

# **Albemarle-Pamlico National Estuary Program**

## **Science & Technical Advisory Committee Bylaws**

**Adopted 28 July 2004**  
**Amended 19 October 2006**

### **I. OBJECTIVE**

The Science & Technical Advisory Committee (STAC) plays a pivotal role in providing APNEP with the scientific and technical support needed to develop research initiatives, and to review policy recommendations and implementation of the Comprehensive Conservation & Management Plan (CCMP). The STAC provides advice and support to the Policy Board on scientific and technical issues and acts as a forum for the exchange of scientific information about the APNEP Region. Additionally, the group will work toward a more consistent and cooperative approach to scientific data and design and implement scientific and technical projects assigned by the Policy Board. The STAC may also recommend possible work tasks to the Policy Board.

STAC activities include: (1) coordinate an Albemarle-Pamlico Sounds Ambient Monitoring Program (APSAMP) and other science, (2) track key indicators of A-P Sounds health, (3) develop a comprehensive A-P GIS database, (4) research and collate best practices around key issues (e.g., stormwater, toxics remediation), and maintain the database for practitioners.

The STAC will assist in: (1) developing near- and long-term action plans, reviewing draft documents, and making recommendations to the Policy Board on a document's technical merit, (2) designing and evaluating an effective information management system; (3) developing requests for proposals; and (4) reviewing and evaluating proposals received and making recommendations on projects to be funded. Additional duties may be assigned at the direction of the Policy Board.

### **II. ORGANIZATIONAL STRUCTURE**

The STAC's organizational structure is characterized by its composition (Part A) and the scheduling of committee meetings (Part B).

#### ***A. COMPOSITION***

The STAC will be the scientific voice of the estuary program, identifying and defining opportunities and problems. The Committee will be broad-based and should include scientists and researchers from local colleges, universities, and research institutes, as well as technical staff from federal, state, and local agencies, industry, and environmental organizations. STAC membership should not exceed 36 members.

#### **1. Executive Board**

The Executive Board of the STAC consists of the two co-Chairs, and no more than five additional members of the STAC who are nominated by the co-Chairs, and approved by the full membership for two-year terms.

## **2. Chairpersons**

The STAC will have two Chairpersons. Chairs are elected by a majority vote of the STAC members with a quorum present. Each Co-Chair serves a two-year term, renewable once.

## **3. Representation on Policy Board**

The Executive Board of the STAC will select two members of the STAC to sit as voting members of the Policy Board.

## **4. Members**

All members will be expected to have an advanced degree (Masters or above) and/or extensive experience (at least 5 years), with expertise in scientific and technical fields germane to the mission of APNEP. Each member serves a three-year term, renewable once consecutively. Members who complete two consecutive full terms in good standing are again eligible candidates after a one year hiatus. The membership will have staggered appointments so that one-third of the membership will be up for re-appointment each year.

## ***B. MEETINGS***

Regular meetings of the STAC shall be held quarterly and scheduled at the convenience of the members. Additional meetings may be called by the Chairperson(s), or at the request of the Program Director, Policy Board, or majority of the STAC members, in which the Director will schedule the meeting as soon as possible. Meetings are rotated among the APNEP jurisdictions when possible. The Executive Board meets on an as-needed basis, in addition to quarterly meetings. All STAC meetings are open to the public. Agendas are distributed to the Membership and interested parties prior to the meeting. Minutes of previous STAC meetings are available via the Internet or in hard copy upon request.

### **1. Quorum and Voting**

When called, a quorum is represented by 50% of current, filled memberships, excluding vacancies. Normally STAC works by consensus, but if a quorum is needed, it must be achieved. Unless otherwise stated, a majority vote is required to take action. Each member shall have one vote, including proxies that are designated in writing.

### **2. Attendance**

Members of the STAC are expected to attend all regular meetings. A STAC member who misses two consecutive meetings will be contacted concerning his/her absences. After three consecutive absences, STAC's Executive Board will seek a replacement for the member.

Parliamentary Procedures – STAC operates in Robert's Rules of Order (latest edition) where not in conflict with these bylaws.

### **3. Expenses**

All members shall serve without compensation, although reasonable expenses may be reimbursed subject approval from the APNEP.

### **III. PROCEDURE FOR AMENDMENT**

#### ***A. AMENDMENTS TO BYLAWS***

To amend the STAC Bylaws, the STAC Executive board will bring recommendations to the membership for consideration. A two-thirds vote of the membership present or by proxy is required for adoption.

#### ***B. AMENDMENTS TO OPERATIONAL GUIDELINES***

The STAC Executive Board and/or the Committee establishes the STAC Operational Guidelines and can create and alter them as necessary.