

**CARTERET COUNTY
WATERWAYS MANAGEMENT COMMITTEE
BYLAWS**

**ARTICLE I
General**

Section 1. Name. The Committee is established under the authority of the Carteret County Board of Commissioners. The Committee shall be known as the Waterways Management Committee.

Section 2. Purpose. The waterways of Carteret County are crucial to the future of development and maritime life. In order to ensure the health and maintenance of the County's waterways and continue to promote commerce and recreational opportunities, the duties of the Waterways Management Committee includes, but are not limited to:

- a. Hold community meetings throughout the County to educate the public as well as seek their input on the waterways dredging and maintenance needs of the County;
- b. Formulate and maintain a schedule of needed waterway maintenance, recognizing that some waterways will need attention more frequently than others;
- c. Develop funding options and sources in order to accomplish needed dredging;
- d. Work closely with and call on resources currently available through local, State, and Federal agencies/groups in determining the needs and solutions for the County's waterways; and
- e. Cooperate closely with the U.S. Corps of Engineers, the N.C. Division of Water Resources and other Federal and State agencies in pursuit of projects and funding that may benefit the County's waterways.

**ARTICLE II
Membership**

Section 1. Members. The Committee is composed of not less than seven voting members. The voting membership shall consist of a delegate from within each Commissioner's district, to be selected by the respective Commissioner. Ex-officio non-voting members shall include a County Commissioner, the County's Public Works Director, the General Services Director, the Shore Protection Officer, and the County Manager.

Section 2. Terms. Committee members are eligible to be recommended for appointment by the Carteret County Board of Commissioners for three (3) year terms, except in making the initial appointments, the County Commissioners shall provide for staggered terms, members can serve for a maximum of two terms. If an appointment is made to a vacancy where the term of office has not expired, that appointment shall fulfill the remainder of the unexpired term.

Section 3. Compensation. Committee members shall not be compensated for the performance of their duties as members of the Committee.

Section 4. Resignation. Committee members shall resign by submitting a written and signed resignation to the Committee Chair for referral to the Carteret County Board of Commissioners.

ARTICLE III Meetings

Section 1. Regular Meetings. Regular Committee meetings shall be held monthly on a set date and time established by the Committee. With prior written notice, the Committee may, by majority vote, change the day of the month on which a regular Committee meeting will be held in order to accomplish the work of the Committee. All regular and special meetings of the Committee shall be open to the public as provided by law.

Section 2. Special Meetings. Special Committee meetings may be called by the Chair or any majority of Committee members, for good cause and upon giving at least 48 hours' notice to all members of the Committee.

Section 3. Attendance. Any Committee members who miss two consecutive meetings may be subject to removal by the Board of Commissioners.

Section 4. Quorum. A quorum of the Committee is required to conduct any official business at a regular or special Committee meeting.

ARTICLE IV Officers

Section 1. Officers. The officers of the Committee shall be the Committee Chair and a Vice Chair, to be elected from the members of the Committee.

Chair. The Chair shall preside at all meetings of the Committee, sign any document as representative of the Committee, appoint sub-committees when deemed necessary, call special meetings, and perform such duties as appropriate for office of Chair.

Vice Chair. Shall perform the same duties as Chair in his/her absence.

Section 2. Elections. At the regular Committee meeting in December of each year, the voting members shall present nominations to the Committee for each of the two offices. Both officers shall be elected at the regular Committee meeting in January of each year by a vote of the Committee members present.

Section 3. Terms. Both officers shall serve for a term of one year.

ARTICLE V

Official Actions of the Committee

Section 1. General. The Committee shall act as an Advisory Committee responsible for making recommendations to the Board of Commissioners to include prioritizing recommended dredging and maintenance projects.

Section 2. Recommendations. All official recommendations of the Committee shall be approved by an affirmative vote by a majority of the Committee members present at a regular or special Committee meeting.

ARTICLE VI

Committees

Section 1. Standing Committees. The Committee shall appoint committees as needed. Each standing committee should consist of at least three members, all of whom shall be appointed by the Chair of the Committee.

ARTICLE VII

Committee Records

Section 1. General. All official records of the Committee shall be kept at the Carteret County Manager's Office and be made available for public inspection during regular business hours, as provided by law.

ARTICLE VIII

Conflict of Interest

Section 1. General. Any member of the Committee who has a conflict of interest concerning a situation in which a person, such as a public official, an employee, or a professional, has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties, shall so inform the Committee before participating in discussion and shall refrain from voting on the matter.

ARTICLE IX

Amendments

These bylaws may be amended at a regular meeting of the Committee by a majority vote of the Committee. All amendments are subject to the approval of the Carteret County Board of Commissioners.

Date Approved: January 11, 2016