

**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 LISS 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 disseminate information 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 CAC Bylaws March 2006 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 not be 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 CAC Co-Chairs**

The Co-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 co-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 their designated alternate fails to attend two regular meetings per year without sufficient explanation, the CAC Co-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, they may send or grant proxy to a designated alternate. Alternates shall be recognized as constituting a voting member in attendance and shall be counted in determining a quorum. Attending members cannot serve as alternates and an alternate may only represent one absent CAC member at a given meeting.

## **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 CAC Co-chairs and the Director of the EPA Long Island Sound Office, and a New York and a Connecticut representative appointed by the co-chairs;
- Policy 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 CAC Co-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. Non-substantive updates to maintain accuracy, such as office address changes, shall be made as needed without an amendment proceeding.

**Revision Date: December 12, 2019**

**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 interacting with the public on CAC matters.

**Revision Date: July 19, 1995**

**Revision Date: December 6, 2019**

**APPENDIX B****LONG ISLAND SOUND STUDY CITIZENS ADVISORY COMMITTEE OPERATING GUIDELINES****Policies and Procedures:****Quorum and Voting**

All CAC members that have attended half or more CAC meetings in the previous twelve months shall have voting rights. Such members shall have one vote. A list of qualified voters shall be maintained by LIS Office staff. This voter list shall be used for determining quorums, and in counting votes in all parliamentary procedures (e.g., election of officers, authorizing formation of a subcommittee, passage or rejection of resolutions, adoption of positions).

When the CAC does not reach consensus and a formal vote is called, majority vote will rule. The meeting minutes will include the vote count and reflect dissenting opinions if requested by members.

**Voting by Proxy:**

CAC members may vote by proxy, via telephone or web conference and through electronic mail. Votes by proxy shall be counted in determining a quorum.

**Subcommittees and Liaisons:**

As deemed appropriate, the CAC may designate additional subcommittees and working group liaisons to address concerns and present recommendations to the full committee. Subcommittees ordinarily may establish their own priorities, unless directed to focus upon a matter by the full CAC and may designate its members to attend certain LISS meetings.

The members of each subcommittee shall appoint their own chairperson(s); however, should a vacancy occur, the CAC co-chairs may appoint a temporary subcommittee chairperson(s). Task forces may be appointed to study or address issues that generally are of short duration and very specific in its responsibility.

CAC liaisons composed of volunteers from among the CAC members are responsible for liaising with Long Island Sound Study Working Groups and Committees which may include but are not limited to Science and Technical Advisory Committee, Public Information and Education Work Group, Sustainable and Resilient Communities Working Group. Liaisons should address concerns and present recommendations to the full CAC.

A subcommittee or liaison may be proposed by a CAC co-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 or reached by proxy. All subcommittees and liaisons shall report to the CAC about current activities on a regular basis.

## Communication

The CAC's primary method of communication is via email. LIS office staff will maintain electronic listservs for the purposes of communicating CAC business. CAC members and interested parties are responsible for maintaining a current email address with the LIS office staff as the official means of communication for the business of the CAC. LIS office staff will maintain and regularly update CAC listservs. Inactive, inaccurate or unknown email addresses will be removed from the list.

The primary CAC member listserv shall include emails of CAC member representatives and alternates and LIS office staff. The primary CAC member listserv will be used to inform members of official CAC parliamentary business (e.g. election of officers, authorizing formation of a subcommittee, passage or rejection of resolutions). CAC member representatives and alternates are responsible for informing and communicating parliamentary business within their member organization.

An expanded CAC listserv shall include emails of all CAC member representatives, alternates and interested parties, LIS office staff, LISS agency representatives and other nonvoting interested parties. The expanded list will be used to inform CAC member organizations and interested parties about CAC regular meeting agendas and CAC business that does not require a quorum (e.g. events, LISS work group meetings).

## Meeting Agendas and Summaries

LIS office staff will assist CAC officers with development of quarterly meeting agendas and email agendas and attachments to the expanded CAC listserv at least two weeks prior to the meeting. Meeting agendas will adhere to revised Robert's Rules of Order including:

- Reading and approval of meeting summary,
- Reports of officers and committees
- Guest speakers and topics
- Special business and general business.

LIS office staff will assist CAC officers with development of quarterly meeting summaries, email with attachments to the expanded CAC listserv and post to the LISS website not more than two weeks following the meeting. Meeting summaries will include:

- Meeting date and location
- Call to order by CAC co-chair or another officer
- Adoption or corrections to meeting summary
- Proceeding of the meeting (officer and committee reports, special and general business, guest speakers)
- Consensus actions and responsible parties
- Parliamentary actions and disposition:
  - Main motions (unless withdrawn), member making the motion
  - Motions bringing a question again before the Committee
  - Debate or amendment to motion if relevant
  - Final wording of the motions as adopted or as disposed of.
  - Disposition of the motion (roll call vote, counted vote, ballot)

**Draft Date: December 6, 2019**