

**PUTNAM COUNTY  
DILAPIDATED AND ABANDONED  
ENFORCEMENT AGENCY  
BY-LAWS**

**Article I - The Dilapidated and Abandoned Enforcement Agency**

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**SECTION 1 - NAME**

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The official name of the Agency shall be the Putnam County Dilapidated and Abandoned Enforcement Agency.

**Article II - Officers**

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**SECTION 1 - ELECTIONS**

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At the initial meeting of the Agency and bi-annually thereafter, at the first regular meeting of the Agency held that election year, the Agency shall elect a Chairman, and Vice-Chairman, and a Secretary.

**SECTION 2 - CHAIRMAN**

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The Chairman shall preside at meetings of the Agency and at public hearings and meetings called by the Agency. The Chairman shall call special meetings of the Agency as required and shall transmit reports, plans, recommendations, and other documents from the Agency to the appropriate authorities or bodies. The Chairman shall act as spokesperson for the Agency.

**SECTION 3 - VICE-CHAIRMAN**

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The Vice-Chairman shall preside in the absence of the Chairman and shall perform the duties and functions as may from time to time be required by the Agency.

**SECTION 4- SECRETARY**

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The Secretary shall be responsible for preparing and keeping the records of the Agency, and do all other tasks assigned by the Agency. The Putnam County Office of Planning and Infrastructure shall provide staff support to the Secretary.

**SECTION 5 - ADDITIONAL DUTIES**

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The Chairman, Vice-Chairman, and Secretary shall perform other duties and functions as may from time to time be required by the Agency.

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**SECTION 6 - REPLACING OFFICERS**

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In the event of the death, resignation, or removal of the Chairman, Vice-Chairman, or Secretary, the Agency shall elect one of its members to complete the unexpired term. A three-fifths majority of the total membership of the Agency may, at any regular meeting, remove the Chairman, Vice-Chairman, or Secretary from office, provided that a new election to fill the remaining term of office is immediately held.

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**SECTION 7 - NOMINATING COMMITTEE**

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A nominating committee shall be established prior to elections to make recommendations for officers of the Agency.

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**Article III - Meetings**

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**SECTION 1 - REGULAR MEETING**

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The regular meeting of the Agency shall be held on a day and time to be set by the Agency at the Putnam County Court House. In the event that the day of the meeting should fall on a holiday or any other day when the Putnam County Courthouse will be closed, the regular meeting shall be held on an alternate day to be set by the Agency.

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**SECTION 2 - SPECIAL MEETINGS**

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Special meetings of the Agency may be called by the Chairman or by at least two members upon request to the Secretary. Whether called by the Chairman or by two or more members, the Secretary shall send to all members, at least two days in advance of a special meeting, a written notice fixing the date, time and place of the meeting, but written notice of a special meeting is not required if the date, time, and place of the special meeting have been fixed in a regular meeting or if all the members are present at the special meetings.

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**SECTION 3 - QUORUM**

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In order to conduct an Agency meeting, a quorum of the members must be present. Three members of the six member Agency shall constitute a quorum. No action of the Agency shall be official unless authorized by a quorum at a regular or properly called special meeting.

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**SECTION 4 - TEMPORARY CHAIRMAN**

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In the event of a quorum for a meeting and the absence of both the Chairman and Vice-Chairman, any member may call the meeting to order for the purpose of electing a temporary chairman. A simple majority of those present is sufficient to elect the temporary chairman.

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**SECTION 5 - PROCEDURES FOR CONDUCTING MEETINGS**

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Roberts Rules of Order, current addition, shall be the parliamentary authority of the Agency meetings.

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**SECTION 6 - PROCEDURES FOR CONDUCTING PUBLIC HEARINGS**

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1. Chairman opens public hearing;
2. Staff presents summary of complaint;
3. Property owner comments;
4. Public comments;
5. Questions from the Agency;
6. Rebuttals of the Staff, Property Owner, and/or Public; and
7. Chairman closes or recesses public hearing.

All comments shall be directed to the Agency. Request to be recognized by the Chairman of the Agency shall be required prior to staff, property owner, or public comments. The public hearing is held to receive comments and is not a forum for debate.

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**Article IV - Informing County Commission of Members' Absence**

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**SECTION 1 - INFORMING COUNTY COMMISSION OF MEMBERS' ABSENCE**

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The Chairman shall automatically send a letter to the County Commission to inform them when any member fails to attend three (3) consecutive regularly scheduled meetings or any four (4) regular meetings in a calendar year.

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**Article V - Separability**

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**SECTION 1 - SEPARABILITY**

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The invalidation of any article or any section of any article shall not invalidate any other portion of these Bylaws.

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## Article VI - Amendments to the Bylaws

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### SECTION 1 - AMENDMENTS

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These bylaws can be amended at any regular meeting by a three-fifths majority vote provided that the amendments have been submitted in writing at the previous meeting.

Adopted: July 20, 2000  
Amended: February 15, 2001  
Amended: May 17, 2001  
Amended: August 15, 2001  
Amended: May 18, 2005  
Amended: January 20, 2010