

**LAND DEVELOPMENT REGULATION ADVISORY BOARD**

# **"Rules of Procedure"**



**May 14, 2004**

**Article I  
Introduction**

- A. The Palm Beach County Unified Land Development Code, hereinafter referred to as the ULDC, authorizes the Land Development Regulation Advisory Board and Land Development Regulation Commission, herein after referred to as the LDRAB and LDRC to Rules of Procedures for the transaction of business.
- B. The within Rules of Procedure have been adopted by the LDRAB and LDRC, and all previously adopted Bylaws or Rules of Procedure are deemed repealed.

**Article II  
Powers and Duties**

- A. The LDRAB shall have the powers and duties as outlined in ULDC Art.17.C.2.B, Powers and Duties, as amended.

**Article III  
Membership, Officers and Staff**

- A. The LDRAB shall be composed of members as outlined in ULDC Art.17.C.2.C, Board Membership, as amended.
- B. The Zoning Director shall serve as the Secretary and the professional staff of the LDRAB as outlined in ULDC Art.17.C.2.D, Staff, as amended.

**Article IV  
Meetings**

- A. General meetings and special meetings of the LDRAB shall be governed as outlined in ULDC Art.17.B.5, Rules of Procedure, as amended.
- B. A member of the LDRAB shall be permitted to participate in a general or special meeting via telephone or teleconference if the following conditions are met:
  - a. That the quorum necessary to take action and transact business is physically present at the meeting; and
  - b. That the LDRAB, by a majority vote of the quorum present, determines that the extraordinary circumstances justify the members' absence.

## **Article V Subcommittees**

- A. The LDRAB may create subcommittees, which will be governed by the regulations in Art.17.C.2.C.3.c, Subcommittees, as amended, as well as the following regulations:
- a. At a minimum, the subcommittee shall be composed of one LDRAB member and two non-LDRAB members. It shall be determined by a majority vote of the LDRAB that the non-members have the necessary expertise on the specific Code amendment;
  - b. The subcommittee shall meet as often as determined necessary by the LDRAB;
  - c. The presence of **at least** two members of the subcommittee, **one of whom must be an LDRAB member**, shall constitute a quorum necessary to take action and transact business;
  - d. The location of all meetings shall be in PBC, Florida and all meetings shall be open to the public;
  - e. The Zoning Director shall serve as the Secretary and the professional staff of the subcommittee;
  - f. The County Attorney's Office shall provide counsel and interpretation on legal issues; and
  - g. The subcommittee shall submit their findings at the next scheduled LDRAB meeting.

## **Article VI Amendments to the Rules of Procedures**

- A. The LDRAB may amend these rules at a regular meeting by a majority vote of the quorum present.
- B. The LDRAB Secretary shall maintain a copy of the "Rules of Procedures" in the Zoning Division for the Public to view.

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