RED WING HARBOR COMMISSION
BY - LAWS

ARTICLE #1. Purpose

Purpose: The purpose of the Harbor Commission shall be to recommend policy guidelines for commercial and recreational activities; to advise the Planning Commission, Port Authority or City Council on new development or redevelopment along the riverfront or navigable waterways; policy as it relates to navigable waters within the City; to recommend operational policy for the Marinas utilizing City property for their activities, and to assist with marketing and communication recommendations related to Harbor Commission activity and required review.

ARTICLE #2 Meetings of the Commission

Regular Meetings: Regular meetings of the Harbor Commission shall be held on the first Tuesday of every other month in the Council Chamber at 7:30 a.m. the time determined by its members and televised.

Special meetings may be called by the Chairperson and one other Board Member on a seventy-two (72) hour notice. Written notice shall be given to all Members setting forth the purpose of the special meeting. Only those items on the agenda may be considered for approval or disapproval. Special Meetings: Special meetings may be called by the Commission members when a majority of the members request the Chairperson to do so.

Annual Meeting: The Annual meeting shall be held directly prior to the first regular meeting of the year.

ARTICLE #3 Commission Members

Membership: The Commission will be made up of seven members. Six members shall be residents of the city and one member may be a non resident who either owns real property in the city or has a slip at a city marina. In the event that the Mayor does not appoint a nonresident, the Mayor can appoint a City resident as the seventh member and will be subject to the same confirmation. Representing different constituencies as follows:
Three members will be appointed by the Mayor and confirmed by the City Council.

Three members will be appointed by the Port Authority President and confirmed by the Port Authority Board.

One nonresident member will be appointed by the Mayor and confirmed by the City Council and by the Port Authority Board.

A representative of the Port Authority shall serve as a non-voting liaison between the Port Authority and the Harbor Commission.

A representative of the Red Wing City Council shall serve as a non-voting liaison between the City Council and the Harbor Commission.

Ex-officio membership: The Commission may include two non-voting ex-officio members. One would represent recreational boating uses and one would represent commercial/industrial uses. The appointment process and term limits will be those defined in the adopted Boards and Commissions Policy.

QUORUM: A majority of all members of the Board shall constitute a quorum for the conduct of business at any regular or special meeting.

ARTICLE #4 Oath of Office

Oath of Office: Each Member of the Commission, before entering upon the duties of the Board, shall take and subscribe to an Oath of Office.

ARTICLE #5 Terms

Terms of Office: A Commissioner can serve no more than two (2) consecutive three year terms or until a replacement commissioner is appointed. Attendance: Commission members shall attend regular meetings and special meetings.

REMOVAL FROM OFFICE: Harbor Commission Members may be removed by two-thirds (2/3) vote of the City Council.

VACANCIES: Vacancies occurring on the Board shall be filled by appointment of the Mayor and confirmed by the City Council. Any Member who ceases to be a resident of their area of representation shall be deemed to have resigned and vacated the office.
ATTENDANCE: Three absences within a calendar year without notification to the Chairperson, or Vice Chairperson shall constitute a resignation.

ARTICLE #6 Officers

Officers: The officers of the Board shall be a Chairperson and a Vice-Chairperson.
- The Chairperson shall preside at all meetings of the Board, and shall be the official spokesperson thereof. The Chairperson shall have the authority to appoint committees and appoint members to committees.
- The Vice-Chairperson shall preside in the absence of the Chairperson.
- All officers shall be elected at the Annual Meeting. All officers shall hold offices for one (1) year and until their successors are duly elected. Officers can hold positions for a maximum of two one year terms.

ARTICLE #7 Ad Hoc Committees of the Commission

Ad Hoc: The Commission may appoint Ad Hoc Advisory Committees with up to five members to assist their standing committees. The Commission shall define the purpose of such ad hoc committee and the expected length of time necessary to complete a report as requested by the Commission.
Residence: Members of the Ad Hoc committees and ex-officio members need not meet the residency requirements.

AMENDMENTS TO THE BYLAWS: These Bylaws shall be reviewed by the Board at its Annual Meeting and may be amended as needed by a majority of the Board Members present at any regular meeting, provided ten (10) days written notice of the proposed amendments has been given.

Amended: September 13, 2001
Amended: September 20, 2002
Amended: March 21, 2005
Amended: November 21, 2005
Amended: August 2, 2011
Amended April 2, 2013
Amended October 1, 2013
Amended November 5, 2013
Amended September 8, 2014
ATTEST:

Chap-Achen Scott Adkisson
Red Wing Port Authority President

Lisa Bayley Dean Hove
Red Wing City Council President

Dennis Tebbe Pete Sorenson
Red Wing Harbor Commission Chair

Randall Olson Shari Chorney, Executive Interim Director
Red Wing Port Authority

Kay Kuhlmann, City Council Administrator
City of Red Wing