

Tricia Thigpen

From: Chassity Bilbo <cbilbo@gautier-ms.gov>
Sent: Friday, June 12, 2015 9:36 AM
To: tthigpen@gautier-ms.gov
Subject: Waterfront Development Advisory Committee
Attachments: WATERFRONT DEVELOPMENT ADVISORY COMMITTEE.docx; WATERFRONT DEVELOPMENT ADVISORY COMMITTEE.pdf

Tricia,

Please place the following request from Councilman Jones as item #2 on the Business Agenda.

Please use the following wording as the summary explanation:

The purpose of the Gautier Waterfront Development Advisory Committee is to organize and manage the revitalization of Gautier's waterfront, including drainage basins, bayous, the Pascagoula River and Sound, through a comprehensive revitalization strategy, which shall focus on environmental and resource protection, hazard mitigation, public access to the waterfront, and maintaining the traditional waterfront economy.

Thanks,
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CITY OF GAUTIER, MISSISSIPPI

WATERFRONT DEVELOPMENT ADVISORY COMMITTEE BYLAWS

1. CREATION, TERMS OF MEMBERS; CONDITIONS

The City Council shall have a Waterfront Development Advisory Committee consisting of five (5) to seven (7) members. Members of the Committee shall be residents of Gautier and shall serve without compensation but may be reimbursed for such travel, mileage and per-diem as may be authorized by the City Council. Appointment shall be made by the City Council on the basis of experience, involvement in the community, and/or their interest or expertise in marine or coastal environmental matters. Appointments shall be made for a term of three (3) years with four members serving an initial two (2) year term in order to stagger the members' terms. Appointees shall serve at the pleasure of the City Council and may be reappointed to two (2) additional three year terms. Appointments to fill any vacancy on the Waterfront Development Advisory Committee shall be for the remainder of the unexpired term of office, such member to be eligible for appointment to two (2) additional terms.

Members who fail to attend three (3) meetings in a twelve month period shall automatically forfeit appointment, and the City Council shall promptly fill each vacancy. Any member with extenuating circumstances shall present same to the City Clerk for consideration by City Council. Members are required to notify the City Clerk's Office in advance of the meeting of any absence. Chairmen shall also be subject to the same rule and shall notify the City Clerk's Office of intended absences from scheduled meetings.

2. OFFICERS

A. Officers of the Waterfront Development Advisory Committee shall be Chairman and Vice Chairman to be elected from the membership thereof. Officers shall be elected by the Committee at their first regularly scheduled meeting by a majority vote of those in attendance and thereafter at their first regularly scheduled meeting in February. Officers shall serve for one (1) Year may be reelected for not more than three (3) consecutive terms or may be replaced by election.

B. The Committee shall have a Recording Secretary, who shall be provided by the City of Gautier, and who shall not be an appointed member of the Waterfront Development Advisory Committee.

3. FUNCTIONS AND DUTIES OF OFFICERS

A. The Chairman shall be the presiding officer at all meetings of the Waterfront Development

Advisory Committee, he/she may call special meetings at his/her discretion, sign all documents of the Committee and may relinquish the Chair to the Vice Chairman or other specific member at his/her discretion. The Chairman may not make nor second motions but shall vote on any and all motions to come before the Committee. The Chairman or designee shall also present all recommendations to the

City Council. It shall be the responsibility of the Chairman to notify the City Clerk promptly of any vacancies occurring in membership.

B. The Vice Chairman shall serve in the absence of the Chairman and, while so serving shall have all the authority held by the Chairman.

C. A Recording Secretary shall attend all meetings of the Waterfront Development Advisory Committee and shall keep an accurate record of the spirit and intent of statements made. All motions shall be recorded, and an accurate record of all reasons for motions or votes by members of the committee shall be made. The minutes of each such meeting shall be printed and distributed to members of the Committee, the City Council and other appropriate persons at an early date. The original of the minutes shall be placed in a binder comprising an accumulating permanent record, such binder to be a part of the official records of the City of Gautier.

4. MEETINGS

Regular meetings of the Waterfront Development Advisory Committee shall be held in the City Hall Chambers, 3330 Hwy 90, Gautier, Mississippi, during morning hours, the second Wednesday of each month. Special meetings and/or workshops may be held at the call of the Chairman or in his/her absence, the Vice Chairman or a majority of the members. All meetings shall be open to the public and reasonable notice of the time and place thereof shall be given to the public. All meetings shall conform to the Mississippi Open Meetings Law, Mississippi Statutes, and Codes. In the event a quorum of members is not present for a scheduled meeting, such meeting shall be adjourned and rescheduled as soon as possible consistent with notice requirements.

5. DUTIES

The Waterfront Development Advisory Committee shall make recommendations to the City Council for:

- A. Development of the waterfront as an economic generator for the City.
- B. Methods of increasing recreation and business opportunities.
- C. Provision of a healthy environment and ecosystem.
- D. Enhancement of public spaces and access to the waterfront.
- E. Development of a long range strategy to manage the restoration and enhancement of waterways including bayous, the PascagoOula River, and Sound.
- F. The proper management, use and regulation of the waterfront areas and existing and future City owned or operated recreational facilities under the jurisdiction of the City.
- G. Procurement of grant funding for the betterment and maintenance of the waterfront.
- H. Appropriateness of new City ordinances or amendments to existing City ordinances regulating the waterfront.

J. The education of citizens, boaters and the general public regarding matters (A) through (I).

6. MEETING PROCEDURE

The Chairman shall call each agenda item and briefly describe, or ask a member of the staff to briefly describe, the proposition before the Committee. All persons who wish to speak shall first give their name and address for the record, and obtain permission from the Chairman regarding the speaking on an agenda item. The Committee shall have full opportunity to discuss all agenda items. All statements shall be directed to the Committee and cross conversation among those in attendance will be prohibited. The Waterfront Development Advisory Committee shall act generally in accordance with Robert's Rules of Order.

7. MOTIONS

If appropriate, following the completion of discussion on a particular item, a motion with a second shall be entertained by the Chairman which will describe the action, policy or expenditure of funds being recommended to the City Council for their consideration. A brief statement of reason for the motion should precede the making of the motion. Any stipulations and/or special concerns about the item being discussed shall be included in the recommendation to the City Council. Upon receiving the second, the motion may be discussed and brought to a vote. The Chairman shall not make nor second motions, but he/she has full voice and vote on all issues before the Committee for discussion.

Vote shall be by voice, by the raising of hands or by roll call at the discretion of the Chairman. Any member may call for a roll call vote on any issue. Any motion may be tabled or amended. If the Committee feels that delaying an action would be in the best interests of the parties involved, action may be continued to a date certain. Such a motion for continuance shall include a reason for the action and shall require a majority vote of those present. A majority in the affirmative shall carry the motion, with a majority in the negative defeating the motion. A tie vote shall constitute a failed motion.

8. QUORUM

Majority of the appointed members shall constitute a quorum for the transaction of business.

9. VOTING REQUIREMENTS; CONFLICT OF INTEREST

No member of the Committee who is present at any meeting may abstain from voting with regard to any decision or recommendation, and a vote shall be recorded or counted for each member present except when, with respect to any such member, there is or appears to be a possible conflict of interest.

Conflict of interest is defined as any action by the Committee that would inure to the member's special private gain or loss or which the member knows would inure to the special private gain or loss of a relative or business associate of the member.

When there is or appears to be a conflict of interest, the member shall so state for the record and shall not vote on the issue. Further, the member shall within fifteen (15) days after the vote occurs, disclose the nature of his/her interest as a public record in a memorandum filed with the Recording Secretary, who shall incorporate the memorandum in the minutes.

CITY OF GAUTIER, MISSISSIPPI

By _____

Mayor