



# St. Marys River Management Committee

Post Office Box 251 • Folkston, GA 31537

## St. Marys River Management Committee

### **BYLAWS**

As amended on March 7, 2005

1. MEMBERSHIPS----- As established by the Interlocal Agreement. Each county's delegation shall select a Lead Member, who shall be responsible for maintaining a full and active delegation, and for communicating with that county's Board of County Commission. Any voting member missing more than half of the regularly scheduled meetings in a period of 12 consecutive months may be asked to resign after consideration by the Committee.
2. OFFICERS----- Chairperson and Vice-Chairperson (or Co-Chairperson) (one from each state, Florida and Georgia), Secretary and Treasurer.
3. CHAIRPERSON----- Shall preside over the meetings of the Committee and shall set the draft agenda of the meetings. The times and places of the said meetings will be preset. The outgoing chairperson(s) shall also be responsible for providing information for, and directing the preparation of an annual report, to be submitted at or before the second-last meeting of the year.
4. VICE-CHAIRPERSON----- Shall assist the chairperson in the performance of the duties of the office and will serve in the same capacity as the chairperson in his/her absence. Shall also be responsible for oversight of the Lead Members, shall encourage attendance and shall ensure that all vacancies of the Committee, including non-voting members, are promptly filled.
5. SECRETARY----- Shall be responsible for ensuring the proper recording of the minutes of all Committee and subcommittee meetings and provide notification to all Committee members and the general public as to the date, time and location of all meetings; and informing the respective county commission of any vacancy on the Committee. The

Comment [GCS1]: This is covered elsewhere.

Comment [GCS2]: This is too late. A draft should be submitted in November or December, approved no later than January.

*The St. Marys River Management Committee is an intergovernmental entity of elected and appointed members from the four counties fronting the river: Charlton and Camden, GA., and Nassau and Baker, FL. The committee advises the four county commissions and provides a public forum on issues concerning the St. Marys.*

Secretary may supervise the performance of duties by a Committee administrative assistant.

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6. TREASURER----- Shall be responsible for maintaining records of all monies and ~~provide~~ providing a report at each meeting of all incoming monies and expenditures incurred during the period since the last meeting. Responsible for preparing an annual budget for the coming year, to be submitted ~~at the second meeting of the year~~ before the end of the current fiscal year.

Comment [GCS3]: This is too late – a draft should be provided in October or November, approved in December for the coming year, for example.

7. NON-VOTINGS MEMBERS---- As established by the Interlocal Agreement. Non-voting members may participate in Committee discussions, serve on subcommittees, and provide general and technical support to the Committee, but shall not make motions, vote, or hold a Committee office.

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8. ELECTION OF OFFICERS----- ~~The~~ A nominating committee ~~will~~ consist of no less than three voting members shall propose a slate of candidates. Election of officers will be held no later than the mandatory meeting every January.

9. VOTING----- Each voting member of the Committee, as defined by the Interlocal Agreement, has one vote. Voting by proxy shall not be permitted.

10. QUORUM----- Shall consist of ~~one~~ half of the current appointed members plus one, and shall be required for the transaction of business.

11. MEETINGS----- ~~Shall consist of a mandatory annual meeting in January for the purpose of electing officers, reviewing annual reports and general business. Additionally, the~~ The Committee shall meet on a regular basis at such time and place as set by the Committee. All meetings will require a seven-day advance notification to all members and the general public. Scheduled meetings shall include a mandatory annual meeting in January for the purpose of reviewing annual reports, organizing subcommittees and assignments for the coming year, and other general business.

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At the discretion of the Chairman, Committee members may participate in meetings through the use of a telecommunications device, but shall not vote and shall not be counted toward a quorum. If a telephonic voice conference service is used, call-in numbers shall be provided to the Committee and publicly noticed seven days prior to the meeting.

12. SIGNATURE OF CHECKS -----As established by the Interlocal Agreement, the Chairman of the Board of County Commission of Charlton County, and the Chairman (or Co-Chairperson) of the Committee.

13. PARLIAMENTARY AUTHORITY-----The Committee shall be governed by the most recently published edition of *Roberts Rules of Order*. However, these rules may be preempted in cases in which they are not consistent with these bylaws or any special rules of order the membership shall adopt.

In routine matters before the Committee where the chair determines there is no opposition and no objection is heard, and in the presence of a quorum, the item may be approved by Unanimous Consent (acclamation).

The use of Unanimous Consent may include but not be limited to:

1. To correct or approve the minutes.
2. To approve or revise an agenda.
3. To allow a guest speaker to speak in an order contrary to the approved agenda.
4. To elect a lone nominee by acclamation.
5. To authorize chairpersons to sign routine correspondence for the Committee.

**Comment [GCS4]:** The chair will state, "If there is no objection, the Committee will adopt or approve (the motion)." When no objection is heard, the chair shall state, "Since there is no objection, (the motion) is adopted." If there is an objection, the chair shall proceed with a formal vote.

14. AMENDMENT TO BYLAWS----- The bylaws may be amended by a two-thirds (2/3) majority vote of the current voting membership of the Committee, ~~providing~~ provided that the proposed amendment has been sent to each member seven days prior to the meeting.

15. FISCAL YEAR----- January 1 to December 31 ~~Shall use a calendar year.~~

16. ANNUAL REPORT----- The ~~Committee Secretary~~ shall prepare and present to ~~each County Commission~~ the Committee an annual report ~~at before~~ the end of each ~~fiscal~~ year. The ~~said~~ report will summarize accomplishments of the Committee over the past year, ~~and will~~ provide recommendations for future activities, ~~and include as well as~~ a financial report from the Treasurer on the Committee's budget. The Committee or its designees shall then present the annual report to each County Commission within the first quarter of the next year.

17. CONFLICT OF INTEREST----- A member who ~~is aware of~~ has a conflict of interest ~~or of the appearance of a conflict of interest~~ shall declare

such a conflict [and state its nature](#) before discussion of the issue has begun. [The member may participate in the discussion of the item but shall abstain from voting.](#)