



LONG ISLAND SOUND STUDY  
CITIZENS ADVISORY COMMITTEE

Bylaws

ARTICLE I

**Name, Authority, Location, Purpose, Functions**

Section 1: Name

The name of this organization shall be the Citizens Advisory Committee (CAC). Its area of interest shall include the entire Long Island Sound watershed, with special emphasis on the Sound and its tributaries in the states of New York and Connecticut.

Section 2: Authority

The CAC has been created by the Long Island Sound Study (LISS) Management Committee as part of the Long Island Sound Management Conference, which was first convened in 1985 by EPA Region 1, EPA Region 2, the New York State Department of Environmental Conservation, and the Connecticut State Department of Environmental Protection.

Section 3: Location

The principal mailing addresses of the CAC shall be, in Connecticut: the Environmental Protection Agency's Long Island Sound Office, 888 Washington Boulevard, Stamford, Connecticut 06904, and in New York, the Marine Sciences Research Center, LIS Office, SUNY-Stony Brook, Stony Brook, NY 11794-5000.

Section 4: Purpose and Functions

The purpose of the CAC shall be to:

- provide guidance and advice to the LISS Management Committee on the conduct of the Long Island Sound Study,
- promote public awareness and understanding of the Study's issues and goals,
- assist the Management Committee in the development and revision of the Comprehensive Conservation and Management Plan (CCMP), as required by Section 320 of the Water Quality Act of 1987.
- provide input to the Management Committee about, and assist in the implementation of the CCMP and the development of implementation priorities and strategies.

To fulfill this purpose, the members of the CAC shall be expected to communicate the activities of the Long Island Sound Study and the CAC to their respective organizations and to the public, and conversely, to communicate the comments and concerns of these organizations to the LISS Management Committee and other LISS Committees, as appropriate.

Specifically, the CAC shall:

- Disseminate information about the LISS, interpret and communicate the goals and strategies of CCMP to the public and to interest groups, and advise the LIS Management Committee of reaction and comments.
- Provide input to the LISS Management Committee in translating the goals of the CCMP into enforceable standards/limits with specific time frames for implementation, and in defining environmental indicators to help monitor progress in implementing the CCMP.
- Track and monitor local, state and federal actions to assess their contribution in achieving the goals set forth in the CCMP and in Section 320 of the Water Quality Act of 1987;
- Advise the LISS Management Committee in the production of the annual report, and review of the annual work plan and budget;
- Identify opportunities and mechanisms to involve the public in implementing the CCMP, and educate the public about what individuals, businesses, and organizations can do to help implement the CCMP;
- Communicate with decision makers and other implementing authorities about implementation needs for the CCMP, and assist the Management Conference in shaping implementation priorities;
- Act as advocates for adequate funding to implement the CCMP.

## **ARTICLE II**

### **Membership and Officers**

#### Section 1: CAC Composition

The CAC shall be composed of individuals representing a cross section of groups and organizations that use or have concerns about Long Island Sound. The interests shall include:

- environmental, conservation and watershed associations;
- the user community including but not limited to business, industry, real estate, sport and commercial fisheries, recreation, boating;
- regional and local government; and
- environmental education/academic community.

The goal shall be to recruit a fair distribution of members from New York and Connecticut, and to achieve a distribution of representation from among the membership categories defined in

paragraph one of this section. Membership on the CAC shall not exceed sixty (60) members.

Section 2: Criteria for Membership

Each member shall:

- Be potentially affected by the management recommendations contained in the CCMP;
- Be willing to assume responsibility for communicating with a major user or interest group, and to attend regular meetings;
- Have some knowledge and interest in Long Island Sound water quality and resource management issues.

Section 3: Terms of Appointment

The terms of appointment of the members shall be not limited. A member may be subject to removal for failure to comply with the Bylaws or Code of Conduct, as determined by the Membership Subcommittee.

Section 4: Method of Appointment

The process for appointing members to the CAC shall be as follows:

- Nominations for new members shall be solicited from among current members, the LIS Management Committee and LIS Office staff, and by open invitation for nominations from the general public.
- A membership subcommittee consisting of the CAC co-chairs, the EPA Long Island Sound Office Director, and a Connecticut and a New York representative as appointed by the co-chairs, shall review all nominations received for consistency with the provisions of this article concerning CAC membership and composition.
- The membership subcommittee shall submit a list of proposed members to the CAC for review and approval.
- The CAC shall forward the final membership list to the Management Committee, for the record, and shall provide a membership update to the Management Committee at least annually.

Section 5: Compensation

All members shall serve without compensation. Expenses incurred shall be reimbursed to the extent possible, consistent with the CAC budget.

Section 6: Officers

Officers of the CAC shall be elected by the members. The officers shall be two Chairs, one from New York and the other

from Connecticut, and a Secretary. The terms of office shall be for three years, beginning in January 2000.

Elections of officers shall be held in December. A nominating committee shall be established to identify candidates, and shall notify CAC members of those nominated for each position at least 30 days prior to the meeting where voting will take place. Officers shall be elected by a majority vote of the CAC members present, provided that a quorum is present.

Section 7: Responsibilities of Chairs

The Chairs shall be responsible for:

- Attending the LISS Management Committee meetings;
- Communicating recommendations and concerns of the CAC to the LISS Management Committee and vice versa;
- Defining agendas for CAC meetings with assistance from LIS Office staff;
- Chairing CAC meetings.
- Coordinating an annual process to evaluate progress, priorities and next steps for the CAC, with assistance from the LIS Office Staff.

Section 8: Responsibilities of the Secretary

The Secretary shall:

- Assist with defining the agenda, recording the minutes, and establishing a quorum for meetings;
- Handle incoming correspondence;
- Prepare any correspondence from the CAC to other individuals or organizations for endorsement by the Co-chairs.
- Ensure that all views on an issue are accurately recorded and reported.

**ARTICLE III**

**Meetings**

Section 1: Meetings

Meetings of the CAC shall be held at least four times a year. The meeting schedule for the year shall be established at the last meeting of each calendar year, for the next year. Meetings of the CAC shall alternate between New York and Connecticut, and shall be open to the public.

Section 2: Agenda Items

Matters may be placed on the agenda for consideration at meetings of the CAC by any of the following:

- A CAC Chair
- A member of the CAC
- A member of the LISS Management Committee
- LIS Office staff

Section 3: Parliamentary Procedure

Robert's Rules of Order, Revised, shall be the parliamentary authority for the conduct of CAC meetings.

Section 4: Attendance

If any member of the CAC or his/her designated alternate fails to attend two regular meetings per year without sufficient explanation, the Chairs may recommend removal and replacement of that member.

Section 5: Voting Rights

A majority of the members shall constitute a quorum. Each member shall have one vote.

Section 6: Alternates

Whenever a CAC member cannot attend a meeting, he/she shall send his/her designated alternate. Alternates shall be recognized as constituting the voting members in attendance and shall be counted in determining a quorum.

**ARTICLE IV**

**Subcommittees**

Section 1: Subcommittees

The following shall be established as standing subcommittees to address regular business of the CAC:

- Membership Subcommittee, composed of the Chairs and the Director of the EPA Long Island Sound Office, and a New York and a Connecticut representative appointed by the co-chairs;
- Issues Subcommittee, composed of volunteers from among the CAC members;
- Communications Subcommittee, composed of members appointed by the CAC in conjunction with LIS Office staff.

- Nominating Committee for the election of officers, composed of volunteers from among the CAC members, but excluding current officers.

As deemed appropriate, the CAC may designate additional subcommittees to address concerns and present recommendations to the full committee. A subcommittee may be proposed by a Chair, any CAC member or the LIS Office staff, and established by a majority vote of the members present provided that a quorum is present.

All subcommittees shall report to the CAC about current activities on a regular basis.

**ARTICLE V**

**Staff**

Section 1: Staff Support

Staff support for the CAC shall be provided by the EPA Long Island Sound Office.

Section 2: Staff Responsibilities

The staff shall be responsible for assisting the Secretary with the minutes of all CAC meetings, shall transmit notices and agendas to the membership, and shall transmit a copy of the minutes of each CAC meeting to each member prior to the next regular meeting. He/she shall also insure that consensus, majority and dissenting views on all matters and issues shall be recorded and reported.

**ARTICLE VI**

**CAC Positions**

Section 1: Adopting Official CAC Positions

Official positions of the CAC on any issue or topic shall be adopted by resolution. Proposed resolutions shall be provided to CAC members at least 30 days prior to the meeting where voting will take place. Resolutions may be proposed by a CAC Chair or a member of the CAC. Proposed resolutions shall be transmitted to the LIS Office staff at least 45 days before the meeting at which they will be acted on in order to allow sufficient time for staff to transmit copies to CAC members. Resolutions shall be adopted by a majority vote of the CAC members present, provided that a quorum is present. A record of any resolutions adopted by the CAC shall be kept in the LIS Office.

Section 2: Representing CAC Positions in Public Forums

In the event that an individual CAC member wishes to represent the views or position of the CAC in a public forum, they must follow the Code of Conduct attached as Appendix A, and notify the CAC Co-Chairs and LIS Executive Director in advance of the scheduled event.

Section 3: Disclosure

It is CAC policy for its members to disclose any significant personal or professional financial interest involving any matter under Section 1 of this Article. The CAC encourages expression of all views on issues affecting Long Island Sound and fully expects its members to faithfully and vigorously represent the interests of their organizations during its meetings. Disclosures will be reported at the time of discussion at regularly scheduled meetings and recorded in meeting notes for the record.

**ARTICLE VII**

**Bylaws and Amendments**

Section 1: Initiation

These Bylaws and any amendments thereto shall be effective immediately upon adoption.

Section 2: Amendments

Proposed amendments to the Bylaws shall be provided to the members at least 30 days prior to the meeting at which they will be acted upon. Any amendments to these Bylaws must be approved by a two-thirds majority vote of the members. Members who expect to be absent from the meeting at which the Bylaws will be acted upon may provide a written document registering their vote on the proposed amendment to the Bylaws. Such vote must be received at least 48 hours before the meeting where the amendments are scheduled to be acted on.

Revision Date: March 16,2006

APPENDIX A

LONG ISLAND SOUND CITIZEN'S ADVISORY COMMITTEE

CODE OF CONDUCT

The members of the Citizen Advisory Committee are encouraged to provide information to the public and seek public input on the activities of the Citizen Advisory Committee and the implementation of the Long Island Sound CCMP. In doing so, the following code of conduct will be followed by members of the CAC:

- Each member will utilize CAC and Long Island Sound Management Conference material in their communications with the public;
- Each member will only state adopted positions of the CAC (adopted positions are made by resolution);
- Each member will promote implementation of the CCMP;
- Each member will seek support and suggestions from the public and report them back to the CAC;
- Each member will clearly state that they are representing themselves when an issue not addressed in an official position of the CAC or clearly addressed in the CCMP is raised, or where individual opinion may differ from adopted positions of the CAC;
- All CAC members are expected to utilize common sense and courtesy when following these guidelines.

Revision Date: July 19, 1995