

CITY OF SANTA BARBARA WATERFRONT DEPARTMENT

MEMORANDUM

Date: March 17, 2022
To: Harbor Commission
From: Mike Wiltshire, Waterfront Director
Subject: Board Of Harbor Commission Rules

RECOMMENDATION:

That Harbor Commission review and approve the revised changes to the Board of Harbor Commission Rules.

DISCUSSION:

At the February 17, 2022 Harbor Commission meeting, Harbor Commission voted to change the standing Regular Harbor Commission Meeting time and location on the third Thursday of every month from 6:30 p.m. in Council Chambers to 5:30 p.m. in the David Gebhard Public Meeting Room located at 630 Garden Street. The following represents this revision to the Board of Harbor Commission Rules:

- Article II, Section 2 shall read as follows:

SECTION 2. Regular Meetings. The regular meeting of the Harbor Commission shall be on the Third Thursday of each month, at ~~6:30~~ 5:30 p.m., in the ~~City Council Chambers, City Hall~~ David Gebhard Public Meeting Room, 630 Garden Street, City of Santa Barbara, State of California. Meetings held at any other time or location, whether scheduled or not, are special meetings of the Board of Harbor Commissioners.

- Article II, Section 4 shall read as follows:

SECTION 4. Notice of Regular and Special Meetings. The agenda, including the time, date and ~~place~~location of the meeting, shall be posted in a place publicly accessible at the ~~City Clerk's Office~~David Gebhard Public Meeting Room and the City Waterfront Director's Office not less than seventy-two (72) hours prior to both regular and special meetings of the Board of Harbor Commissioners. Notice of any special meeting must also be provided to media outlets not less than 24 hours prior to the meeting.

Attachment: Board of Harbor Commission Rules

Prepared by: Angela Rodriguez, Administrative Assistant

BOARD OF HARBOR COMMISSIONERS - RULES

ARTICLE I

ORGANIZATION

SECTION 1. Chairperson. The Board of Harbor Commissioners shall elect a Chairperson at each July meeting or the next scheduled meeting. The Chairperson's term of office shall begin at the time of election and run until the next July meeting. Election shall be by majority vote of the members present at a regular meeting.

SECTION 2. Vice-Chairperson. The Board of Harbor Commissioners shall elect a Vice-Chairperson at each July meeting or the next scheduled meeting. The Vice-Chairperson's term of office shall begin at the time of election and run until the next July meeting. Election shall be by majority vote of the members present at a regular meeting.

SECTION 3. Committees. The Chairperson, upon motion from the Board of Harbor Commissioners, can establish committees for the purpose of developing background information and making recommendations to the Board of Harbor Commissioners. Every Committee's term and meeting schedule are limited to the scope of the matter assigned to the Committee. Any committee which is established for a specific purpose and which has a continuing subject matter of jurisdiction shall be a Standing Committee. All Standing Committees shall comply with the Ralph M. Brown Act, including the requirements governing public notification and conduct of meetings. Membership shall consist of no more than three (3) members of the Commission, appointed by the Board of Harbor Commissioners. Any member of the public may attend meetings, speak when recognized, or submit written comments to a Committee, but is not a member of the Committee and shall have no vote on any matter. Members of the public may serve on a Board of Harbor Commission Committee only if appointed or designated by the City Council, either by individual name(s) or representative category.

ARTICLE II

MEETINGS

SECTION 1. Meetings. A meeting is any gathering of a quorum of the Board to discuss or transact business.

SECTION 2. Regular Meetings. The regular meeting of the Harbor Commission shall be on the Third Thursday of each month, at ~~6:30~~5:30 p.m., in the ~~City Council Chambers, City Hall~~David Gebhard Public Meeting Room, 630 Garden Street, City of Santa Barbara, State of California. Meetings held at any other time, whether scheduled or not, are special meetings of the Board of Harbor Commissioners.

SECTION 3. Special Meetings. A special meeting of the Harbor Commission may be called by any two (2) members of the Board of Harbor Commissioners.

SECTION 4. Notice of Regular and Special Meetings. The agenda, including the time, date and ~~place~~location of the meeting, shall be posted in a place publicly accessible at the ~~City Clerk's Office~~David Gebhard Public Meeting Room and the City Waterfront Director's

Office not less than seventy-two (72) hours prior to both regular and special meetings of the Board of Harbor Commissioners. Notice of any special meeting must also be provided to media outlets not less than 24 hours prior to the meeting.

SECTION 5. Committee Meetings. Staff will notify all Harbor Commission members of any scheduled Harbor Commission committee meeting not less than seventy-two (72) hours prior to the scheduled meeting.

ARTICLE III

AGENDA

SECTION 1. Scope of Matters to be Considered. The agenda for each meeting will contain a brief description of each item of business to be discussed or transacted at the meeting. Every agenda for a regular meeting shall provide an opportunity for members of the public to directly address the Board on any item under its jurisdiction. The Harbor Commission shall consider the matters of policy with respect to the Santa Barbara Harbor, Stearns Wharf and other Waterfront areas within its jurisdiction. The scope of matters for the Harbor Commission shall be consistent with the Santa Barbara City Charter, Section 811. The Waterfront Business Manager, Facilities Manager and Harbormaster, under the direction of the Waterfront Director, shall submit to the Commission a report pertaining to lease matters, parking, business services information, capital improvements, facilities maintenance, dredging operation and marina management on a regular basis but not less than six (6) times annually.

SECTION 2. Placing Items on Agenda. A matter may be placed on the Harbor Commission agenda by submitting a written request to the Waterfront Director's Office, City Hall, P.O. Box 1990, Santa Barbara, California, 93102-1990, at least ten (10) working days before the meeting at which the matter is to be presented. The request shall indicate the subject matter and the requested action of the Commission. A Harbor Commissioner may place an item on the agenda at any time prior to the preparation of the agenda for the meeting by calling the Waterfront Director's Office. Any material pertaining to an agenda item which is to be reviewed at the meeting shall be submitted to the Waterfront Director concurrently with the agenda request.

SECTION 3. Agenda Order. The agenda shall be prepared in accordance with Robert's Rules of Order. Items of significant public interest may be taken out of order and considered at a different point in the agenda as determined by the Chairperson.

SECTION 4. Ex-Agenda Items. Items which are not listed on the written agenda may be considered if the following occurs:

a. The Harbor Commission determines, by majority vote, that the matter in question constitutes an emergency or

b. The Harbor Commission determines that there is a need for immediate action which cannot reasonably wait for the next scheduled meeting, that the need for action came to the attention of the body after the agenda was posted, and that the need for immediate action is determined by vote of 2/3 of total body, or, if 2/3 is not present, by unanimous vote of those present.

ARTICLE IV

CONDUCT OF MEETING

SECTION 1. Quorum. A simple majority of the appointed Harbor Commissioners shall constitute a quorum for the Board of Harbor Commissioners.

SECTION 2. Decorum and Procedure. All meetings shall be conducted in a dignified and orderly manner. Meetings shall be conducted in accordance with Robert's Rules of Order, Revised, except as otherwise provided herein.

SECTION 3. Time Limits on Consideration of Matters. The Chairperson may place a time limit on speakers who appear on behalf of a particular group or who wish to speak to a particular issue.

ARTICLE V

REFERRAL OF COMMISSION ACTIONS TO CITY COUNCIL

All Harbor Commission recommendations to the City Council shall be presented by staff to the City Council no later than the second City Council meeting following the Harbor Commission meeting at which the recommendation was passed. Staff may be specifically directed to the contrary by majority vote of the Harbor Commission.

EFFECTIVE DATE: When these Rules have been approved by the Santa Barbara City Council they shall govern the operation of the Board of Harbor Commissioners. The approved Rules shall supersede any and all Rules which had been in effect prior to the City Council approval of these rules.

MODIFICATIONS: Suggested changes or additions to these Rules can be submitted to the Santa Barbara City Council for their approval following the motion of the Board of Harbor Commissioners at a regular meeting.

Approved by Harbor Commission
Regular Meeting
25 April 1985

Revised by Harbor Commission
Regular Meeting
16 May 1996

Revised by Harbor Commission
Regular Meeting
16 September 2010