

**CITY OF CRAIG
RESOLUTION 19-04**

ESTABLISHING THE CRAIG HARBOR ADVISORY COMMITTEE

WHEREAS, Section 2.07.010 of the Craig Municipal Code provides for the appointment of advisory committees by the Craig City Council; and,

WHEREAS, city-owned and operated harbors in Craig would benefit from a Harbor Advisory Committee to provide input and recommendations to the city on activities in the city's harbors; and,

WHEREAS, the city's practice for many years has been to work with harbor users to improve operations at the city's harbors, but an advisory committee has not been formally recognized as provided for at CMC 2.07.010.

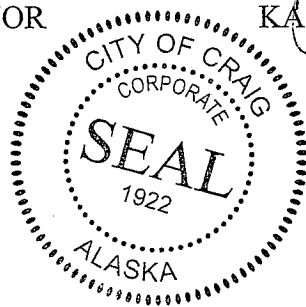
NOW, THEREFORE, BE IT RESOLVED, that the Craig city council hereby establishes a Craig Harbor Advisory Committee.

BE IT FURTHER RESOLVED that the committee's structure and practices are defined in Attachment A to this resolution.

PASSED AND APPROVED by a duly constituted quorum of the city council this 14th day of March, 2019.


MAYOR TIM O'CONNOR


KASSI MACKIE- CITY CLERK



ATTACHMENT A TO RESOLUTION #19-04
Craig Harbor Advisory Committee Bylaws

I. Role of the Advisory Committee

The role of the committee is to advise the city council on the operation, maintenance and improvement of the city harbor facilities and boat harbor and such additional matters as the council may from time to time designate. Recommendations of the committee will be made to the city council as a whole, and any changes to the proposed recommendations will be forwarded to the harbor staff and advisory committee. The committee holds no powers of authority or ability to commit the city to any given task or policy. However the role of the committee will be considered very carefully by the City Council. The city council listens and takes very seriously the time and effort that members of the advisory committee commit to the harbor department.

II. Composition of the Committee

The harbor advisory committee shall be composed of 5 voting members appointed to staggered three-year terms by the mayor with the approval of the council, and shall serve without compensation. One additional member shall be a non-voting member from the city council. Members shall be individuals who are interested in the operation, maintenance, and improvement of the city's harbor facilities. The mayor may remove committee members with the concurrence of the city council.

III. Organization of the Committee

- A. The committee members shall elect from their number a chair and a vice chair. The annual election of these officers shall take place at the regular fourth quarter meeting and these officers shall serve for a term of one year. Officers may serve for two consecutive terms and may thereafter be reelected after an interval of two years.
- B. The chair shall preside at all the meetings and shall be responsible for initiating and/or preparing an agenda with the harbor department for each meeting.
- C. The vice chair shall preside at meetings in the absence of the chair and shall perform such other of the chair's duties as required. The vice chair also shall be responsible for ensuring that a complete and accurate record of all meetings and votes is kept and copies distributed in a timely manner to members of the committee and city council. The task of taking minutes and keeping records may be designated to the harbor staff but the vice chair shall ascertain the accuracy of the records before approving and signing the same.
- D. Any board member who misses three regular meetings in any given 12 consecutive month period without being excused by the committee shall automatically forfeit membership on the committee.
- E. The committee shall meet once per quarter at the call of the chair, or as requested by the Craig Harbormaster. Reasonable public notice of the time, place and agenda shall be give before each meeting.
- F. Three members of the committee shall constitute a quorum for the transaction of business except that no vacancy on the committee shall impair the right of the remaining committee members to exercise all the powers of the committee.
- G. Affirmative concurrence by the majority of the committee members present at any duly constituted meeting of the committee shall carry a motion.

H. Agenda

An agenda will be prepared by the committee chair or may be done in conjunction with harbor department staff. The agenda will be made available to the committee members prior to the meetings. The agenda will include:

1. Date, time, location of the meeting
2. Any minutes to be reviewed and approved from past meetings.
3. Public participation opportunity
4. Issues to be considered such as:
 - a. Reports from harbor staff, city council or other agencies or organizations;
 - b. Resolutions or ordinances from staff which are appropriate for the advisory committee to review and forward to the city council for consideration.
 - c. Policy matters under consideration that must be referred to the council with recommendations.
 - d. Matters to be considered and resolved by the advisory committee, as appropriate of assigned.
5. Opportunity for the advisory committee members and any staff to present concerns, views or bring forward issues for future consideration by the committee (a “comment” time)
6. Confirmation of the next meeting date/time.
7. Adjournment

Public notice of the meeting should be posted on the city social media pages, at the harbor office, city hall and post office.

I. Conduct of the Meeting and Business

- A. The Chair will act as the presiding officer and is responsible for the conduct of the meeting. The advisory committee procedure shall be governed generally by Robert’s Rules of Order.
- B. Minutes will be written for each meeting and a recording of the meeting will be taken to ensure the accuracy of the minutes.
- C. The Chair should conduct the meeting fairly with opportunities for all views, including opposing, to be heard and discussed. Motions will be made to approve a recommendation or policy change and approved by a majority vote.
- D. The Chair will be responsible for conveying all decisions made by the advisory committee to the harbor staff and city council. The advisory committee members should refrain from conducting business outside the meetings via email, telephone and other media.
- E. If the advisory committee wishes to address the council the committee shall select a representative from among its members and submit in writing the nature of the situation to be addressed prior to attending a council meeting.