the City of Eustis, Florida.

**HISTORIC PRESERVATION BOARD**  
**CITY OF EUSTIS, FLORIDA**

By:   
Matthew E. Kalus, Chairperson

ATTEST:

  
Deanna Mikiska, Recording Secretary

**Exhibit A:** Revised Rules of Procedure (as adopted September 2025)

## **City of Eustis Historic Preservation Board Rules of Procedure**

Pursuant to City of Eustis Ordinance 95-27, the City of Eustis Historic Preservation Board ("Board") hereby adopts the following Rules of Procedure:

### **1. Conduct of Meetings**

All meetings of the Board shall be conducted in accordance with these Rules of Procedure. *Robert's Rules of Order* may be used as guidance in matters of parliamentary procedure not otherwise addressed by these Rules but shall not be binding on the Board.

### **2. Participation in Activities**

Board members are encouraged to participate in survey and planning activities undertaken by the City of Eustis in furtherance of historic preservation goals.

### **3. Agenda Preparation and Notice**

The proposed agenda for each Board meeting shall be prepared by City staff and publicly noticed in advance by posting copies at City Hall and other locations where City ordinances are routinely posted.

### **4. Public Records**

These Rules of Procedure constitute a public record and shall be available for public inspection consistent with the requirements of Chapter 119, Florida Statutes.

### **5. Quasi-Judicial Hearings**

All quasi-judicial hearings conducted by the Board shall conform to the procedures set forth in the City's Land Development Regulations.

### **6. Coordination with the State Historic Preservation Office**

The Board shall coordinate with the State Historic Preservation Office as follows:

- a. Provide a copy of all duplicate inventory materials to the State Historic Preservation Office.
- b. Provide the State Historic Preservation Office with at least thirty (30) days' prior notice of all Board meetings, except in the case of special meetings, in which case reasonable notice shall be given.
- c. Submit approved minutes of all Board meetings to the State Historic Preservation Office within thirty (30) days of approval. Minutes shall reflect attendance, actions taken, and any changes in Board membership.

## **8. Conflict of Interest/Voting Abstention**

Board members shall comply with the Code of Ethics for Public Officers and Employees, codified at Chapter 112, Part III, Florida Statutes. A member who has a voting conflict shall publicly disclose the conflict at the meeting prior to participation in discussion, abstain from voting, and file the required written memorandum of voting conflict with the City Clerk within fifteen (15) days, as required by Section 112.3143, Florida Statutes.

## **9. Recordkeeping and Minutes**

The Board shall maintain minutes of all meetings in compliance with the Florida Sunshine Law (F.S. § 286.011) and the Public Records Law (F.S. Ch. 119). Minutes shall document attendance, motions, votes, and official actions. Approved minutes shall be forwarded to the State Historic Preservation Office within thirty (30) days of approval.

## **10. Tie Votes**

In the event of a tie vote, the motion shall be deemed to have failed.

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### **History:**

Adopted July 23, 1996

Amended October 8, 1996 (Notarization of objections)

Amended July 8, 1997 (Attendance requirements)

Amended September 2025 (Quorum, conflict of interest, recordkeeping, tie votes)

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## **Guidance on Quorum Amendments**

**Quorum Determination:** Quorum is based upon the number of authorized seats, not merely the number of filled seats. For example, if the Board has seven seats but two are vacant, quorum remains four. This ensures consistency and prevents manipulation of quorum requirements through vacancies.

**Loss of Quorum:** If quorum is lost during a meeting, official action must cease immediately. The meeting may continue for purposes of discussion or public comment, but no binding votes or official actions may occur until quorum is reestablished.