

# BCCA INFO GUIDE



Board, Commission, Committee, Authority

City of Brunswick

GA

# INDEX



Introduction.....	1
Current City Boards.....	2
Role of BCCA Members.....	3
Policies.....	4
Code of Conduct.....	5-6
Ethics Complaints.....	7
Education/Training.....	8

# FOOD FOR THOUGHT



*"I always wondered why somebody didn't do something about that. Then I realized I was somebody."*

- Lily Tomlin

*"Team is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results."*

- Andrew Carnegie

*"Coming together is a beginning. Keeping together is progress. Working together is success."*

- Henry Ford

*"Not everything that is faced can be changed. but nothing can be changed until it is faced."*

- James Baldwin

*"Alone we can do so little; together we can do so much."*

- Helen Keller

*"Talent wins games, but teamwork and intelligence win championships."*

- Michael Jordan

*"Everyone can be great, because everyone can serve."*

- Dr. Martin Luther King, Jr.

*"I have found that among its other benefits, giving liberates the soul of the giver."*

- Maya Angelou

*"Volunteerism is the voice of the people put into action. These Actions shape and mold the present into the future of which we can all be proud."*

- Helen Dyer

*"This country will not be a good place to live in unless we make it a place for all of us to live in."*

- Theodore Roosevelt

*"A small group of thoughtful people could change the world."*

- Margaret Mead

# INTRODUCTION



Boards, Commissions, Committees, and Authorities (BCCAs) play a vital role in local government. Volunteer members of a board, authority, committee or commission lend their knowledge, skill and expertise in ways that not only improve our City, but provide meaningful oversight from residents and community members. The work of a volunteer member ensures that City staff and Elected Officials not only hear and see the people, but uphold public interest through active participation. With nearly a dozen active boards and commissions there are numerous ways to get involved!

Throughout this guide you will see the acronym **BCCA**, which stands for Board, Commission, Committee, Authority.

This guide serves as a general information manual for new and current BCCA members. The information provided is specific to the duties, requirements, and practices of anyone appointed to a BCCA by the City of Brunswick's Board of Commissioners or their agents. For information regarding the practices, duties, or requirements of Glynn County's BCCAs, you must contact the County Clerk at (912) 554-7404.

## **City Contact:**

The City Clerk is responsible for the general oversight of all City Boards, Commissions, Committees, and Authorities. This includes updating rosters, accepting correspondence on behalf of the City Commission, recruiting members, and enforcing policies imposed by the City Commission.

The City Clerk can be contacted by using the following methods:

**Mail** - 601 Gloucester Street, Brunswick, GA 31520

**Phone** - (912) 267-5529 or (912) 267-5508

**Email** - [CityClerk@CityofBrunswick-ga.gov](mailto:CityClerk@CityofBrunswick-ga.gov)

# CURRENT BOARDS



The following boards, commissions, committees, and authorities are active and open to the public:

- **Audit Committee**

*Focuses financial oversight and reporting.*

- **Historic Preservation Board**

*Focuses on the protection and preservation of historic sites and features.*

- **Coastal African American Historic Preservation Commission**

*Focuses on the preservation of African American history in the Golden Isles.*

- **Glynn-Brunswick Land Bank**

*Focuses on the repurposing of blighted buildings for redevelopment.*

- **Brunswick Housing Authority**

*Focuses on providing affordable housing services to low-income residents.*

- **Pilotage Commission**

*Focuses on safeguarding maritime commerce as it navigates the Georgia Port.*

- **Planning & Appeals Commission**

*Focuses on matters concerning community planning, such as processing variances, zoning amendments, and annexations.*

- **Tree Board**

*Focuses on the care, maintenance, and preservation of trees and similar greenery throughout the City.*

- **Urban Redevelopment Agency**

*Focuses on the redevelopment of blighted areas in the City.*

- **Hospital Authority Board**

*Focuses on progressive health-care that is cost-effective and meets the needs of our residents and community at large.*

- **Brunswick-Glynn Economic Development Authority**

*Focuses on expanding business and industry throughout the Golden Isles.*

- **Downtown Development Authority**

*Focuses on expanding business and industry in Downtown Brunswick.*

- **Finance Committee**

*Focuses on all matters regarding the finances of the City.*

# YOUR ROLE



## **Overview:**

The role of a Board, Committee, Commission, and Authority (BCCA) member is to fulfill any investigative, advisory, or administrative function which the City Commission deems necessary. The duties of each BCCA are outlined in their bylaws.

## **Chairs & Vice Chairs:**

The Chair of a BCCA oversees the execution of all meetings. They act as the President or Mayor of the BCCA, however their overall power is no greater or weaker than other members unless otherwise specified in the bylaws.

Some BCCAs contain a Vice Chair who acts in place of the Chair in their absence.

## **Secretary / Treasurer:**

The Secretary maintains the records of the BCCA and is charged with taking meeting minutes. The Secretary may also function as the Treasurer, overseeing the BCCAs finances.

## **Alternates:**

Some BCCAs may have "Alternates" who are non-voting members and regularly attend meetings to stay informed and learn processes in order to take the place of a voting member (in their absence) as directed by the Chair.

## **Special Appointment Powers:**

Some BCCAs have the power to appointment members to fill vacancies. In this event the Mayor or City Commission will forward nominees to the perspective BCCA for approval. BCCA members do not have the authority to fill vacancies with candidates that have not been forwarded by the Mayor or City Commission, unless that power is vested in their bylaws.

# POLICIES



*Citizen Service on City Appointed BCCAs  
Adopted March 17, 1999*

**Appointment:**

- 1) Current appointees who wish to re-apply may verbally notify the City Clerk if they desire to serve again. Following a verbal notification, a letter of interest and current resume must be forwarded to the Clerk's Office.
- 2) Every attempt is made to appoint one person to serve on one BCCA at a time, unless no qualified or interested candidate exist.
- 3) The most qualified appointees are those who live within the City limits in events where pools of applicants include those who live outside of the city limits.
- 4) A three-term limit is imposed unless State law dictates otherwise.

**Attendance:**

- 1) Appointees should attend all meetings of their respected BCCA unless they give the chairman or secretary notice that they cannot attend.
- 2) In general, if an appointee has more than three (3) unexcused absents within a 12-month period or three (3) consecutive absents (excused or unexcused) then that person shall be replaced. Some BCCA bylaws impose stricter attendance policies.
- 3) The chairman or secretary of each board/committee should make notification to the City Clerk of any violation of this attendance policy.

**Meetings, Minutes & Agendas:**

- 1) Agendas should be forwarded to the Clerk's Office at least 48 hours before the scheduled meeting. This includes meeting cancellation notices.
- 2) The City Clerk shall be provided with the minutes of each BCCA on a regular basis for public record.

# CODE OF CONDUCT



*Ethics Ordinance*  
*Adopted May 6, 2015*

## **You are Now a City Official:**

The City of Brunswick's Ethics Ordinance ([Ord. No. 1041, § 1, 5-6-2015](#)) defines city officials as city staff, the Board of City Commissioners, and members of the City's BCCAs. Therefore, all city officials must follow the City's ethics policy and prohibitions.

## **Prohibitions:**

(a) **No** city official shall use such position to secure privileges or exemptions for themselves or others, or to secure confidential information for any purpose other than official duties on behalf of the City.

(b) **No** city official, in any matter before the city commission or other city body, relating to a person or entity in which the official has a substantial interest, shall fail to disclose for the record such interest prior to any discussion or vote or fail to recuse himself or herself from such discussion or vote as applicable.

(c) **No** city official shall act as an agent or attorney for another in any matter before the city commission or other city body.

(d) **No** city official shall directly or indirectly receive, or agree to receive, any compensation, gift, reward, or gratuity in any matter or proceeding connected with, or related to, the duties of his office except as may be provided by law.

(e) **No** city official shall enter into any contract with, or have any interest in, either directly or indirectly, the city except as authorized by state law.

(1) This prohibition shall not be applicable to the professional activities of the city attorney in his or her work as an independent contractor and legal advisor on behalf of the city.

(2) This prohibition shall not be applicable to an otherwise valid employment contract between the city and a city official who is not elected (such as, by way of example, a city manager, city administrator or chief of police).

(3) Any official who has a proprietary interest in an agency doing business with the city shall make that interest known in writing to the city commission and the city clerk.

(f) **All** public funds shall be used for the general welfare of the people and not for personal economic gain.

(g) **All** Public property shall be disposed of in accordance with state law.

(continued on following page)





## Prohibitions Continued:

(h) **No** city official shall solicit or accept other employment to be performed, or compensation to be received, while still a city official if the employment or compensation could reasonably be expected to impair such official's judgment or performance of city duties.

(i) If a city official accepts or is soliciting a promise of future employment from any person or entity who has a substantial interest in a person, entity or property which would be affected by any decision upon which the official might reasonably be expected to act, investigate, advise, or make a recommendation, the official **shall disclose** the fact to the city commission and shall recuse himself or herself and take no further action on matters regarding the potential future employer.

(j) **No** city official shall use city facilities, personnel, equipment or supplies for private purposes, except to the extent such are lawfully available to the public.

(k) **No** city official shall grant or make available to any person any consideration, treatment, advantage or favor beyond that which it is the general practice to grant or make available to the public at large.

(l) A city official **shall not** directly or indirectly make use of, or permit others to make use of, official information not made available to the general public for the purpose of furthering a private interest.

(m) A city official **shall not** use his or her position in any way to coerce, or give the appearance of coercing, another person to provide any financial benefit to such official or persons within the official's immediate family, or those with whom the official has business or financial ties amounting to a substantial interest.

(n) A city official **shall not** order any goods and services for the city without prior official authorization for such an expenditure. No city official shall attempt to obligate the city nor give the impression of obligating the city without proper prior authorization.

(o) **No** city official shall draw travel funds or per diem from the city for attendance at meetings, seminars, training or other educational events and fail to attend such events without promptly reimbursing the city therefore.

(p) **No** city official shall attempt to unduly influence the outcome of a case before the Municipal Court of the City of Brunswick nor shall any city official engage in ex parte communication with a Municipal Court Judge of the City of Brunswick on any matter pending before the Municipal Court of the City of Brunswick.

# ETHICS COMPLAINT



## **Violating Ethics Ordinance:**

Individuals found to be in violation of the ethics ordinance are subject to (a) censure or public reprimand by the City Commission; (b) request for resignation by the City Commission; or (c) removal from BCCA by majority vote at a public meeting.

Severe violations may include a permanent ban from any and all BCCAs in the City of Brunswick, or nominations for City Seats for joint BCCAs with Glynn County.

## **Filing an Ethics Complaint:**

If you witness or would like to report an ethics violation to the City Commission, you must take the following steps:

- 1) Complete and file an ethics complaint form with the City Clerk. You must swear under oath the facts alleged.
- 2) Copies of complaints are then forwarded to the city official(s) of whom said facts are alleged within seven (7) calendar days.
- 3) The City Commission and City Attorney will review the complaint, gather evidence, and deliberate on the findings.
- 4) After an investigation into the facts alleged are complete, the City Commission will provide the complainant (in writing) the findings of their investigation and the course of action taken.
- 5) Complaints can be dismissed if they are deemed unjustified, frivolous, patently unfounded, or fail to sufficiently support the facts alleged.
- 6) Complaints that are deemed credible are subject to a hearing within 60 calendar days with the complainant. The city official in which the facts are alleged is notified of said hearing to refute, confirm, or deny any allegations.
- 7) Complaints are not accepted solely for political purposes during the qualification period up to the certification of election results.

# TRAINING



## **Developing Your Skills:**

Some BCCAs may require certification or training within a specified time period before they can continue serving on said BCCA. One example includes the Downtown Development Authority (DDA) which requires by state law, that all members take at least eight (8) hours of training within the first 12 months of appointment.

## **Carl Vincent Institute of Government:**

The College of Coastal Georgia - Carl Vinson Institute of Government provides appointed government officials with state mandated training and professional development opportunities.

- 1) [Click Here](#) for information on Appointed Board Member Training.
- 2) [Click Here](#) for general professional development opportunities.

## **Staff Assistance:**

Some BCCAs are overseen by staff liaisons who are the primary point of contact regarding required training and resources to sufficiently allow BCCA members to complete their duties.

## **Conferences and Special Events:**

Throughout the year numerous conferences, events, and webinars are offered. Be sure to reach out to staff liaisons, the Clerk's Office, and fellow BCCA members for continued education opportunities.