

**ADMINISTRATIVE CODE  
BOARD OF COUNTY COMMISSIONERS**

<b>CATEGORY:</b> Committees/Boards/Commissions/Examiners	<b>CODE NUMBER:</b> AC-2-20
<b>TITLE:</b> Guidelines for the Lee County Land Development Code Advisory Committee	<b>ADOPTED:</b> 8/1/00
	<b>AMENDED:</b>
	<b>ORIGINATING DEPARTMENT:</b> County Attorney
<b>PURPOSE/SCOPE:</b> To provide rules of procedure for the Land Development Code Advisory Committee (LDCAC).	
<b><u>POLICY/PROCEDURE:</u></b>	
<b>SECTION I:           PURPOSE</b>	
<p>The purpose of the LDCAC is to make informed recommendations to the Board of County Commissioners, Department of Community Development, and the general public regarding the land development regulations in unincorporated Lee County.</p>	
<b>SECTION II:           GOVERNING RULES</b>	
<p>Except as otherwise provided, all meetings of the LDCAC will be governed by Robert's Rules of Order and AC 2-8.</p>	
<b>SECTION III:           MEMBERSHIP AND OFFICERS</b>	
<p>The LDCAC will consist of fifteen (15) residents of Lee County appointed by the Board of County Commissioners. Each LDCAC member should have technical or practical knowledge of land development practices or be qualified by either training or experience to recommend modifications to the Land Development Code (LDC) and other County land development regulations.</p>	
<p>Appointments will be for a term of one (1) year running from October 1 to September 30. Vacancies will be filled by appointment for the unexpired term. The unexcused absence of any member for three or more meetings per term year may be construed as a voluntary resignation. The chairman will notify the appointing commissioner in writing and ask him to reaffirm the appointment or to appoint a new member, as may be required.</p>	
<p>A chairman and vice-chairman will be elected by the LDCAC to serve a term of one (1) year commencing the first regularly scheduled meeting in October, and may be eligible for re-election. The chairman will preside over the meeting, or in his absence or inability, the vice-chairman will preside.</p>	

**SECTION IV. MEETINGS/QUORUM**

Five (5) or more members of the LDCAC will constitute a quorum. The Community Development Department (DCD) will provide a staff liaison who is an ex-officio member of the LDCAC. As such, the DCD liaison can sit as a member of the LDCAC, with full voting privileges to establish a quorum for LDCAC action on all matters coming before the LDCAC except elections. A motion of an LDCAC member to the LDCAC will be adopted only if the motion is presented to a quorum and receives an affirmative vote of a majority of the members present. An affirmative majority vote must consist of at least three affirmative votes.

Meetings will be at regularly scheduled times to be established by the chairman. A member of LDCAC may not vote on any matter that may materially or apparently affect a property or business interest of that member or a client represented by that member. All meetings of LDCAC are open to the public.

**SECTION V. RECORD OF THE PROCEEDINGS**

A member of Community Development staff, other than the DCD liaison will act as *ex officio* secretary of the LDCAC and will keep minutes of each committee meeting that include:

1. A record of the members in attendance, including whether any member was excused by the Chairman.
2. A copy of documents submitted to the LDCAC for review.
3. A brief overview of the issues presented to the LDCAC and the committee's decision regarding those issues.