

**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
AMENDED:	February 18, 2021
<u>AMENDED:</u>	<u>July 17, 2025</u>

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 and Resolutions of February 10, 1998, # 98-02578, February 3, 2004, # 04-03038 January 6, 2015, # 15-03711, February 7, 2023 RES-04197, July 11, 2023, ORD-3749A, and March 18, 2025, ORD-3800G.

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. 4.** **RESERVED.**
- Sec. 5.** The election of officers shall take place in June of each year. The elected officers shall take office at the July 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 of the Commission.
- Sec. 4.** The order of business at any meeting of the Commission shall be as follows:
- a. Approval of Minutes,
 - b. Chairman's Report and Introductions
 - c. Staff Reports,
 - d. Committee Reports,
 - e. Old business,
 - f. New business,
 - g. Presentations/Project briefings, and
 - h. 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 committees that it has created.
- Sec. 7.** The Commission may provide comment to the Planning Commission on land use applications in the Bayfront corridor and zoning ordinance amendments and land use policy documents that impact the Bayfront Community 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 their project and how it conforms to the Shore Drive Corridor Plan and Design Guidelines. Submission of the relevant application materials (project description, site plan, elevations, etc.) shall be submitted to the Commission staff liaison no later than 10 working days prior to the meeting. Bayfront Advisory Commission members are encouraged to contact Planning Administration staff (or applicant) with questions prior to the meeting.

- Sec. 8.** The procedure for such discussion at the meetings shall be as follows:
- a. Introduction of project by applicant or agent (limited to 15 minutes),
 - b. Questions or comments by the Commission,
 - c. Questions by the public (limited to 3 minutes per person),
 - d. Discussion by the Commission, and
 - e. Motion as to whether the application conforms to the Shore Drive Corridor Plan and Design Guidelines and if it does not conform, what are the reasons for its nonconformity.
- Sec 9.** Planning Administration staff will indicate in the respective staff report as to whether the applicant chose to meet with the Bayfront Advisory Commission and if so, the specific motion will be transmitted with the Planning staff report.
- 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 or decrease 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.