



# St. Marys River Management Committee

Post Office Box 251 • Folkston, GA 31537

## St. Marys River Management Committee **BYLAWS**

As amended on December 5, 2011

1. MEMBERSHIPS----- As established by the Interlocal Agreement. Each county's delegation may 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 recommended for removal.
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 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 first meeting of the following calendar year.  
(OR CO-CHAIRPERSON)
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 providing 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 Secretary may supervise the performance of duties by a Committee administrative assistant.

6. TREASURER----- Shall be responsible for maintaining records of all monies and 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 or before the first meeting of the calendar year.
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.
8. ELECTION OF OFFICERS-----A nominating committee consisting 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. A member must be present to vote.
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----- The Committee shall meet on a regular basis at such time and place as set by the Committee. All regularly scheduled 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.
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.

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, 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.

16. ANNUAL REPORT-----The Committee Officers shall prepare and present to the Committee an annual report, to be submitted at or before the first meeting of the following calendar year. The report will summarize accomplishments of the Committee over the past year, provide recommendations for future activities, and include 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 has 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.