

**RULES OF PROCEDURE  
OF THE BAYFRONT ADVISORY COMMISSION**

**ADOPTED: February 15, 2007**  
**AMENDED: August 21, 2008**  
**AMENDED: July 15, 2010**  
**AMENDED: February 19, 2015**  
**AMENDED: January 21, 2016**

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The following rules of procedure are adopted by the Bayfront Advisory Commission to facilitate the performance of its duties and the exercise of its powers as set forth in City Council's Ordinances of February 10, 1998, # 98-02578, and February 3, 2004, # 04-03038 and January 6, 2015, # 15-03711.

**Article I. Officers And Their Duties**

- Sec. 1.** The Commission shall elect from among its members a Chairman who shall preside at meetings and perform such other duties as prescribed by these Articles.
- Sec. 2.** The Commission shall elect from among its members a Vice-Chairman who shall act in the capacity of the Chairman in his or her absence or abstention. In the event the office of Chairman becomes vacant, the Vice-Chairman shall succeed to the office for the unexpired term, and a new Vice-Chairman shall be elected by the Commission.
- Sec. 3.** The Chairman shall notify City Council through the Office of the City Clerk at least thirty (30) days in advance of the expiration of the term of any member of the Commission, and shall notify the City Council through the Office of the City Clerk promptly of any vacancy on the Commission.
- Sec. 5.** The election of officers shall take place at the last meeting of each year. The elected officers shall take office at the first meeting of each year, provided that a vacancy in the office of Vice-Chairman shall be filled at the first meeting following such vacancy.
- Sec. 6.** The officers of the Commission shall serve terms of one year, or until their successors take office. Officers of the Commission shall be eligible for re-election.
- Sec. 7.** The affirmative vote of a majority of the members of the Commission present and voting shall be required for the election of any officer.

## **Article II. Meetings**

- Sec. 1.** Regular meetings of the Commission shall be held on the third Thursday of each month at 3:30 p.m. in the Bayfront corridor. Specific locations will be advertised monthly. An alternate time or place may be designated by the Chairman, after consultation with the members. Any regular meeting may be cancelled by the Chairman upon notice to all members if there is no business to be conducted at the meeting.
- Sec. 2.** Special meetings of the Commission may be called by the Chairman or by the majority of the members, provided that written notice is given each member at least one week prior to such meeting.
- Sec. 3.** A quorum necessary to conduct business shall consist of a majority of the membership (6 of 10 members) of the Commission.
- Sec. 4.** The order of business at any meeting of the Commission shall be as follows:
- a. Chairman's Report and Approval of Minutes;
  - b. Staff Reports;
  - c. Subcommittee Reports;
  - d. Updates of current projects;
  - e. Old business;
  - f. New business;
  - g. Project briefings;
  - h. Neighborhood comments; and
  - i. Public comments.
- Sec. 5.** The city offices of Planning, Public Works and the City Attorney shall staff the Commission.
- Sec. 6.** The Commission may appoint Commission members to subcommittees that it has created. The Commission may also appoint citizens or others not on the Commission to subcommittees as voting members of the subcommittee.
- Sec. 7.** The Commission may provide comment to the Planning Department on development projects in the Bayfront corridor that are scheduled to be heard at Planning Commission or City Council. As such, the applicant for such projects may appear before the Commission to discuss its project. The procedure for such discussion shall be as follows:
- a. Brief explanation of the project by applicable staff;
  - b. Presentation by the applicant or its agent; (limited to 15 minutes)
  - c. Questions by the public;

- d. Questions or comments by the Commission; and
- e. Discussion by the Commission as to its comments for the project.

**Sec. 8. RESERVED**

**Sec 9.** Comments to the Planning Department from the Commission shall be on forms adopted by the Commission for such purposes.

**Sec. 10. RESERVED.**

**Sec. 11.** The Commission will entertain public comments only at the designated places on the agenda, including about development projects. Such comments shall be limited to three minutes per individual. Individuals may not pool their minutes to speak for a longer period. The Chairman may increase these time periods at his discretion.

**Sec. 12.** The Commission shall conduct its meetings and other official business in accordance with all applicable provisions of the Virginia Freedom of Information Act and Robert's Rules of Order.

### **Article III. Amendment or Suspension of Rules**

**Sec. 1.** These Rules may be amended, modified or suspended by the affirmative vote of the majority of the membership of the Commission, present and voting, provided that no change or suspension of these Rules shall be inconsistent with applicable provisions of the Virginia Freedom of Information Act and Robert's Rules of Order.