

# **TRAILER ESTATES PARK & RECREATION DISTRICT BYLAWS**

## **ARTICLE I. GENERAL** (Amended 8/31/09)

The Bylaws contained herein are supplemental to Florida Law, Chapter 2002-361, the prevailing law governing the operation of Trailer Estates Park & Recreation District.

## **ARTICLE II. MEETINGS** (Amended 8/31/09, 04/03/2017)

- A. Regular meetings of the Board of Trustees shall be held on the first and third Mondays of each month. Special Meetings or workshop Meetings may be called by the Chairman or by a majority of the Board members present at any meeting of the Board.
- B. A quorum of five (5) Trustees present is required to transact business.
- C. Any Trustee may have an item placed on any meeting agenda, provided the agenda request is provided not less than seven (7) days prior to the meeting. The agenda item shall be placed on the District website a minimum of seven (7) days prior to the meeting. Agenda items may be added to a workshop agenda at any time. Unless there is an “emergency item”, all matters requiring action by the Board shall appear on the publicly posted agenda for the meeting. An “emergency item” is a matter that cannot reasonably be held over until the next regularly scheduled Board Meeting. Meeting agendas shall remain on the website for one (1) year.
- D. Each Trustee present at a Board Meeting shall vote on each decision, ruling or act presented for a vote, unless prohibited from doing so pursuant to Chapter 112, Florida Statutes.

## **ARTICLE III. ORDER OF BUSINESS** (Amended 8/31/09, 04/ 03/2017)

Meetings of the Board shall be governed by Rules of Procedure adopted by the Board and where such Rules of Procedure do not address a matter, the meetings shall be guided by Robert’s Rules of Order. Unless amended by the Chair, proceedings of the regular Board Meetings shall be as follows:

- 1. Call to order

2. Roll call
3. Residents' comments and questions (limited to three [3] minutes)
4. Approval of minutes
5. Report of Treasurer
6. Approval of bills
7. Staff or attorney comments
8. Informational reports from Trustees
9. Report(s) from standing committees
10. Old business
11. New business
12. Reports from clubs and organizations
13. Adjournment

Proceedings of the workshop, special, and emergency special meetings will be based on the items on the agenda.

**ARTICLE IV. ORGANIZATION** (Amended 8/31/09, 04/ 03/2017)

Pursuant to Section 3 of Florida Law 2002-361, the election of Chairman, First Vice Chairman, Second Vice Chairman, Secretary and Treasurer by the Board of Trustees shall be held at a Special Meeting held the first non-holiday weekday following January 1. The election of Chairman shall be conducted by the previous Chairman (who shall have a vote if a currently elected) Trustee or the park's attorney. The newly-elected Chairman will then conduct the subsequent officer election during the same meeting.

The Chairman shall then, or soon thereafter, assign members of the Board of Trustees areas of responsibility to plan, implement and supervise various District operations or activities. These areas of responsibility in combination or separately are:

- 1.) Maintenance
- 2.) Health and Welfare
- 3.) Public Relations
- 4.) Continuing Recreational Activities
- 5.) Seasonal and Recreational Activities

6.) Others which may be named as the need arises.

**ARTICLE V. COMMITTEES** (Amended 08/17/09, 08/31/09, 04/03/2017)

Committee members are appointed and their names must be publicly announced. Committee members may resign in writing or may be removed by a majority vote of the board. All committee meetings must be announced in advance, and all meetings must be open to the public.

TRUSTEE COMMITTEES

With the advice and consent of an individual Trustee, the Chairman of the Board of Trustees may appoint a committee of District residents to advise, inform and assist said Trustee in the performance of his or her duties. The Trustee shall be the Chairman of said committee. If the Chairman of the Board of Trustees does not appoint such a committee, then said Trustee may appoint a committee to perform the same functions. Trustee Committees may spend no funds without prior approval by the Board of Trustees, nor may they act in the name of the District. Trustee committees shall expire December 31 of each year, or sooner as directed by the Trustee.

STANDING COMMITTEES

With the advice and consent of the Board, the Chairman may appoint Standing Committees. Standing Committees shall be established for a specific purpose and shall report their findings to the entire Board through a Trustee Liaison appointed by the Chairman. The Board, at any time, may disband any established Standing Committee. Nominations to Standing Committees may be made by any Trustee, subject to approval by the Board. The members of Standing Committees, unless removed by Board action, shall serve for the life of the Committees.

The terms of Trustee Liaison shall expire December 31 of each year.

From their members, a Chairman shall be elected by Standing Committees. In establishing a Standing Committee, the following requirements should be stated:

- 1.) The purpose of the Standing Committee.
- 2.) The length of time the Standing Committee shall be in existence (it is recognized that some Standing Committees, because of their stated purpose, may be perpetual).

- 3.) With specific prior approval from the Board, the Standing Committee may act in the name of the District and may be authorized to spend specific money.

**ARTICLE VI. ADMINISTRATIVE DUTIES OF BOARD OFFICERS** (Amended 8/31/09)

- A. The Chairman shall preside at all Board Meetings; shall appoint committees when necessary; and shall vote on all matters submitted to a vote of the Board of Trustees.
- B. The First Vice Chairman shall assist the Chairman, and in the absence of the Chairman, shall preside at any meeting.
- C. The Second Vice Chairman shall assist the Chairman, and in the absence of the Chairman and First Vice Chairman, shall preside at any meeting.
- D. The Secretary shall keep the minutes of Board Meetings; shall receive and answer all communications pertaining to the District; and shall keep the Chairman and Committee Chairman informed of matters requiring their attention. The Secretary shall post current minutes on District bulletin boards. The Secretary may be assisted by a Recording Secretary who need not be a Trustee.
- E. The Secretary shall maintain in the District Office a one-volume complete and current set of Rules & Regulations; this volume shall be made available, on request, to residents of the District during regular office hours.
- F. The Treasurer shall keep accurate records; make disbursement as directed by the Board; and annually prepare a District budget as required by law. The Treasurer's books are to be audited annually or at the request of the Board.

**ARTICLE VII. RECEIPT AND DISBURSEMENT OF FUNDS**

- A. The District office shall receive all monies due the District; a receipt shall be given for each sum received. All funds shall be transferred to the Treasurer for deposit.
- B. All disbursements of funds shall be by District check. Prior Board authorization is required to incur expenses on behalf of the District. Only after receiving an invoice (receipt) and a Trustee-signed voucher for previously authorized expense may the Treasurer issue a check for that expense.
- C. All checks for the disbursement of funds are to be signed by the Treasurer and another Trustee identified to the District's bank shall be authorized to sign checks.

During the Treasurer's absence two Trustees identified to the District's bank shall be authorized to sign checks. In no case may the Trustee signing a voucher sign a check for the payment of that voucher.

- D. All Trustees authorized to sign checks and all office personnel shall be bonded in the amount of five thousand dollars (\$5,000.00).

**ARTICLE VIII. REQUIREMENTS FOR THE BOARD CANDIDACY AND VACANCIES** (Amended 8/31/09)

Requirements for candidates for the Board shall be found in Florida Law, Section 5 of Chapter 2002-361. Requirements for filling mid-term vacancies on the Board shall be found in Florida Law, Section 11 of 2002-361.

**ARTICLE IX. RULES GOVERNING USE OF FACILITIES**

The Board of Trustees shall enact rules and regulations governing the use of recreational facilities of Trailer Estates Park and Recreation District. All such rules and regulations shall be recorded in the official minutes by the Secretary.

**ARTICLE X. AMENDMENTS** (Amended 8/31/09, 04/03/2017)

Amendments to Bylaws may be proposed by a Trustee in writing at any regular meeting of the Board. A motion to place a bylaw amendment on a future agenda for a vote shall require a second and a majority vote of those present and voting. The Chair shall place the matter on the agenda for a public hearing. Notice for the public hearing with the proposed revisions shall be posted on the District website and on the official District bulletin board(s) at least twenty-one (21) calendar days prior to the public hearing. After the public hearing is concluded, the Board shall vote on the proposed amendment(s). A two-thirds majority vote of the members of the Board shall be necessary to amend these Bylaws.

**ARTICLE XI. CONFLICT OF LAW** (Amended 8/31/09)

Any section of these Bylaws found to be in conflict with Florida State Law or Chapter 2002-361, shall be invalid and shall be eliminated from these Bylaws, the remaining sections shall be in force and effect as if such invalid section had not been incorporated herein.