

Ad Hoc Harbor Management Planning Committee
General Guidelines
Working Draft for Discussion

PURPOSE:

The Committee will develop a Harbor Management Plan to replace the outdated plan developed in 1995. The Harbor Management Plan will address harbor uses, needed improvements to harbor infrastructure, enhancement of public access, resource protection and implications of sea level rise. When completed the Plan will have established a vision for the harbor with concrete action items to help guide future decision making related to harbor use, infrastructure, and access.

MEMBERSHIP:

The members of the committee shall be appointed by the City Council. The Committee shall normally consist of == members representing various harbor related stakeholders. Additions to the members, or changes in the membership, shall be by appointment of the City Council.

ATTENDANCE:

Attendance of members of the Committee is important to the function of the committee. Failure to attend meetings deprives the Committee of the benefits of the thoughts and ideas the individual members provide to the work of the Committee.

MEMBER RESPONSIBILITIES:

All members should:

- Prepare for meetings
- Listen to speakers
- Learn from other people
- Speak up when you have something to say
- Ask questions if you are unclear or unsure
- Consider all options presented
- Work to ensure the perspectives of all stakeholders are fairly considered
- Consider what is best for the Community as a whole
- Abide by votes which are taken, whether you agree with them or not

OFFICERS:

The Committee shall elect a Chair, a Vice-Chair and a Secretary from among the appointed members.

Duties of Officers:

- Chair
 - Preside at all meetings of the Committee
 - Decide points of order and procedure
 - Be responsible for preserving order and decorum
 - Prepare a meeting agenda, circulate it to Committee members, and provide it to City staff for posting on the City website (target of a week before the meeting)
 - Circulate draft meeting minutes prepared by the Secretary with the meeting agendas
 - Transmit reports and recommendations of the Committee to the City Council and other stakeholders
- Vice Chair
 - In the absence of the Chair, assume the duties of the Chair.
- Secretary:
 - Draft minutes of the Committee meetings
 - Maintain the records of the Committee and
 - Perform other duties as the Committee may require

MEETINGS:

Regular meetings of the Committee shall be held at such times and places as determined by the Committee Chair, but in all cases at locations that are ADA accessible. Members shall be notified at least 3 calendar days in advance of any meeting, with a target of 7 days in advance.

QUORUM:

A quorum for a meeting of the members shall consist of at least == members of the active membership.

DECISION MAKING

NTD: Decision making can either be by consensus or by taking a vote. Below is some draft language for discussion on voting.

- All actions of the committee shall be by motion, duly made and seconded. The motion shall be restated by the Chair before a vote is taken. The name of the maker and seconder of the motion shall be recorded.
- An affirmative vote of a majority of a quorum is required to take action on a motion. All members shall vote when present.
- When procedural and parliamentary rules adopted by the Committee conflict, parliamentary procedure shall be according the Roberts Rules of Order.

COMMITTEE GROUND RULES:

- Treat each other with dignity and respect.
- Transparency.
- Be genuine with each other about ideas, challenges, and feelings.
- Listen first to understand, and show respect for all perspectives shared.
- Practice being open-minded.
- Try not to be defensive when there are disagreements.
- Give colleagues the benefit of the doubt; have a clean slate process.
- Support each other.
- Attack issues, but never people.
- Consider the overall good for the City

PUBLIC PARTICIPATION AT REGULAR COMMITTEE MEETINGS:

Members of the general public are welcome to attend all meetings. Agendas may incorporate a time at either the beginning or the end of each meeting where the general public will be invited to offer input. Speakers will be asked to keep their comments to 3 minutes or less.

Participation by the public in committee discussions shall be at the discretion of the chair upon input from committee members.