

**LONG ISLAND SOUND STUDY  
SCIENCE & TECHNICAL ADVISORY COMMITTEE BYLAWS**

**ARTICLE I**

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

Section 1: Name

The name of this organization shall be the Long Island Sound Study (LISS) Science & Technical Advisory Committee (STAC). 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 STAC was created by the LISS Management Committee as part of the Long Island Sound Management Conference, which was first convened in 1985 by US Environmental Protection Agency (EPA) Region 1, EPA Region 2, the Connecticut State Department of Environmental Protection, and the New York State Department of Environmental Conservation.

Section 3: Location

The principal mailing addresses of the STAC shall be: the Environmental Protection Agency's Long Island Sound Office, 888 Washington Boulevard, Suite 9-11, Stamford, Connecticut 06904-2152.

Section 4: Purpose and Functions

The purpose of the STAC shall be to provide objective scientific and technical guidance for the restoration and protection of Long Island Sound. The STAC shall provide the LISS Management Committee with overall direction and advice on science and technical issues. It shall support efforts to manage the Sound by providing the policy and management process with the best available scientific and technical information.

To fulfill this purpose, the STAC shall:

- Develop recommendations for research, monitoring, and assessment priorities to address Long Island Sound management needs;
- Assist in the development of requests for proposals;
- Provide advice regarding technical issues, programs, and projects to the Management Conference, and ensure peer review of technical products;
- Make recommendations to assist in the development and review of annual work plans and program budgets;
- Provide guidance and support for subcommittees needed to address specific issues of importance to Long Island Sound;
- Identify emerging issues facing the Sound;
- Provide a forum for idea exchange concerning key issues affecting the Sound; and
- Assist in identifying funding opportunities for LIS research.

## ARTICLE II

### Membership and Officers

#### Section 1: STAC Composition

The STAC shall be composed of engineers, scientists, and representatives from government agencies, academia, industry, and private organizations, who represent a cross section of individuals with diverse backgrounds and areas of expertise that are important to the LISS. The goal shall be to recruit a fair distribution of members from New York and Connecticut. Membership on the STAC shall not exceed 45 members.

#### Section 2: Criteria for Membership

Each member shall have some knowledge of and interest in aspects of Long Island Sound coastal and estuarine ecosystem processes, water quality and resource management issues. Members shall also be willing to attend regular meetings.

#### 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, as determined by a majority of the STAC members.

#### Section 4: Method of Appointment

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

- Nominations for new members shall be accepted from current members, the LISS Management Committee, EPA Long Island Sound Office (LISO) staff, and from the general public.
- All nominations shall be reviewed by the STAC co-chairs and the Director of the EPA LISO for consistency with the provisions of the article concerning STAC membership and composition.
- The STAC shall provide a membership update to the Management Committee at least annually.

#### Section 5: Compensation

All members shall serve without compensation. Travel expenses incurred related to STAC meeting attendance shall be reimbursed to the extent possible, consistent with the STAC budget.

#### Section 6: Officers

Officers of the STAC shall be elected by the members. The officers shall be two Chairs, one from New York and the other from Connecticut. The terms of office shall be for 2 years.

Elections of officers shall be held every year, staggered by state. A nominating committee, with equal representation from each state and a representative of the EPA LISO, shall be established to identify candidates. The nominating committee shall notify STAC members of those nominated for

office at least 30 days prior to the meeting where voting will take place. Officers shall be elected by a majority vote of the STAC members.

### Section 7: Responsibilities of Chairs

The Chairs shall be responsible for:

- Attending the LISS Management Committee meetings;
- Communicating recommendations and concerns of the STAC to the LISS Management Committee and vice versa;
- Defining agendas for STAC meetings, with assistance from the EPA LISO staff;
- Chairing STAC meetings and facilitating the activities of STAC subcommittees; and,
- Coordinating an annual process to evaluate progress and priorities for the STAC, with assistance from the EPA LISO staff.

## **ARTICLE III**

### **Meetings**

#### Section 1: Meetings

Meetings of the STAC shall be held at least three 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 STAC 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 STAC by any of the following:

- A STAC Chair
- A member of the STAC
- A member of the LISS Management Committee
- EPA LISO staff

#### Section 3: Attendance

If any member of the STAC 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 4: Subcommittees

The STAC may form subcommittees to focus on specific issues and to more broadly involve experts from the region. Subcommittees shall be proposed by a Chair, any STAC member or EPA LISO staff, and established by a majority vote of the STAC members. All subcommittees shall report to the STAC about current activities on a regular basis.

Section 5: Voting Rights

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

Section 6: Alternates

Whenever a STAC member cannot attend a meeting, he/she shall send his/her designated alternate. Alternates shall act on behalf of the absent STAC member and therefore shall be recognized as constituting the voting members in attendance and shall be counted in determining a quorum.

**ARTICLE IV**

**Staff**

Section 1: Staff Support

Staff support for the STAC shall be provided by the EPA LISO. As the budget permits, and with the approval of the Management Committee, the LISS shall provide part-time support for two STAC fellows, one from Connecticut and the other from New York. The fellows are graduate-level students who are assigned to work with the STAC for a period of 1 year.

Section 2: Staff Responsibilities

The EPA LISO staff shall be responsible for assisting with the planning of all STAC meetings, shall transmit notices and agendas to the membership, and shall transmit copies of the STAC meeting minutes to the membership prior to the next regular meeting.

The STAC fellows' responsibilities shall include researching topics for and distributing information to the STAC, taking minutes of STAC meetings, arranging subcommittee conference calls and STAC meetings, and other responsibilities assigned by the STAC co-chairs or EPA LISO staff. Also, the STAC fellows shall complete independent projects developed with the guidance of the STAC co-chairs and the EPA LISO staff.

**ARTICLE V**

**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. Proposed amendments shall be transmitted to the EPA LISO 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 STAC members. Any amendments to these Bylaws must be approved by a two-thirds majority vote of the members.