

**Fishing Harbor
ADVISORY COMMITTEE**

BY-LAWS



**Adopted July 16, 2007
Amended February 7, 2017**

ORGANIZATION

The Fishing Harbor Advisory Committee (“the Committee”) members shall be selected by the Fishing Harbor Committee of the Brownsville Navigation District.

The Brownsville Navigation District will appoint District staff members to a committee to be called the Fishing Harbor Committee. The members of this committee shall be, at a minimum, the Director of Industrial Development, the Director of Administrative Services and the Chief of Police. Other members may be appointed to the Fishing Harbor Committee of the Brownsville Navigation District at the direction of the Port Director and CEO. The members of the Fishing Harbor Committee shall attend meetings of the Fishing Harbor Advisory Committee, but will have no vote in its actions.

PURPOSE

The Fishing Harbor Advisory Committee shall:

1. Act as liaison between the Fishing Harbor lessees and the Brownsville Navigation District.
2. Provide input to the Brownsville Navigation District on matters of concern to the Fishing Harbor lessees and lessees in general.

The Fishing Harbor Advisory Committee has been commissioned to provide advice and to make recommendations to the Brownsville Navigation District regarding Lessee concerns and Fishing Harbor Security matters. As such, it has no authority to compel action by the District.

ARTICLE I - OFFICES

Section I – Offices:

The Fishing Harbor Advisory Committee will not maintain an official office.

Section II – Address:

The address of the Fishing Harbor Advisory Committee shall be the business address of the committee Chairman; the address may be changed from time to time by the Committee, or as a result of the election of a new Chairman.

ARTICLE II - MEMBERS

Section I – Membership Eligibility:

The members of the Fishing Harbor Advisor Committee shall be selected from among the current lessees of the Fishing Harbor. Lessees must be current in their accounts with the District at the time of their selection. Every attempt will be made to balance the composition of the membership of the committee to include representation of all of the various types of industries in the Fishing Harbor community.

Section II – Officers of the Committee:

Officers of the committee shall be the Chairman and the Vice Chairman.

Section III – Resignation:

Any member of the Fishing Harbor Advisory Committee may resign by filing a written resignation with the Fishing Harbor Committee.

Section IV – Removal of Members:

Any member of the Fishing Harbor Advisory Committee may be removed from the Committee by the Fishing Harbor Committee for any reason, at any time, and without any required advance notice.

Section VIII – Term of Membership:

The members of the Fishing Harbor Advisory Committee shall serve, once appointed, for two-year terms of service. The terms of appointment shall run from October through September of even-numbered years. Members may be re-appointed for any number of consecutive terms. Members appointed to the Committee in the middle of a term will serve the remainder of the term.

Section IX – Number of Members

There shall be no less than five and no more than seven members of the Fishing Harbor Advisory Committee.

ARTICLE III - OFFICERS OF THE COMMITTEE

Section I – Chairman:

The Chairman shall be the Presiding Officer of the Committee and shall supervise and control all of the business and meetings of the Committee. He/She shall:

1. Preside at all meetings of the Committee.
2. Shall communicate the directives of the Committee to the outside security company providing security services at the Fishing Harbor Security.
3. Shall serve as the liaison between the Committee and the Fishing Harbor Committee.

Section II – Vice Chairman:

In the absence of the Chairman, or his/her inability or refusal to act, the Vice Chairman, in proper order, shall perform the duties of and be subject to all of the responsibilities of the Chairman.

Section III – Election of Officers:

The Committee will elect a new Chairman and Vice Chairman when either of these two offices becomes vacant through the expiration of a term, resignation or any other cause. The meeting at which an election of officers of the Committee may be held must be attended by at least four members of the Committee, and the election shall be decided by a plurality of the members voting.

Section IV – Term of Office:

The term of office for the Chairman and the Vice-Chairman shall be for two years, or until the end of their current term of membership on the Committee. Members of the Committee may be re-elected to the office of Chairman or Vice-Chairman for any number of consecutive terms.

ARTICLE IV - MEETINGS

Section I – Quarterly Meetings with the Provider of Outside Security Services:

The Fishing Harbor Advisory Committee shall hold no less than once quarterly a meeting with the provider of outside security services at the Fishing Harbor. These meetings shall be open to all lessees of the Fishing Harbor, and shall be held in a location that is adequate for the anticipated attendees.

Notice must be sent to all Fishing Harbor lessees of the date and time of the meeting, and the Fishing Harbor Lessees must have the opportunity to suggest items for the agendas of these quarterly meetings.

The quarterly meetings should be held in the month following the end of one quarter's service in the security contract.

Section II – Other Meetings:

The Fishing Harbor Advisory Committee may hold other meetings as they see fit to discuss concerns regarding the Fishing Harbor.

Section III – Quorum and Manner of Acting:

The nature of the Fishing Harbor Advisory Committee is advisory to the Fishing Harbor Committee only. There is no quorum requirement at any meeting with the exception of a meeting at which officers of the Committee are to be elected.

Section IV – Proxy:

There will be no proxy voting on the Fishing Harbor Advisory Committee.

Section V – Compensation:

Members of the Fishing Harbor Advisory Committee serve without compensation.

Section VI – Authority to Call Meetings:

The Chairman of the Fishing Harbor Advisory Committee has the authority to call a meeting of the Committee. A meeting may also be called by the Fishing Harbor Committee.

Section VII – Fishing Harbor Committee Attendance:

No less than one member of the Fishing Harbor Committee, or a designee, must be in attendance at all meetings of the Fishing Harbor Advisory Committee.

ARTICLE V - BOOKS/RECORDS

Section I – Minutes:

Minutes of the meetings of the Fishing Harbor Advisory Committee will be kept by a member of the Fishing Harbor Committee. Copies of these minutes will be distributed to the members of the Board of Commissioners of the Brownsville Navigation District and will be posted on the District's web site.

Section II – Financial:

The Fishing Harbor Advisory Committee will make no financial transactions.

Section III – By Laws:

By-Laws for the operation of the District shall be adopted by the Fishing Harbor Advisory Committee and shall be subject to the approval of the Fishing Harbor Committee. The By Laws shall be posted on the District's web site. Any revisions to these By Laws shall be submitted to the Fishing Harbor Committee for approval.