

APPENDIX I

Draft Rules and Regulations for Harbor Commission Meetings

**TOWN OF BRISTOL
HARBOR COMMISSION,
DRAFT RULES AND PROCEDURES FOR COMMISSION MEETINGS**

Meetings of the Harbor Management Commission are open to the public, subject to the Rhode island Open Meetings Act (R.I. General "Laws 42-46- 1). Any individual who wishes to address the Commission on any subject within the scope of the Commission's authority may do so, providing it is accomplished in an orderly manner and in accordance with the procedures outlined below.

Regular sessions of the Harbor Commission are held the first Monday of each month in the _____, commencing at 7:00 PM and adjourning at 9:00 PM, unless otherwise announced. If subjects within the scope of the Commission warrant additional public meetings, sessions will also be held on the _____ of each month at the same location and time. In the event of a holiday on the regular session date, the location and time will be announced at least one week in advance of the meeting.

SECTION 1 - AGENDA COMPOSITION

- A. All matters for Commission consideration shall be included an Agenda, and such business to appear on said Agenda shall be delivered to the Town Clerk by 12:00 Noon on the Monday preceding the regular meeting of the Harbor Commission, with the exception of weeks with a Wednesday holiday, resulting in a deadline of 12:00 Noon on the Friday preceding the regular meeting.
- B. Any reports or communications from any Department Head, Town Administrator, Board or Committee Chairman, or otherwise, shall be in writing and a copy supplied to each Commission member.
- C. Any matter requiring a Public Hearing shall be referred to the Town Administrator in a written report prior to being placed on the Public Hearing Docket.
- D. Agenda Format is as follows:
 - 1. Call to Order/Roll Call
 - 2. Minutes of the Previous meeting
 - 3. Executive Session Announcement (if necessary)
 - 4. Public Hearing Items
 - 5. Reports of Committees and Town Officials
 - 6. Unfinished Business
 - 7. Communications
 - 8. New Business
 - 9. Open Forum
 - a. Scheduled Requests to Address
 - b. Non-Agenda Requests to Address
 - 10. Adjourn

SECTION II. ADDRESSING THE HARBOR MANAGEMENT COMMISSION

- A. Individuals wishing to be heard during Open Forum may raise their hands until acknowledged by the Chair. Once acknowledged, the individual shall stand and state name and address.
 - 1. The length of time each individual may speak must be limited in the interest of order and the conduct of the business at hand. The Chairman may limit the remarks of an individual to a period of not more than five minutes on any one subject.
 - 2. The Chairman may limit the remarks by the public on any one matter to a period of not more than thirty minutes.

- B. The Open Forum portion of the Agenda shall be limited to thirty minutes for Scheduled Requests to Address and thirty minutes for Non-Agenda Requests to Address.
 - 1. Scheduled Requests to Address are those which the Commission will discuss individually in the order listed on the Agenda. After the Commission has discussed any item on the Agenda, and a vote is required, Robert's Rules of Order will prevail.
 - 2. Non-Agenda Request to Address are those items which are not on the Agenda. After the Commission has discussed any item on the Agenda, and a vote is required, Robert's Rules of Order will prevail.

SECTION III. RULES FOR HARBOR COMMISSION MEMBERS

- A. Any Commission member desiring to speak shall address the Chairman and after the right to speak has been recognized, the member shall not be interrupted while speaking except by a call to order or for the correction of a mistake or to yield to another member. The recognized member shall confine remarks to the question under debate and shall avoid personalities. There shall be no conversation among the members while a question is being stated by the Chairman.

- B. Commission members are prohibited from acts of discrimination on the basis of race, sex, religion, age, color, creed, national origin, handicap, or sexual orientation, within the scope of the Commission's authority.

- C. If a Commission member has a conflict of interest on a question before the Commission and asks to be excused from voting on that matter, said member, in accordance with the RI Ethics Commission Code of Ethics, shall state the nature of the potential conflict for the record. The Chairman may, upon request of the member excuse the member from votes, deliberations, or any other action on the matter on which a potential conflict exists. If the member feels there is a potential conflict of interest before discussion begins, the member should state the nature of the conflict, then leave the table and not participate in the deliberations or vote.

- D. After a roll call vote has been ordered, said roll call will not be interrupted, delayed, or stopped by the Chairman or any member for any reason whatsoever, including points of order, personal privilege or for a member to explain a vote. All roll calls will be taken alphabetically, except for the chairman who shall vote last.

SECTION IV. RULES FOR HARBOR COMMISSION COMMITTEES

- A. The Chairman will appoint Commission members to the following Permanent Committees:
1. Harbormaster Committee
 2. Mooring Implementation Committee
 3. Budget Committee
 4. Facilities Committee
 5. Town Council Liaison (Town Administrator, Town Council)
 6. Community Development (Planning, Conservation Commission, CRMC, DEM)
 7. Rules and Procedures Committee
- B. Other committees may be added by the Chairman on an adhoc basis.
- C. A member of each committee shall be appointed by the Chairman to keep a record of the terms of the members and notify the Chairman or committee meeting locations and schedules.

