

By-Laws, Stormwater Program Advisory Committee

County of James City Virginia

Page 1 of 6

ARTICLE I: NAME

The name of this organization shall be the Stormwater Program Advisory Committee (the “Committee”) of James City County (the “County”).

ARTICLE II: PURPOSE

This Committee is established to provide assistance and advice to the County Board of Supervisors and staff in the development, implementation, and promotion of the County’s stormwater program to meet the needs of the citizens of the County.

ARTICLE III: RESPONSIBILITIES

The Committee shall:

1. Identify needed infrastructure improvements for flooding, drainage and water quality,
2. Review annual drainage and capital improvement programs and recommend priorities,
3. Review annual stormwater program public engagement and outreach plan and make recommendations regarding needs and activities,
4. Review outreach and public engagement materials to ensure consistent and effective messages to County citizens, and
5. Assist staff in outreach and engagement activities including speaking to community groups and manning displays at events such as the County Fair.

By-Laws, Stormwater Program Advisory Committee

County of James City Virginia

Page 2 of 6

ARTICLE IV: MEMBERSHIP

The Committee shall be composed of voting members and non-voting members.

1. *Voting Members* - The Committee shall consist of a sufficient number and make-up of voting members to ensure broad representation of the interests and areas within the County. The terms shall be staggered four-year terms, except that one-half the initial members shall have two-year terms upon appointment. Members must reside or own property in the County, be able to support the goals, and purpose of the Stormwater Program and advocate for projects within the County.
2. *Non-Voting Members* - The Virginia Department of Transportation and the Colonial Soil and Water Conservation District shall each be invited to nominate a representative to serve as a non-voting member of the Committee.

ARTICLE V: MEETINGS

1. All meetings of the Committee shall be open to the public.
2. Attendance by a majority of voting members shall constitute a quorum, and minutes shall be kept of each meeting.
3. An organizational meeting shall be held during the regular meeting in January of each year. At this meeting election of officers - including Chair, Vice-Chair and Secretary - shall be held and the newly elected officers shall preside at the meeting. The Committee may elect the Stormwater Director as Secretary. At this meeting, the Committee shall adopt a regular meeting time and schedule for the year. If during the year a vacancy

By-Laws, Stormwater Program Advisory Committee

County of James City Virginia

Page 3 of 6

occurs for the Chair, Vice-Chair, or Secretary; an election shall be held at the next regular meeting date.

4. Special meetings of the Committee may be called by the Chair or by two members, upon written request to the Secretary. The Secretary shall distribute to members, at least five days in advance of a special meeting, a written notice fixing the time and place of the meeting and the purpose thereof. Written notice of a special meeting shall not be required if the time of the special meeting has been fixed at a regular meeting.

ARTICLE VI: MATTERS PENDING BEFORE THE COMMITTEE

1. Items offered for discussion by the Committee shall be submitted to the Secretary thirty days prior to the next regular meeting.
2. Seven days prior to the next regular meeting, the Secretary shall distribute the agenda to the Committee and post the agenda on the County website.
3. Meeting agendas shall include opportunity for public comment.
4. The Office of the Committee shall be the Office of the Stormwater Director.

ARTICLE VII: VOTING

1. All matters to be voted upon shall be stated in the form of a motion.
2. Each voting member shall have one vote.
3. In the instance of a tie vote, the Stormwater Director shall vote.
4. No member shall vote unless present.

By-Laws, Stormwater Program Advisory Committee

County of James City Virginia

Page 4 of 6

5. No member shall abstain from voting on a roll call vote unless such member has a conflict of interest in the matter being voted upon and so states that conflict for the record.

ARTICLE VIII: OFFICERS

1. Chair

- a. The Chair shall preside at all meetings of the Committee.
- b. When authorized by the Committee, the Chair shall execute in its name all its obligations.
- c. The Chair, or his designee, shall represent the Committee when required at meetings, conferences, and other sessions of a similar nature and inform the Committee of such activities.
- d. The Chair shall nominate all members of subcommittees that are necessary for the business of the Committee.

2. Vice-Chair

- a. The Vice-Chair shall perform the duties of the Chair during the absence or disability of the Chair, or at the request of the Chair.

3. Secretary

- a. The Secretary shall, after conference with the Chair, prepare and distribute the agenda to the Committee.

By-Laws, Stormwater Program Advisory Committee

County of James City Virginia

Page 5 of 6

- b. The Secretary shall keep all papers relating to the activities of the Committee as part of the records of the Committee and shall file such records in the Office of the Committee as public records.
- c. The Secretary shall keep the minutes of the Committee's proceedings and other official actions and shall file them in the Office of the Committee as public records.
- d. The Secretary shall have charge of all official books, papers, maps, and records of the Committee and shall conduct all official correspondence relative to meetings, resolutions, decisions and other business of the Committee.
- e. The Secretary shall notify the Vice-Chair, by email, telephone or in person, on the day the Chair informs him that he will not be present at a scheduled meeting and shall brief the Vice-Chair on the items on the Committee's agenda at that meeting.

ARTICLE IX: PARLIMENTARY AUTHORITY AND ORGANIZATIONAL PROCEDURE

The Committee shall follow the Robert's Rules of Order, Newly Revised 10th edition, October 2000, and more specifically, the provisions which pertain to the "conduct of business in boards" at page 469 et seq., in particular, the "Procedure in Small Boards" (the "Rules").

The Committee may amend the Rules by a majority vote as it deems advisable. Failure of the Committee to strictly comply with the Rules shall not invalidate any action taken by the Committee.

By-Laws, Stormwater Program Advisory Committee

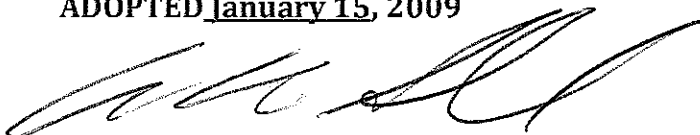
County of James City Virginia

Page 6 of 6

ARTICLE X: AMENDMENTS

These bylaws may be amended at any regularly scheduled meeting by a two-thirds vote of the voting members present, provided that notice of the amendment has been presented in writing at least thirty days prior to the meeting at which the amendment is to be voted upon.

ADOPTED January 15, 2009

A handwritten signature in black ink, appearing to read 'A. Small', written over a horizontal line.

Aaron B. Small, Chair