Robert J. Andrews, Chairman
West Side Development Advisory Committee
Portsmouth, Rhode Island

April 2, 2019

To All Council Members:

Attached herewith are the Proposed By-Laws for the new West Side Development Advisory Committee along with a map delineating the areas defined as the West Side. We are requesting your approval or amendment of these proposed By-Laws.

Thank you for your consideration. We look forward to developing a proposed strategic plan which may help to bring tax relief to the residential tax payers of our community.

Respectfully submitted,

Robert J. Andrews, Chairman
West Side Development Advisory Committee
Proposed Town of Portsmouth, Rhode Island
WEST SIDE DEVELOPMENT ADVISORY COMMITTEE

BY-LAWS and RULES OF PROCEDURE

ARTICLE I: - NAME

The name of the Committee shall be the “West Side Development Advisory Committee,” herein after referred to as “Committee”.

ARTICLE II: PURPOSE & SCOPE

Section 1. Objective

As directed by the Town Council, the Committee shall act in an advisory capacity to assist the Town Council, the Town Administrator, the Planning Department, or town administrative staff in developing strategies and making recommendations for the use and re-use of properties described on a map of the Town of Portsmouth,
   As: On the North by the Mt. Hope Bridge, on the East by Bristol Ferry Rd. and West Main Rd., on the South by the Middletown Town Line and on the West by the Narragansett Bay shoreline.

The scope of the Committee shall include the REDEVELOPMENT DISTRICT (RD) and the WATERFRONT DISTRICT (WD), as described in the Portsmouth Comprehensive Community Plan (Tax Base and Future Land Use), which include those properties to be disposed of by the U.S. Navy in Portsmouth, Rhode Island.

Section 2. Responsibility

The Committee shall have the responsibility to review, discuss, make progress reports and recommendations regarding its objective to the Town Council or the appropriate town staff members so that action may be taken.

Section 3. Extent of Mandate

The Committee shall not be limited to issues referred to it by the Town Council, Town Administrator, administrative staff or the Town Planning Department and may discuss and make recommendations to the Town Council and staff members on any matters involving the use and re-use of properties on the West Side of Portsmouth, as described in ARTICLE II, Section 1 above.

Section 4. Flexibility of Purpose

The Town Council, by adoption of an appropriate resolution, may direct or redirect the Committee's efforts on any issue under discussion or review.
ARTICLE III: - REPORTS

The Committee shall make an Annual Report to the Town Council. This report will be presented in the ___________ calendar quarter of each year at a regularly scheduled Town Council meeting.

ARTICLE IV: - MEMBERSHIP

Section 1. General

The Committee shall consist of seven (7) members who have voting rights, all appointed by the Town Council. The Town Planner (or his/her staff representative) will serve on the Committee, ex-officio, with no voting power. In addition, the Town Council may appoint one or more Councilperson(s) to serve as liaison to the Committee with no voting power. The Town Council may also authorize additional, non-voting liaisons to the Committee from Portsmouth or other Aquidneck Island municipalities and the Newport Naval Station.

Section 2. Appointment

Each regular member shall be appointed by the Town Council for a term of three (3) years beginning January 1 of the terms' initial year. At the end of a term, the position shall be advertised to the general public though the Committee member whose term is expiring may reapply to serve on the Committee. An appointment will then be made at the discretion of the Town Council in accordance with Town Council rules and procedures for citizen appointments to committees.

Committee members shall actively participate in Committee activities, including service as officers and/or on sub-committees. In the event of a regular member vacancy in mid-term, the Town Council shall appoint a new member to complete the term of the vacant member.

Section 3. Resignation and Removal

a. Resignation. Any member who does not feel that he or she can adequately continue duties as a Committee member may request to resign. The request shall be in writing to the Town Council with copy to the Committee Chairperson.

b. Removal. Any member who is determined to be not discharging their responsibilities as a productive member of the Committee (e.g. repeated absence from meetings, non-participation as a productive part of the Committee, etc.) as determined by a simple majority vote of the regular members, shall be considered delinquent. The Chairperson will notify the delinquent member and ask if he/she intends to resign or, if not, to submit a justification for their lack of performance by the next regularly scheduled meeting. At the next regularly scheduled meeting, and by a vote of two-thirds of the remaining members of the Committee, the delinquent member may be requested to resign. The Chairperson will notify the delinquent member in writing of the request to resign with a copy to the Town Clerk. Such notice will include full text of this paragraph. The delinquent member will
have a two (2) week period to submit his/her resignation to the Town Council or to make justification to the Town Council to retain his/her membership on the Committee. Upon receipt of the resignation or justification of continued appointment, or upon failure of the delinquent member to respond in the specified time, the Town Council will, at its next regularly scheduled meeting, determine whether to remove the member from, or reappoint to, the Committee.

**ARTICLE V: - OFFICERS, COMMITTEES AND DUTIES**

**Section 1. Elections**

Officers of the Committee: The Committee shall elect a chairperson and vice-chairperson from among its members. The Committee may appoint a secretary and/or recording secretary who need not be a member of the Committee. The term of all officers shall be for a calendar year. Nominations shall be submitted as a motion from the floor, appropriately seconded, by regular Committee members.

The officers of the Committee so elected shall serve from the meeting following the presentation of its Annual Report to the Town Council until the first meeting following the next Annual Report or until a successor is elected and assumes office.

To ensure that diverse interests within the Committee have an opportunity to be heard, the Chairperson shall be limited to no more than three one-year terms. The Committee may petition the Town Council for relief from the requirement by showing exceptional circumstances such as having no other Committee member able or willing to accept the duties of chair.

**Section 2. Vacancies**

In the event an office becomes vacant, the Committee, at a regular meeting, shall elect a member to serve the remainder of the vacated term.

**Section 3. Chairperson**

The Chairperson shall preside at all meetings of the Committee. The Chairperson shall have all of the powers granted in these by-laws and rules and as further dictated by the Town Council. The Chairperson accepts the leadership responsibility to maintain contact with Town Officials to guide the Committee's efforts to best support the development of the West Side. The Chairperson shall approve all official documents generated by the Committee. The Chairperson shall approve all budgets and requests for expenditure of funds. The Chairperson may delegate such powers and duties as deemed appropriate.

**Section 4. Vice-Chairperson**

The Vice-Chairperson shall assist the Chairperson as required and assume duties and powers of the Chairperson in his/her absence.
Section 5. Secretary

The Secretary shall keep written records of all meetings, procedures, actions and correspondence of the Committee and shall send notices of meetings, information and materials to the members. A record of attendance at all Town Center meetings will be taken and maintained by the Secretary. The Secretary shall ensure that meeting notices and agendas are posted as required by the Town for open meetings.

ARTICLE VI: - MEETINGS, QUORUM AND VOTING

Section 1. Regular Meetings

a. Regular meetings should be held monthly. By simple majority vote, the Chairperson may suspend regular meetings for special circumstances. A regular meeting shall be suspended if a quorum is not present.

b. The Committee, at its first meeting of each year, shall set the day and time of regular meetings.

c. The place of each meeting will be determined monthly and specified in the meeting announcement.

d. Notice of regular meetings will be as dictated by the Town for open meetings.

Section 2. Special Meetings

a. Special meetings may be called at any time by order of the Chairperson or by written request of three (3) regular members.

b. Notice of any formal special meeting shall be given to all Agency members at least forty-eight (48) hours prior to the scheduled starting time of the meeting by a personal conversation with each Committee member, and/or voice mail and/or email.

c. Notice of special meetings will be as dictated by the Town rules for open meetings.

Section 3. Parliamentary Procedure

In Parliamentary matters, Roberts Rules of Order shall govern.

Section 4. Quorum

A quorum shall be at least four (4) of the voting members. All regular and special meetings must have a quorum present to proceed.

Section 5. Voting

Except as specified otherwise herein, voting will be by a simple majority of members present at a meeting with a duly qualified quorum only.
ARTICLE VII: - ORDER OF BUSINESS

The order of business for meetings shall be:
- Call to Order
- Roll Call
- Approval of Minutes
- Unfinished Business
- New Business
- Open Discussion
- Next Meeting Date
- Adjournment

ARTICLE VIII: - INDEMNIFICATION

Indemnification for Committee members will be consistent with that specified by the Town for other Town-appointed officials.

ARTICLE IX: - FINANCES

Section 1. Budget Submission

The Committee shall formulate and submit an annual budget to cover administrative and clerical supplies. Budget requests will be submitted to the Town Planner for inclusion in the Town's budget process. Budget Submission should be requested on or before November 30th of each year.

Section 2. Expenditures

Any expenditure of budget funds shall be authorized by the Town Planner.

ARTICLE X: - OPEN MEETINGS/ETHICS

All regular and special meeting of the Committee are considered “Open” and shall conform to the Town and State rules for Open Meetings. All members of the Committee shall be bound by all Town and State ethics codes.

ARTICLE XI: - AMENDMENTS

The Town Council may modify these By-Laws at any time by a majority vote by the Council. The Committee may at any time recommend, to the Town Council, amendments to these By-Laws by an affirmative vote of at least two-thirds of the voting members of the Committee.

Adopted by the Portsmouth Town Council ___________________
Town of Portsmouth
Rhode Island
Westside Planning Area Map
Town of Portsmouth
Rhode Island
Comprehensive Community Plan
2016
Economic Development Map - A

This map is not the product of a Professional Land Survey. It was created by Rhode Island Division of Planning and the Town of Portsmouth Planning Department for general reference, informational, planning or graphic use, and is not a legally authoritative source as to locations of natural or manmade features. Proper interpretation of this map may require the assistance of appropriate professional services. Rhode Island Division of Planning and the Town of Portsmouth make no warranties, express or implied, related to the spatial accuracy, reliability, completeness, or correctness of this map.

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Town of Portsmouth
Date: April 30, 2016

Location Inset

0 0.25 0.5 1
Miles
1 inch = 4,000 feet