

Albemarle-Pamlico National Estuary Partnership

Science & Technical Advisory Committee Bylaws

Adopted 18 June 2013

I. OBJECTIVE

The Science & Technical Advisory Committee (STAC) plays a pivotal role in providing the Albemarle-Pamlico National Estuary Partnership (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 APNEP's Staff, Policy Board, and Implementation Committee on scientific and technical issues and acts as a forum for the exchange of scientific information relative to the APNEP region. Additionally, Committee members work toward promoting 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) developing action plans, reviewing draft documents, and making recommendations to the Policy Board on the technical merit of a program, project, activity, or document; (2) 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.

The STAC will assist in: (1) coordinating an Albemarle-Pamlico Ambient Monitoring Network (APAMoN) and other science, (2) developing and tracking key indicators of A-P ecosystem health, (3) developing a comprehensive A-P decision support system, (4) research and collating best practices around key issues (e.g., stormwater, toxics remediation), and maintaining the database for practitioners.

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 is the main scientific advisory body of the partnership, identifying and defining opportunities and challenges. The Committee should be broad-based and may 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. Under Governor's Executive Order #133, technical staff from state agencies are invited to participate as non-voting liaisons to the committee, in order to maintain committee independence from the host agency.

1. Executive Board

The STAC Executive Board consists of two co-Chairs, and no more than three additional STAC members 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 consecutively.

3. Representation on Policy Board

The STAC Executive Board will select two STAC member(s) to sit as voting members of the Policy Board as consistent with the current NC Governor's Executive Order and the Policy Board Bylaws.

4. Members

All members are expected to have an advanced degree (Masters or above) and/or extensive experience (at least six years), with expertise in scientific and technical fields germane to APNEP's mission. The expertise should include but not be limited to landscape ecology, terrestrial ecology, wetlands ecology, aquatic ecology, marine biology, hydrology, remote sensing, ecological assessment, engineering, agricultural technologies, forest technologies, soil conservation, water quality modeling, environmental policy, environmental education, economics, planning, public policy, spatial statistics, and law. Each member serves a three-year term, renewable pending approval by the Executive Board. The membership will have staggered appointments so that one-third of the membership will be up for re-appointment each year. STAC membership should not exceed 36 members. If membership expansion is desired, it requires a two-thirds affirmative vote to do so.

B. MEETINGS

General meetings of the STAC shall be held no less than three times per year (including participation in APNEP "All Hands" meetings or conferences) and scheduled at the convenience of the members. Additional meetings may be called by the Chairperson(s), or at the request of the APNEP Director, Policy Board, or majority of STAC members, in which case the APNEP Director (or designate) will schedule the meeting as soon as possible. The Executive Board meets on an as-needed basis, in addition to general meetings. All STAC meetings are open to the public. Agendas are posted on the APNEP-STAC website in advance. When possible notes and select visual presentations from previous STAC meetings are available via the APNEP website as well. STAC operates under Robert's Rules of Order (latest edition) where not in conflict with these bylaws.

1. Voting and Quorum

Normally STAC works by consensus, but if a quorum is called for, it must be achieved. When called, a quorum is represented by 50% of current, filled memberships, excluding vacancies. Unless otherwise stated, a majority vote is required to take action. Each member shall have one vote, including proxies that are designated in writing to a STAC co-Chair no later than 24 hours prior to the meeting.

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.

3. Expenses

All members shall serve voluntarily and without compensation or per diems. Extraordinary expenses may be reimbursed subject to approval by the APNEP Director and in accordance with NC DENR travel policies, State law, and the policies and regulations of the Office of State Budget and Management.

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.