

## **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.

- d. Notify the State Historic Preservation Office immediately upon the designation of new historic resources or alteration of existing designations.
- e. Forward to the State Historic Preservation Office proposed amendments to Ordinance 95-27 for review and comment at least thirty (30) days prior to final adoption.
- f. Submit an annual report to the State Historic Preservation Office and the Mayor of the City of Eustis on or before November 1 of each year, covering the preceding October 1 through September 30. At a minimum, such report shall include:
  - i. Amendments to these Rules of Procedure;
  - ii. The number of proposals and applications reviewed;
  - iii. New designations;
  - iv. Changes to Board membership, and updated résumés of Board members, as appropriate;
  - v. Amendments or proposed amendments to the Historic Preservation Ordinance;
  - vi. A summary of survey and inventory activities, including a description of the methodology utilized; and
  - vii. A program report on each grant-assisted activity.
- g. **Objections to Designation:** Objections by property owners to nomination of properties within proposed Historic Districts shall be notarized. *(Amended October 8, 1996)*
- h. **Attendance Requirements:** *(Amended July 8, 1997)*

A Board member who fails to attend three (3) consecutive meetings or more than fifty percent (50%) of meetings in any calendar year shall be subject to referral by the Chair to the Mayor and City Commission with a request for replacement.

If a member fails to attend two (2) consecutive meetings, or more than fifty percent (50%) of meetings in the prior calendar year, City staff shall place the matter on the next regular Board agenda for consideration. If the member attends the third scheduled meeting, the referral shall be withdrawn.

Final authority for removal or replacement of Board members rests exclusively with the City Commission pursuant to sec. 46-57, Chapter 46 of the City Code of Ordinances.

## **7. Quorum**

A majority of the Board's authorized membership shall constitute a quorum. Quorum is calculated based upon the total number of seats established by ordinance, irrespective of whether all seats are filled. If quorum is lost during a meeting, the Board shall take no further official action until quorum is restored.

## **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.