

**Town of Portsmouth, Rhode Island
Bristol Ferry Town Common Committee**

BY-LAWS AND RULES OF PROCEDURE

Adopted by the Portsmouth Town Council, May 11, 2009

ARTICLE I -- TITLE

The title of the Committee shall be *The Bristol Ferry Town Common Committee (BFTCC)*, herein after referred to as *the Committee*. The Portsmouth Town Council formed the Committee at a regular Council meeting on 8 December 2008. These by-laws and rules implement and amplify those specifications.

ARTICLE II -- MEMBERSHIP

Section 1. General

The Committee shall consist of no more than fifteen (15) regular members, who shall have voting rights, appointed by the Town Council.

Section 2. Appointment

- a. Each regular member shall be appointed by the Town Council for a term of three (3) years. At the end of a term, a member may make a written request for reappointment. In the event of a regular member vacancy, the Town Council shall appoint a new member to serve a full term from date of appointment. Council appointments shall be in accordance with Town Council rules and procedures for citizen appointments to committees.

Section 3. Resignation

- a. **Resignation.** Any member who does not feel that he or she can adequately continue duties as a Committee member shall request to resign. The request shall be in writing to the Town Council with copy to the Committee Chairperson.

ARTICLE III -- OBJECTIVES

Section 1. Primary Objective

The primary objective of the Committee is to advise the Town Council on matters relating to the Bristol Ferry Town Common. Town Officials shall keep the Town Administrator informed of interaction with the committee.

Section 2. Reports

- a. **Annual Report.** The Committee shall prepare and make an Annual Report to the Town Council. This report will be presented in the last calendar quarter of each year at a regularly scheduled Town Council meeting

- b. **Non-recurring Reports.** The Committee may, at their discretion, submit other reports, letters, memos, etc. to the Town Council providing information or recommendations on issues relating to the Bristol Ferry Town Common.

ARTICLE IV -- OFFICERS AND THEIR DUTIES

Section 1. Elections

Prior to the submission of the Annual Report, the Committee, by simple majority, shall hold elections for a Chairperson, Vice-Chairperson and Secretary. Each shall serve from the next meeting following the Annual Report until their first meeting following the next Annual Report or until a successor is elected and assumes office.

Section 2. Vacancies

In the event an office becomes vacant, the Committee, at a regular meeting determined by the Chairperson, shall elect a member to serve the remainder of the vacated term.

Section 3. Chairperson

The Chairperson shall preside at all meetings of the Committee. The Chairperson shall have all of the powers granted in these by-laws and rules and as further dictated by the Town Council. The Chairperson accepts the leadership responsibility to maintain contact with Town Officials and to guide the Committees efforts in matters relating to the Bristol Ferry Town Common. The Chairperson shall submit all official documents generated by the Committee. The Chairperson shall submit all budget submissions and requests for expenditure of budgeted funds. The Chairperson may delegate such powers and duties as deemed appropriate

Section 4. Vice-Chairperson

The Vice-Chairperson shall assist the Chairperson as required and assume duties and powers of the Chairperson in his/her absence.

Section 5. Secretary

The Secretary shall keep written records of all meetings, procedures, actions and correspondence of the Committee and shall send notices of meetings, information and materials to the members. The Secretary shall ensure that meeting notices and agendas are posted as required by the Town for open meetings.

ARTICLE V -- MEETINGS

Section 1. Regular Meetings

- a. Regular meetings shall be held twice yearly, in April and October. By simple majority vote, the Chairman may suspend regular meetings for special circumstances. A regular meeting shall be suspended if a quorum is not present.

- b. The place of each meeting will be specified in the meeting announcement.
- c. Notice of regular meetings will be as dictated by the Town for open meetings.

Section 2. Special Meetings

- a. Special meetings may be called at any time by order of the Chairperson or by written request of three (3) regular members.
- b. Notice of any formal special meeting shall be given to all Committee members at least forty-eight (48) hours prior to the scheduled starting time of the meeting by a personal conversation with each Committee member, and/or voice mail, and/or e-mail.
- c. Notice of special meetings will be as dictated by the Town for open meetings.

Section 3. Informal Meetings and Ad-Hoc Groups

- a. Informal meetings (such as Annual Report preparation meetings, preparation for issue discussion, ad-hoc sub-committees, etc.) may be called by any member. These meetings have no requirement for committee member attendance, written record or documentation or prior announcement to the public. Any recommendations formulated at these meetings shall be brought to a regular meeting. No votes shall be taken.
- b. Ad-hoc groups may be created by the Committee, as it may deem necessary, to expedite its work. The Chairperson will appoint members of ad-hoc groups. Ad-hoc groups shall make reports at regularly scheduled meetings. The Chairperson shall be a member, ex-officio, of all ad-hoc groups.

Section 4. Parliamentary Procedure

In parliamentary matters, *Roberts Rules of Order* shall govern.

ARTICLE VI -- ORDER OF BUSINESS

The order of business for meetings shall be:

- Call to Order
- Roll Call
- Approval of Minutes
- Communications
- Unfinished Business
- New Business
- Open Discussion
- Next Meeting Date
- Adjournment

ARTICLE VII -- QUORUM AND VOTING

Section 1. Quorum

A quorum shall be at least half of the current regular members.

Section 2. Voting

Except as specified otherwise herein, voting will be by a simple majority of regular members present.

ARTICLE VIII -- INDEMNIFICATION

Indemnification for Committee members will be consistent with that specified by the Town for other Town-appointed officials.

ARTICLE IX -- OPEN MEETINGS

All regular and special meetings of the Committee are considered "Open" and shall conform to the Town rules for Open Meetings.

ARTICLE X -- AMENDMENTS

The Town Council may modify these by-laws at any time by a majority vote by the Council. The Committee may at any time recommend, to the Town Council, amendments to these by-laws by an affirmative vote of at least two-thirds of the regular members of the Committee.

APPROVED BY TOWN COUNCIL
ACTION ON MAY 11, 2009.

Kathleen Viera Beaudoin, Town Clerk