CAP SANTE MARINA ADVISORY COMMITTEE BYLAWS

Article I

This Committee shall be known as the CAP SANTE MARINA ADVISORY COMMITTEE (MAC) created by Anacortes Port Commission on September 6, 2007 as amended March 5, 2015, February 21, 2016, April 21, 2022, February 15, 2024 and March 12, 2024.

Article II
Mission and Purpose

Section 1. The MAC shall perform the duties as assigned by the Port Commission and Executive Director

Section 2. The purposes of MAC are as follows:

a. MAC shall perform those duties required by the Commission, and to advise, and forward recommendations, to the Commission and Executive Director on the following issues:

- Rules, regulations and information related to the overall operation of the Cap Sante Marina (CSM);
- Neighborhood compatibility issues; and
- Capital and maintenance improvement projects.

b. Other duties prescribed by the Commission and Executive Director.

Article III
Committee Membership

Section 1. Membership

In recognition of the individual commitment required, the Committee may consist of up to sixteen (15 voting) members, appointed by the Commission.

a. The Committee will not exceed:

- A representative from the Port of Anacortes, which will be a non-voting member
- A representative from the City of Anacortes
- 2 representative from the Commercial Fishing business
- A representative from the Anacortes Yacht Club
- A representative from the Commercial Marine Industry
- A representative from the Marine Trades Association
- A representative from the Yacht Broker business
- A representative from the Yacht Charter business
- Three boaters with recreational boats at the CSM (non-motorized, under 40 feet, over 40 feet)
- A representative from recreational fishing
- A representative from liveaboard moorage customers at CSM
- Two at-large resident within the Port District (unaffiliated with the Marina)

b. No alternates are required.

c. The composition of the MAC may be changed at any time by the Port Commission

d. All members will be named on the Port of Anacortes web site.

Section 2. Appointment of Members and Alternates

a. Members will be initially appointed by the Port Commission to serve for two years

b. Members may be reappointed for additional terms.

c. Failure to attend at least 2 of the meetings in any 12-month period due to unexcused absences will be deemed a resignation. The Committee will determine if an absence is excused, such as in cases of work conflicts, vacations or illness.

d. The Port Commission may remove members at any time.

e. Prospective members shall approach the MAC with written intent to apply. MAC shall forward recommendations to the Port Commission and Executive Director.

f. Appointments of all members shall become effective upon confirmation by the Port Commission.

Article IV
Meetings, Conduct of Meetings, and Quorum

a. Meetings shall be at least quarterly. A regular meeting date, time and place; shall be established by the MAC Chairperson. The Chairperson or a third of the MAC members may call special or emergency meetings. All meetings will be open to the Public.

b. A quorum shall consist of seven members, for the conduct of business. The act of a majority of those voting members present at meetings at which a quorum is present shall be the act of MAC.

c. Subcommittees or advisory committees to develop recommendations for MAC may be appointed by the Chair and ratified by MAC. At a regularly scheduled meeting MAC shall approve subcommittee membership made up of MAC members and/or alternates and outside experts.

d. All meetings shall be conducted in accordance with Robert's Rules of Order

e. MAC may establish other rules of procedure as deemed necessary for the conduct of business.

f. Once MAC recommendation is approved by motion, a Port staff member will record the recommendation and forward it to all five (5) Commissioners, the Executive Director, and the Executive Assistant via email directly after meeting. At the next regularly scheduled public Commission Meeting, the Commissioner(s) attending the MAC meeting will address recommendation(s) during Commission Reports at their discretion.

g. MAC may receive information and analysis on issues before it from a variety of sources.

h. MAC shall provide a minimum of seven days notice to members of any regular or special meetings. This shall be done by the secretary of MAC.

i. Five members can cause a special meeting to be called with a minimum of seven days' notice.

Article V
Officers and Duties

a. A Chair, Vice-Chair and Secretary shall be elected by a majority of the voting members for a one-year term of office ending in January of each year. A vacancy in any of these offices shall be filled by a majority vote of the MAC, for the remainder of the unexpired term.

    1. Nominations shall be received at the first meeting of each year for Chair, Vice-Chair and Secretary.

b. The Chair shall set the agenda of and preside at all meetings, and shall be responsible for the expeditious conduct of MAC's business

c. In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair.

Article VI
Amendments

a. These Bylaws may be amended by a majority vote of the MAC membership, except that Article III related to the MAC membership may not be amended without the concurrence of the majority of the Port Commission.

b. Written notice must be delivered to all members at least 30 days prior to any proposed action to amend the Bylaws.