

# **Bylaws of the City of Oceanside Harbor and Beaches Advisory Committee**

## **Article I. The Committee**

### **Section 1.1 Harbor and Beaches Advisory Committee**

The name of the Committee shall be the "City of Oceanside Harbor and Beaches Advisory Committee" (hereinafter referred to as "Committee").

### **Section 1.2 Purpose**

The purpose and duty of the Committee, as defined by Harbor Resolution is to act in an advisory capacity to the City Council/Harbor Board of Directors, making recommendations regarding those items brought before the Committee including, but not limited to, items referred to the Committee by the City Council /Harbor Board of Directors, brought before the Committee by members of the general public and items brought before the Committee by Harbor and Beaches department staff. The Committee may have additional duties assigned to it at the discretion of the City Council/Harbor Board of Directors.

## **Article II. Membership**

### **Section 2.1 Composition**

In accordance with Resolutions, the Committee shall consist of nine (9) regular voting members to be appointed by the Mayor/President of the Oceanside City Council/Harbor Board of Directors with approval of the City Council/Harbor Board. Members should be residents, business or property owners and/or slip renters of the City of Oceanside or representatives, as appropriate to their appointment category.

Membership categories shall be in conformance with Resolutions and/or the subsequent amendments, as appropriate.

### **Section 2.2 Terms of Membership**

Regular members shall serve terms of three (3) years.

### **Section 2.3 Termination of Membership**

All members serve at the pleasure of the City Council/Harbor Board and may be removed during a term. Membership in the Committee shall automatically be terminated upon any of the following occurrences:

- a. The expiration date of the term of membership;

- b. The member has three (3) unexcused absences per fiscal year from regular Committee meetings without cause and/or without notifying the Chairperson or City Staff;
- c. The member has a less than 60% attendance record each fiscal year (includes excused and unexcused absences);
- d. The member fails to attend one Committee training each term;
- e. Upon removal by a majority of the City Council/Harbor Board with or without cause;
- f. The member fails to complete and submit the required financial interest disclosure forms to the City Clerk's Office by the specified due date.

**Section 2.4 Resignation**

Any Committee member may resign at any time by giving written notice to the Mayor/President of the City Council/Harbor Board of Directors and the Chairperson of the Committee. Any such resignation shall be effective upon receipt or upon any date specified therein. The acceptance of such resignation shall not be necessary to make it effective.

**Section 2.5 Vacancy**

When a vacancy occurs, the Mayor/President shall appoint an applicant to fill the vacancy, subject to the provisions and appointment procedures outlined in Chapter 2, Article 2.1 of the City Code. Vacancies will be filled as expeditiously as is feasible.

**Article III. Officers**

**Section 3.1 Officers**

The officers of the Committee shall consist of a Chairperson and a Vice-Chairman, who each must be a regular voting Committee member.

**Section 3.2 Chairperson**

The Chairperson shall preside at all meetings of the Committee and shall work with the staff who serve the Committee to submit such agendas, recommendations, and information at such meetings that are reasonable and proper for the conduct of business affairs and policies of the Committee.

**Section 3.3 Vice-Chairperson**

The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson. In the event of the resignation, death or removal of the Chairperson, the Vice-Chairperson shall assume the Chairperson's duties until such time

as the Committee shall elect a new Chairperson, pursuant to Section 3.6 concerning vacancies.

**Section 3.4** Additional Duties

At times, officers of the Committee shall perform duties and functions at the request of the Committee or staff, incidental to the offices held by such officers.

**Section 3.5** Election

The Chairperson and Vice-Chairperson shall be elected by the Committee annually at a designated regular meeting from among the Committee members, who shall each hold office for a term of one (1) year or until their successors are elected and qualified. An officer may serve successive terms of office.

**Section 3.6** Vacancies

Should the office of Chairperson or Vice-Chairperson become vacant, the Committee shall elect a successor from among its members at the next regular or special meeting, and the office shall be held for the unexpired term of office.

**Article IV. Meetings**

**Section 4.1** Regular Meetings

Regular meetings shall be held at such time and place as may be determined by the Committee. In the event that the regular meeting date is a legal holiday of the City, then any such regular meeting shall be held on the next business day or as agreed upon by the Committee members at a prior meeting.

**Section 4.2** Special Meetings

Special meetings may be held upon call of the Chairperson or the Vice-Chairperson acting on the behalf of the Chairperson or of the majority of the membership of the Committee, for the purpose of transacting any business designated in the call, after notification of all members of the Committee by written notice personally delivered or mailed at least 72 hours before the time specified in the notice of the meeting. At such a special meeting, no business other than that designated in the call should be considered.

**Section 4.3** Adjourned Meetings

Any meeting of the Committee may be adjourned to another meeting providing the adjournment indicates the date, time, and place of the adjourned meeting. Committee members absent from the meeting at which adjourned decision is made, shall be notified by the Chairperson of the continued meeting.

**Section 4.4** Meetings to be Open and Public

All meetings of the Committee and its standing committees shall be open and public to the extent required by the California State Brown Act. All persons shall be permitted to attend any such meetings, except as otherwise provided by law.

**Section 4.5** Quorum

A majority of the Committee membership shall constitute a quorum for the purpose of conducting the Committee business, exercising its powers and all other purposes, but less than a majority of the Committee membership may adjourn the meeting from time to time until a quorum is obtained.

**Section 4.6** Attendance at Meetings

All members of the Committee, regular voting, shall be required to attend all Committee meetings unless such member has been excused from participation.

**Section 4.7** Excused Absences

A member's absence from a meeting shall be excused if, prior to the meeting from which a member will be absent, the member notifies the Chairperson or City staff of his/her intent to be absent. At each meeting, after the meeting has been called to order, the Chairperson shall report to the Committee the name of any member who has so notified the Chairperson or staff of his or her intent to be absent.

**Section 4.8** Order of Business

The order of business shall be established by the Committee. Agendas shall be published and posted in compliance with applicable state and local laws and rules. Provisions will be made for citizens with disabilities by contacting City staff.

**Section 4.9** Rules of Order

All business and matters before the Committee shall be transacted in conformance with Article I of Chapter 2 of the Oceanside City Code to the extent applicable to the business of this Committee.

**Section 4.10** Off-Agenda Items

No off-agenda items shall be acted upon or discussed by the committee. Committee members, staff and/or public may announce off-agenda matters of concern. Each off-agenda matter shall be automatically referred to staff for resolution or placed on the next available Committee agenda.

**ARTICLE V. RECORDS, REPORTS AND BIENNIAL WORK PLAN**

**Section 5.1** Meeting Records

The Committee shall keep minutes of all meetings, which shall be open for inspection by any member of the public. Minutes should contain detailed voting

records by Member, and by specific action. Upon approval of meeting minutes by the Committee, copies of such minutes shall be distributed to the Harbor Board/City Council and City Manager.

**Section 5.2** Reports Submitted to City Council

The Committee shall submit copies of all written reports, studies, and correspondence sent to public agencies to the City Manager and Harbor Board/City Council upon distribution of the original document.

**Section 5.3** Presentation of Biannual Work Plan

The Committee shall submit to the Harbor Board/City Council, no later than three (3) months after the initial seating of the Committee members, and no later than June 30 of the following year, a comprehensive work plan indicating specific goals and objectives proposed for the next two years to support the purpose and scope of responsibilities as described in Section 1.2.

**ARTICLE VI. REPRESENTATION BEFORE PUBLIC BODIES**

**Section 6.1** Representation

Any official representations on behalf of the Committee before the City Council, or any public body, shall be made by the Chairperson, the Vice-Chairperson in the Chairperson's absence, or a member of the Committee specifically designated by the Committee.

**ARTICLE V. RECORDS, REPORTS AND BIANNUAL WORKPLAN**

**Section 6.2** Statement of Minority Views

All reports by City staff and all official representation on behalf of the Committee pursuant to Section 4.1 and 4.2 on matters that have been approved or disapproved by the Committee shall, in addition to a statement of majority vote, include a brief statement of any minority opinions on the matter, as incorporated in the Official Minutes of the Committee.

**ARTICLE VII. COMMITTEES**

**Section 7.1** Establishment

The Committee shall have the authority to and may establish standing or ad-hoc committees as necessary to accomplish the purposes set forth in Section 1.2 herein. Committees may meet to discuss specific issues within the scope of responsibility for the Committee and to make recommendations for action by the Committee. Membership competition and terms shall be determined by the Committee for any committee created; however, no committee shall consist of more than three (3) Committee members, as not to cause a majority of Committee members to serve on once (1) committee.

**Section 7.2** Appointment of Committee Members

Members on a standing or ad-hoc committee shall be appointed by the Chairperson with the approval of a majority of the Committee members.

**Section 7.3 Committee Reports**

Committee(s) shall, from time to time, make reports, written or verbal, to City Council/Harbor Board of Directors.

**ARTICLE VIII. MISCELLANEOUS**

**Section 8.1 Establishment**

The Mayor/President shall appoint to the Committee, subject to approval of the City Council/Harbor Board, one (1) member of the City Council/Harbor Board of Directors to serve as a non-voting ex-officio member of the Committee. Said ex-officio member shall serve as a liaison between the City Council/Board of Directors and the Committee, shall from time-to-time inform the City Council/Board of Directors of the activities and issues addressed by the Committee, and shall assist the Committee in promoting recommendations made to the City Council/Harbor Board of Directors. Council/Board liaisons may attend Committee meetings.

**Section 8.2 City Assistance to Officers and Committee**

The City Manager shall appoint staff to assist the Committee officers and members, as necessary in such activities as setting and conducting meetings, preparing meeting agendas and minutes and responding to requests for assistance from Committee members.

**Section 8.3 Procedural Situations Not Addressed**

In procedural situations not addressed in the body of the Committee bylaws, the determination of the situation shall be subject to the jurisdiction of the City Attorney's Office.