

GLYNN COUNTY BOARD OF COMMISSIONERS
GLYNN COUNTY, GEORGIA

Adoption: August 3, 2017
Resolution: #R-28-17

At the regular meeting of the Glynn County Board of Commissioners, held in the Glynn County Historic Courthouse, Second Floor, Commissioners' Meeting Room, 701 "G" Street, Brunswick, Georgia, there were present:

Bill Brunson, Chairman, District 4
Michael Browning, Vice Chairman, District 1
Peter Murphy, Commissioner, District 2
Richard Strickland, Commissioner, District 3
Allen Booker, Commissioner, District 5
Mark Stambaugh, Commissioner, At Large Post 1
Bob Coleman, Commissioner, At Large Post 2

On the motion of Commissioner Browning, which carried unanimously the following Resolution was adopted:

A RESOLUTION OF THE GLYNN COUNTY BOARD OF COMMISSIONERS CREATING AND ESTABLISHING THE GLYNN COUNTY REVENUE STUDY COMMITTEE; APPROVING AND ADOPTING BYLAWS FOR SAID REVENUE STUDY COMMITTEE; AND FOR OTHER PURPOSES.

WHEREAS, on March 2, 2017, the Glynn County Board of Commissioners adopted the Glynn County Strategic Plan for 2017-2020;

WHEREAS, said strategic plan included the objective of appointing a revenue study committee to review all components of the County's revenue approaches and collection processes;

WHEREAS, the Glynn County Board of Commissioners would like to create and establish such revenue study committee in Glynn County and adopt bylaws for same;

NOW, THEREFORE, BE IT RESOLVED by the Glynn County Board of Commissioners, acting in its capacity as the governing authority of Glynn County, that the Glynn County Revenue Study Committee be and is hereby created;

BE IT FURTHER RESOLVED that the attached bylaws for the Glynn County Revenue Study Committee be and are hereby approved and adopted by the Glynn County Board of Commissioners.

This Resolution shall be effective immediately upon adoption.

**GLYNN COUNTY BOARD OF
COMMISSIONERS**

By: 
BILL BRUNSON, CHAIRMAN

ATTEST:-

CINDEE OVERSTREET, COUNTY CLERK



**BYLAWS FOR THE
GLYNN COUNTY
REVENUE STUDY COMMITTEE**

Adopted by the Glynn County Board of Commissioners, August 3, 2017

**ARTICLE I
Name**

The name of this committee is the Glynn County Revenue Study Committee (hereinafter referred to as "Revenue Study Committee" or the "Committee"). It is a committee created and established by the Glynn County Board of Commissioners (hereinafter sometimes referred to as "Board of Commissioners") pursuant to a resolution adopted on, August 3, 2017.

**ARTICLE II
Purpose**

The purpose and mission of the Revenue Study Committee is to review all components of Glynn County's non-tax revenue approaches and collection processes. This purpose and mission of the Committee shall include, but shall not necessarily be limited to:

- (a) ensuring that fees and revenue policies of Glynn County are comparable to similar coastal jurisdictions and similar sized counties and are adequate to cover the costs of services;
- (b) reviewing service demands and costs and revenue contributions generated by visitors and part-time residents;
- (c) considering revenue diversification and fee-based services which benefit residents and visitors;
- (d) anticipating potential changes in state and federal funding patterns; and
- (e) Providing recommendations to the Board of Commissioners for the next decade of funding.

**ARTICLE III
Membership**

(a) Composition. Membership of the Committee shall consist of five (5) individuals appointed by the Glynn County Board of Commissioners.

(b) Appointments.

(i) To achieve staggered terms for continuity of service, initial appointments to the committee, commencing July 1, 2017, shall consist of two members appointed to a two year term beginning July 1, 2017, and ending June 30, 2019, and three members appointed to a four year term beginning July 1, 2017, and ending June 30, 2021.

Thereafter, all members shall be appointed by the Board of Commissioners to staggered terms of four years, which shall begin on July 1 and expire four years later on June 30.

(ii) If, at the end of any term of any member, a successor thereto has not been appointed, the member whose term has expired shall continue to serve as a member until his or her successor is appointed.

(iii) Members may only serve on the Committee for two consecutive four-year terms, after which the member must wait at least two years before again being eligible for appointment.

(c) Qualifications. All members must be residents of Glynn County and shall have been residents of Glynn County for a period of at least twelve (12) consecutive months immediately preceding their appointment to the Committee. Members of the Committee may not be an employee or elected official or member of Glynn County or the Board of Commissioners.

(d) Resignation. A member that seeks to resign from the Committee shall submit a written resignation to the Chairperson of the Committee and the Board of Commissioners. If possible, the resignation should allow for a thirty (30) day notice period so that a replacement can be appointed to serve the remainder of the unexpired term.

(e) Termination. Members shall serve at the pleasure of the Board of Commissioners and may be removed by the Board of Commissioners with or without cause. In addition, failure to attend three (3) consecutive regularly scheduled meetings shall constitute termination from the Committee, unless the Committee or Board of Commissioners votes to waive this attendance provision in each specific instance.

(f) Vacancies. If a vacancy on the Committee occurs by reason of a Committee member's death, resignation, removal, termination, change of residency outside of Glynn County, or otherwise, the vacancy shall be filled by the Board of Commissioners in the same manner as appointments are made. The Board of Commissioners shall appoint a member to fill such a vacancy and serve for the remainder of the previous member's unexpired term.

(g) Compensation. Members shall serve without compensation.

ARTICLE IV Organization

(a) The officers of the Committee shall be a Chairperson, Vice-Chairperson, and Secretary, all of whom shall be members of the Committee, except that the Secretary need not be a member. Notwithstanding anything to the contrary in Article III(c) above, the office of Secretary may, at the discretion of the Committee and with the consent of the Board of Commissioners, be held by an employee of Glynn County. In the event that a Glynn County employee is elected to hold the office of Secretary, he/she will be an ex officio member of the committee and will not be eligible to vote on Committee issues. Officers shall be elected for a term of one year by the members of the Committee at the first meeting of the third calendar quarter of each year (i.e. July-September). No member shall be eligible to serve more than two

consecutive one year terms in the same office for the Committee. Members may not hold more than one office at a time. The limitation on consecutive terms does not apply to the Secretary if the Committee elects an employee to serve as secretary. Any officer may be removed either with or without cause by a vote of the majority of the entire membership of the Committee. Vacancies in the offices of chair, vice-chair, and/or secretary shall be filled by vote as quickly as possible at a regular meeting of the Committee, which should be no later than the next regular meeting of the Committee after the vacancy occurs.

(b) The Chairperson shall preside at all meetings, call special meetings, render reports and designate a specific member or members to perform Committee functions and distribute agenda as appropriate prior to regular meetings. The Chairperson shall be permitted to vote on matters before the Committee similar to other members and is not restricted to voting only on matters where there is a tie vote.

(c) The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence and assist the Chairperson as requested at other times.

(d) The Secretary shall prepare and post agendas and notices of meetings, prepare and keep summaries and minutes of meetings, prepare and provide notices of special called meetings to the legal organ, notify members of meetings, and provide clerical support to the other officers. The Secretary shall work with Glynn County staff to ensure compliance with the Georgia Open Meetings and Open Records Laws. Copies of agendas, minutes, notices, reports, documentation, and correspondence should be provided to the County Clerk for his or her file.

ARTICLE V

Meetings

(a) Regular. The Committee shall hold at least four regular meetings per year, including at least one each calendar quarter, in accordance with a regular schedule at a time and place designated by the Committee. At the first meeting of the 3rd calendar quarter (i.e. July-September) of each year, the Committee should adopt a schedule prescribing the time, place, and dates of the meetings for the upcoming year beginning July 1 and ending June 30. Once scheduled, a regular meeting may be canceled or postponed to a day and time certain by the chairperson or by a majority vote of the Committee. If a regular meeting is postponed, the meeting held upon the postponement date shall be deemed to be a regular meeting. The first meeting of each year shall be held in accordance with the same schedule (i.e. time, place, and day of the month) as the previous year.

(b) Special. Special meetings may be called at the Chairperson's discretion or at the request of three (3) or more members. At least twenty-four (24) hours' notice shall be given of the time and place of such meetings.

(c) Quorum. Three or more members of the Committee shall constitute a quorum. No official business may be conducted at a meeting without a quorum present in person at the meeting.

(d) Agendas. The Chairperson shall determine the agenda for each regular or special meeting and shall give directions to the Secretary with respect thereto; provided, however, any

Committee member may place an item on the agenda of a regular meeting by oral or written request to the Secretary at least five days before the meeting. Any member of the Committee, with the approval of a majority of the Committee, may place an item on the agenda at any time prior to the adjournment of the meeting, if the item becomes necessary to address during the course of a meeting. Items requiring action by the Committee which are not part of the posted agenda (or properly added to the agenda by the Committee prior adjournment of a meeting) shall not be considered or acted upon by the Committee.

(e) Actions of the Committee. Actions of the Committee shall be accomplished at any meeting by a majority vote of the Committee membership. Notwithstanding anything to the contrary herein, the affirmative vote of at least three members shall be necessary for the transaction of any business at any meeting. Votes shall be determined by a show of hands. Neither the Committee nor its members shall be authorized to enter into and/or execute contracts or agreements on its own behalf or on behalf of Glynn County, or otherwise bind or obligate the County, but rather should develop recommendations and work with Glynn County staff to present same to the Board of Commissioners for proposed action, as appropriate, as to such matters.

(f) Parliamentary Procedure. Meetings of the Committee should be conducted in accordance with the current edition of Robert's Rules of Order Newly Revised, unless and except when same is in conflict with these Bylaws or other rules of procedure or order as may be adopted by the Committee.

ARTICLE VI

Duties

The Committee shall have duties and responsibilities which include, but are not limited to the following:

- (a) to attend Committee meetings;
- (b) to carry out and pursue the purpose of the Committee, consistent with these Bylaws and Article II hereof.
- (c) to recommend policy and make recommendations to the Board of Commissioners on matters relevant to the purpose and mission of the Committee;
- (d) to notify the Board of Commissioners of a vacancy on the Committee so that a person may be appointed to complete unexpired or full terms; and
- (e) to develop and recommend goals and objectives for the present and future operations of the Committee.

ARTICLE VII

Staff Support

The County Manager shall direct that County staff support be provided to the Committee as needed for publishing notices of meetings, taking of minutes, keeping of records, and such

other staff support services that the Committee may require.

ARTICLE VIII
Open Meetings and Open Records

All meetings of the Committee shall be open to the public and conform to the specifications and requirements of the Georgia Open Meetings Law (O.C.G.A. §§ 50-14-1 et seq.). If there is any conflict between these Bylaws and the Georgia Open Meetings Law, the Georgia Open Meetings Law shall govern. Records of the Committee shall be subject to the Georgia Open Records Law (O.C.G.A. §§ 50-18-70 et seq.). If there is any conflict between these Bylaws and the Georgia Open Meetings or Open Records Laws, the Georgia Open Meetings and Open Records Laws shall govern.

ARTICLE IX
Amendments

These Bylaws may only be amended upon approval by the Glynn County Board of Commissioners.

ARTICLE X
Dissolution

The Committee may be dissolved with the approval of the Glynn County Board of Commissioners.

ARTICLE XI
Effective Date

These Bylaws shall become effective upon adoption by the Glynn County Board of Commissioners and shall remain in effect unless and until amended by the Board of Commissioners, or unless and until any dissolution of the Committee is approved by the Board of Commissioners.