

BYLAWS OF NORTH TONAWANDA WATERFRONT COMMISSION

ARTICLE I - NAME, PURPOSE

Section 1: The name of the organization shall be North Tonawanda Waterfront Commission.

Section 2: The North Tonawanda Waterfront Commission works cooperatively with City officials, departments, and other relevant stakeholders to develop and facilitate the implementation of events and improvements around our community's significant waterfront resources. This includes community cleanup events, planning initiatives, public access improvements, environmental improvements, and economic development efforts. The Commission also works with other City committees and boards to review and guide waterfront revitalization activities.

ARTICLE II - ANNUAL MEETING

Section 1: Annual Meeting. The Annual Meeting shall take place on the first regular monthly meeting date of the calendar year, set by the Commission Members.

Section 2: Purpose. The Annual Meeting shall be held to elect the officers of the Task Force by two-thirds vote. Only members appointed by the Mayor may serve in officer roles.

Section 3: Special Meetings. Special meetings may be called by the Chair of the Commission.

Section 4: Notice. Notice of the annual meeting shall be given to each voting member, by mail, or email within 7 days of the meeting.

Section 5: Continue To Serve. If an annual meeting is not conducted and/or is unable to take place, the officers then in office continue to serve on the board until successors have been formally elected.

ARTICLE III - TASK FORCE COMMITTEE & MEMBERS

Section 1: Role, Size, Compensation. The Commission shall consist of appointed members by the Mayor. The Commission acts as an advisory board to the common council and Mayor. The Commission acts as an advisory committee to the Mayor and City Officials, and will review and weigh in on all proposed improvements within the Local Waterfront Revitalization Plan Boundary and/or projects that take place on public lands adjacent to a waterway to assist in promoting excellence in the design, development, and protection of the City's waterfront. The Commission shall vote on items before formally submitting them to the Common Council for review and approval. Items may include, but are not limited to; requests to hold events, opinions on matters, recommendations, etc. The membership size shall be no larger than 9 members, but no smaller than 5. The Commission Members receive no compensation.

Section 2: Meetings. The Commission shall meet each month at a date, time & place agreed on by the members. Meetings may be rescheduled if necessary, Virtual meetings are also allowed if the Commission deems necessary.

Section 3: Terms. Terms will be two years for all appointed members until removed by the Mayor, terminated by excess absences, or by their own written resignation.

Section 4: Quorum. A quorum must be attended by two-thirds of Commission members before business can be transacted or motions made or passed.

Section 5: Voting. Only members appointed by the Mayor may have the ability to vote. Each member shall be entitled to one vote on each matter submitted for a vote at a meeting.

Section 6: Notice. An official meeting requires that each member have written notice within a reasonable amount of time, preferably 48 Hours.

Section 7: Officers and Duties. There shall be three officers of the Commission consisting of a Chair, Vice Chair, and Secretary. Their duties are as follows:

The Chair shall convene regularly scheduled Commission meetings, shall preside or arrange for other members of the Commission to preside at each meeting in the following order: Vice-Chair, and Secretary.

The Secretary shall be responsible for keeping records of Commission actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each member (as requested), and assuring that records are maintained.

Section 8: Vacancies. When a vacancy on the Commission exists, nominations for new members may be received from present members by the Secretary two weeks in advance of a regular meeting. These nominations shall be sent out to sitting members with the regular meeting announcement and shall be voted on at the next meeting. The vote will serve as a recommendation to the Mayor for his/her final approval & appointment.

Section 9: Resignation, Termination and Absences. Resignation from the Commission must be in writing and received by the Secretary. A member shall be dropped for excess absences from the Task Force if s/he has three absences from meetings in a calendar year per The North Tonawanda Attendance Policy. A written notice will be sent to the Mayor by one of the elected officers.

Section 10: Special Meetings. Special meetings of the Commission shall be called upon the request of the Chair or one-third of the Commission. Notices of special meetings shall be sent out by the Secretary to each member within a reasonable amount of time.

ARTICLE IV - SUBCOMMITTEES

Section 1: The Commission may create subcommittees as needed, such as hosting community events, researching topics, etc. The Board will vote on the creation of subcommittees. and if the majority approves it a subcommittee will be created. Subcommittee members may choose a chair as they see fit. The subcommittee will report to the entire Commission at the following meeting.

ARTICLE V - AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the Commission Members. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements and must be approved by the Common Council.

These Bylaws were approved at a meeting of the Waterfront Commission on
May 9th, 2023.