

City of Crystal River  
Waterfronts Advisory Board  
Bylaws

Article I  
Name

1. The name of the organization by City Council shall be “City of Crystal River Waterfronts Advisory Board”. It may also be referred to as “Waterfronts Board” or “Board” (LDC 8.02.01).
2. The office of the Board shall be at the City of Crystal River City Hall. All official documents, records, minutes, maps, etc. shall be filed or recorded in the office of the City Clerk (LDC 8.01.08).

Article II  
Purpose

1. The objective and purpose of the City of Crystal River Waterfronts Advisory Board are those set forth in Florida Statutes, Sections 163.3174 and those powers and duties delegated to the Waterfronts Board in the aforementioned statutes.
2. The Waterfronts Board shall be responsible for, but not limited to the following items:
  - a. Studying the water quality of Kings Bay and the surrounding waters and making legislative recommendations regarding these waters to the City Council;
  - b. Studying the Floridian Aquifer and making legislative recommendations regarding the aquifer to the City Council;
  - c. Studying the flora and fauna in the areas surrounding they waters of Kings Bay and the surrounding waters and making legislative recommendations regarding the same to the City Council;
  - d. Studying the care and protection of the Florida Manatee and other wildlife native to the waters of Kings Bay and the surrounding waters making legislative recommendations to City council;
  - e. Studying the impact that stormwater runoff has on the waters of Kings Bay and the surrounding waters and making legislative recommendations regarding the same to the City Council;

- f. Studying the impact septic tanks have on the waters of Kings Bay and the surrounding waters and making legislative recommendations regarding the same to the City Council; and
- g. Any other tasks or studies assigned to the Waterfronts Advisory Board by the City Council.

### Article III Members

1. All nine (9) members of the Board shall be appointed by the City Council by a majority vote. Initially five (5) members of the Board were appointed to one (1) year term and four (4) members were appointed to two (2) year terms. On January 25, 2010, City Council voted to make all terms appointed from that date forward four (4) year terms.
2. The Board will include at least one person from the categories, when possible:
  - a. Dive/Tourism industry;
  - b. Environmental Specialist;
  - c. An attorney not employed by the City of Crystal River;
  - d. Financial services industry (i.e. Banker, CPA, etc.);
  - e. Restaurateur/Merchant/Hotel operator;
  - f. Engineer, architect, builder or other construction professional;
  - g. Operation of commercial fishing or related business.
3. There shall be two (2) non-resident (County) members appointed to the Board in addition the regular members.
4. All voting Board members shall take the "Oath of Office" at the meeting immediately following their appointment.

### Article IV Officers

1. At the first regular meeting in the month of June each year (Organization Meeting) the Board shall elect, from its members, a chairperson and a Vice-Chairperson. The Vice Chairperson shall act as the Chairperson of the Board during the absence or disability of the Chairperson.
2. The Chairperson shall preside at all meetings of the Board. The Chairperson shall have the authority to appoint committees and generally perform the other duties as may be prescribed in these bylaws. The Chairperson shall have the privilege of discussion all matters before the Board, make motions and shall vote therein.

3. The Chairperson shall make reports of the Board business to the City Council on a regular basis.
4. The City Administration Office shall act as the administrative office of the Board and shall make provisions for a recording clerk at regular and special meetings.
5. A temporary Chairperson shall be elected by its members in attendance, at any meeting in the case that both the Chairperson and Vice-Chairperson are absent.
6. Vacancies in any elected office shall be filled by regular election procedures as herein specified with the terms to run until the next annual organizational meeting. Resignations for the Board shall be in writing and transmitted to the City Clerk's Office.

Article V  
Meetings

1. Regular meetings shall be held the first Tuesday of each month at 5:30 p.m. in the City Council Chambers located at City Hall, 123 N.W. Hwy 19, Crystal River, Florida. In the event of a conflict with holidays the majority of members may change the date of any scheduled meeting. In the event of a declared emergency the Chair person or the Waterfronts Manager may cancel any scheduled meetings when such are deemed necessary or any other such meeting deemed necessary. Board Members shall be notified three (3) days prior to a special meeting and be notified as the time and place of such meeting. Meetings shall have a two (2) hour time limit that may be extended by majority vote of the Board present with approval of staff liaison.
2. The majority of members of the Board, five (5) shall constitute a quorum. The number of votes to transact business shall be a majority of the members present at any meeting unless provided by law.
3. All meetings of the Board shall be conducted in strict compliance with the Florida Sunshine Law.
4. The agenda may contain, but not limited to the following items:
  - a. A cover page containing "Notice to Public" and "General Meeting Procedures".
    1. Call to Order
    2. Roll Call
    3. Pledge of Allegiance
    4. Adoption of the Agenda

5. Presentations
6. Approval of the Minutes
7. Citizen Input
8. Unfinished Business
9. New Business
10. Citizen Input
11. Board Member Reports/Comments
12. City Council Liaison Comments
13. Staff Comments
14. Announcement of Next Meeting
15. Adjournment

5. A workshop- meeting may be called by majority vote of the Board with the approval of the City Manager.
6. Members of the Board are to notify the Waterfronts Manager or designee at least forty-eight (48) hours prior to a meeting that they will not be able to attend.
7. Any member of the Board who may benefit financially from any matter before this Board SHALL excuse himself/herself from the voting procedure for this matter in the manner required by Florida Statute required by Florida Statute 112.143.
8. No member may abstain from voting unless he/she has a voting conflict as noted herein.
9. When a tie vote occurs on any matter before the Board, that votes is construed as a denial without prejudice.
10. The Chairperson shall prescribe the method of conduct of the meeting. All comments shall be directed to the Chairperson only after being properly recognized by the Chairperson. All Persons recognized shall state his/her name and address clearly for the record.
11. All decisions of the Board shall be made at a public meeting by a motion made and a second, called for by the Chairperson. A roll call vote may be taken by the recording clerk.

Article VI  
Parliamentary Authority

1. All meetings may be conducted in accordance with parliamentary procedure as set forth and explained in the lasted Revised Edition of Robert's Rules of Order, which shall serve as the official rules of procedure.

Article VII  
Amendments

1. These bylaws shall be suspended only by a unanimous vote of the seven members of the board, however, no bylaw which is required to comply with federal, state, local law, or City Council resolution may be suspended.
2. A proposal to amend the bylaws shall be made at a regular or a special meeting of the Board and shall require a super majority affirmative vote at the next regular or special meeting of the Board.
3. The Board shall review the bylaws annually at the first meeting after the organizational meeting in June.

Severability

1. If any section, clause, provision or portion of these bylaws shall be held invalid or unconstitutional by a court of competent jurisdiction, such decisions shall not affect the validity or constitutionality of any other section, provision or portion of these bylaws.

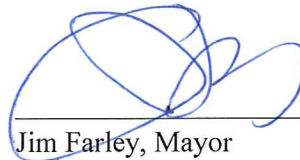
Certificate of Adoption

1. The foregoing bylaws of the Waterfronts Advisory Board of the City of Crystal River, Florida, are hereby adopted by the affirmative vote of the City Council on this 27<sup>th</sup> day of FEBRUARY, 2017.

Attest:



Mia Fink, City Clerk

  
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Jim Farley, Mayor