

BYLAWS

CHESAPEAKE STORMWATER COMMITTEE

ARTICLE 1 – NAME

Section 1. This committee shall be known as the Chesapeake Stormwater Committee (“CSC”) which is authorized by the Chesapeake City Council (“CCC”) under an ordinance adopted December 10, 1996. A copy of the original Ordinance is attached as Appendix A to these Bylaws.

ARTICLE II – DUTIES/PURPOSE

Section 1. The CSC will operate under the guidelines set forth under the above Ordinance and exclusively as an advisory committee, except for in Section 2.f. below.

Section 2. Among the primary duties and/or purposes are to:

- a. Review, investigate and make recommendations to the City Manager and the Director of Public Works on matters pertaining to Stormwater in the City of Chesapeake. Such matters might also include the construction, operation and maintenance of ditches, canals, pipes, detention ponds and similar facilities, and the securing of easements for such facilities.
- b. Review, evaluate, and, if necessary, inspect individual citizen Stormwater complaints and problems before recommending a course of action to Public Works.
- c. Provide copies of meeting minutes, reports and recommendations to the City Manager and members of the City Council.
- d. Review and make recommendations on capital and other Stormwater related projects in process or proposed for the City by Public Works.
- e. Attend City Council or other meetings when so authorized by the CSC to show or voice support either for or against city matters affecting Stormwater.
- f. Hear appeals by any interested party, regarding Stormwater utility fees, as provided for in Sec. 26-434 of the Chesapeake City Code (hereinafter “Code”).

ARTICLE III – MEMBERSHIP

- Section 1. The eleven members of the CSC are citizen volunteers who are appointed for a four year term by, and who serve without compensation at the pleasure of, the CCC.
- Section 2. Ex-officio members of the CSC include the Director of Public Works, the City Engineer, the City Attorney, or other representatives designated by them.

ARTICLE IV – TERM YEAR

- Section 1. A term year will begin at the meeting following the date of appointment by CCC.

ARTICLE V – REVENUE/EXPENSES

- Section 1. The CSC has no responsibilities for either the receipt or the disbursement of any monies.
- Section 2. After endorsement by the Chairman, member claims for travel reimbursement must be submitted under City rules governing such matters.

ARTICLE VI – EXPULSION

- Section 1. A member can be expelled only by action of the CCC as set forth in Section 2-307 of the Code.
- Section 2. The CSC may by a 2/3 quorum vote recommend the expulsion of a member to the CCC, for sufficient cause to be determined by CCC.
- Section 3. Absence from seventy-five percent (75%) of the regularly scheduled meetings on an annual basis, without reason or excuse approved by majority vote of a quorum of CSC, shall be sufficient cause for such a recommendation for expulsion by CSC to CCC.

ARTICLE VII – MEETINGS

- Section 1. Regular meetings shall be held monthly, with the exception of December, at a time and place determined by the Chairman. Meetings will be held following Roberts Rules of Order, and in compliance with Sec. 2-310 of the Code.

- Section 2. Special meetings and project tours shall be held at the time and place designated by the Chairman.
- Section 3. A joint annual meeting with the City Council, City Manager, and selected Public Works officials, may be scheduled **in late November or early December** of each year, consistent with the wishes and availability of the Council. Public Works will then present a summary of the Stormwater activities for the past year. No regular monthly meeting will be scheduled for the month of December.

ARTICLE VIII – OFFICERS

- Section 1. Titles. The elected officers of the CSC shall be the Chairman and the Vice-Chairman.
- Section 2. Qualifications. Members nominated for officer positions shall have served on the CSC for at least one year.
- Section 3. Term. The officers shall serve one (1) year, that being the year beginning with the date of their election; and they may succeed themselves if reelected.
- Section 4. Election. With advance notice to all members, nominations will be made from the floor and election of officers will be held at the February meeting each year.
- In case of a vacancy or vacancies, after notifying members in advance, replacement officers will be nominated and elected at the next regularly scheduled meeting.
- Section 5. Consent. No member will be nominated or voted on without his consent.

ARTICLE IX – DUTIES OF THE OFFICERS

- Section 1. Chairman – It shall be the duty of the Chairman to preside at all meetings and in the general administration of the CSC. He will appoint all members of any subcommittees or *ad hoc* committees.
- Section 2. Vice Chairman – He shall perform such duties as are assigned him by the Chairman. In the absence of the Chairman, he shall assume the duties of the Chairman.

ARTICLE X – STANDING COMMITTEES & DUTIES

- Section 1. The following shall be designated as Standing Committees:
- a. Membership – The CSC will be responsible for contacting the membership when the Chairman has need for communicating with the membership.

- b. Bylaws – The CSC will be charged with the reviewing and presenting of suggested revisions or amendments, if any, to the membership on an annual basis.
- c. Ex-officio – City officials designated by the Director of Public Works will take meeting minutes, send out notices and minutes, provide for clerical support, and handle miscellaneous administrative duties required by the CSC.

ARTICLE XI – VOTING

- Section 1. Each member shall have one vote. Official action shall be taken only when a quorum (majority of the total membership) is present and in conformance with Sec. 2-310 of the Code.
- Section 2. A quorum shall consist of a majority of the members of the committee, except that the total membership for purposes of calculating a quorum shall consist only of those membership positions that have been appointed by City Council, excluding any vacancies that have existed for two months or less in membership positions due to term expiration, tendered or accepted resignation, removal, or other causes.
- Section 3. Every member present at a meeting of the CSC shall vote on matters present unless the matter involves consideration of that member’s own official conduct, or where that member’s financial interests are involved, or where that member is otherwise prohibited by law from voting on the matter. Where any of the above conditions exist, the member shall specifically cite the conflicting interest or the legal prohibition at the time a vote is required, and must otherwise be governed by applicable City rules.

ARTICLE XII – AMENDMENTS

- Section 1. Any proposal for amending these Bylaws must be made in writing to the Chairman who in turn will refer it to the CSC for review and recommendation.
- Section 2. An amendment to the Bylaws can be read at any meeting but action shall not be taken before the next subsequent regular meeting. Approval shall require a two-thirds (2/3) vote of a quorum in order for the proposed amendment to be forwarded to the CCC for final consideration for adoption.



Approved by Membership, this 28 day of AUGUST, 2012.

Jim Cahoon, Chairman, Chesapeake Stormwater Committee