

Albemarle-Pamlico National Estuary Program Citizens' Advisory Committee Bylaws

Adopted January 20, 2006

ARTICLE I: Name, Authority, Location, Purpose, Functions

Section 1: NAME

The name of this organization shall be the Citizens' Advisory Committee (CAC) for the Albemarle-Pamlico National Estuary Program (APNEP). Its area of interest shall include the entire watershed of the Albemarle-Pamlico Sounds estuarine system.

Section 2: AUTHORITY

The APNEP CAC was created by Executive Order # 74 of the Governor of North Carolina, Michael F. Easley, May 16, 2005.

Section 3: PROGRAM BOUNDARIES

The program boundaries of the APNEP are the geographic area of each of the following river basins as defined by the hydrologic boundaries ascribed to it by the North Carolina Department of Environment and Natural Resources (NC DENR):

- Neuse (including areas of the White Oak River Basin that drain to Core and Bogue Sounds)
- Tar-Pamlico (including areas draining directly into the northern Pamlico Sound)
- Roanoke (that portion of the basin below Lake Gaston dam)
- Chowan (including the portion of the basin located in Virginia)
- Pasquotank (including waters and areas that drain directly into the Albemarle, Currituck, Croatan, and Roanoke Sounds, as well as that portion of the basin located in Virginia)

The area of interest shall include the entire watershed of the Albemarle-Pamlico Sounds estuarine system.

Section 4: LOCATION

The principal mailing address of the Citizens' Advisory Committee shall be:

Albemarle-Pamlico National Estuary Program

1601 Mail Service Center Raleigh, NC 27699-1601

Section 5: PURPOSE

The CAC plays an essential role in providing the APNEP with community involvement, participation and support needed to develop initiatives, to review policy recommendations, and to guide implementation and advancement of the Comprehensive Conservation & Management Plan (CCMP).

The CAC works to provide advice and support to the APNEP Program Office, the Policy Board, the Science and Technical Advisory Committee (STAC), and Management Advisory Committee (MAC), NC DENR, and its partners on CCMP implementation and acts as a forum for the exchange of information on issues relevant to the APNEP watershed.

Section 6: DUTIES

The role of the CAC shall be to coordinate CCMP implementation strategies at the local level and to ensure two-way communication between CAC members' constituencies, the Policy Board, and the Program Office.

The CAC shall advise and consult with the Policy Board, STAC, MAC, the public, local governments, and various interest groups as well as local agencies within the Albemarle-Pamlico Sound watershed regarding implementation of the CCMP.

The CAC shall advocate for the implementation of the CCMP, the APNEP mission, and the APNEP at the local level.

The CAC will have no authority other than as an advisory body.

The CAC shall select two members to serve on the Policy Board.

The CAC shall be responsible for determining its own rules of order, bylaws, chairmanship, attendance requirements, and other matters of protocol.

ARTICLE II: Organizational Structure

Section 1: Membership

CAC Initial Membership

The initial membership is established by Governor's Executive Order #74. The Director of the Albemarle-Pamlico National Estuary Program Office shall nominate the initial CAC membership to be approved by the Policy Board. In making his nominations, the Director shall, to the greatest extent possible, seek to ensure geographic, demographic, and social balance, and willingness to serve.

The CAC shall be broad-based and include the following:

1. One representative of the Soil & Water Conservation Districts in NC;
2. One representative of the Soil & Water Conservation Districts in VA;
3. Two representatives from non-governmental environmental conservation organizations;
4. One representative of environmental education;
5. One representative of K-12 education;
6. One representative from business or industry;
7. One representative of agriculture;
8. One representative of commercial fishing or the seafood industry;
9. One representative of forestry;
10. One representative of county government;
11. One representative of municipal or town government;
12. One representative from each of the following:
 - a.) NC League of Municipalities, and
 - b.) NC Association of County Commissioners;
13. One representative from each of the following is invited:
 - a.) Virginia Municipal League;
 - b.) Virginia Association of Counties;
14. One representative is invited to represent the State recognized tribal organizations from within the program boundaries in North Carolina;
15. One representative is invited to represent the State recognized tribal organizations from within the program boundaries in Virginia; and
16. Six at-large positions

Section 2: Criteria for Membership

Each member shall:

- reside or have interests within the APNEP program boundaries;
- be responsible for communicating with a major user or interest group;
- be willing to attend regular meetings; and
- have knowledge and interest in resource management issues of the Albemarle-Pamlico watershed.

Section 3: Terms of Membership

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.

Vacancies shall be filled by appointment or invitation from the remaining CAC members as set forth in these bylaws.

Section 4: Method of Appointing New or Additional Members

The CAC may expand membership to include other interested parties as deemed necessary and as set forth in these bylaws.

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

1. Nominations for additional members shall be solicited from among current members, the Policy Board and staff.
2. A membership subcommittee consisting of the Chair (or designee), and two other CAC members shall review all nominations received for consistency with the provisions of this article concerning membership and composition;
3. Member is added to roster upon two-thirds affirmative vote of CAC members.

Section 5: Compensation

Per Executive Order #74, all members shall serve voluntarily without compensation or per diem. The APNEP Director may reimburse extraordinary expenses subject to approval.

Section 6: Executive Committee

An Executive Committee of the CAC shall be formed to provide direction and guidance to CAC matters and meetings. The Executive Committee of the CAC shall consist of the Chair, Vice-Chair, and three CAC members.

Nominations for the Chair and Vice-Chair offices shall be solicited from among current members and approved by the full membership for two-year terms.

CAC representation on the Policy Board shall be determined by majority vote of the full CAC membership.

CAC membership on the Executive Committee of the Policy Board shall be made by the two representatives of the CAC named to the Policy Board.

Section 7: Responsibilities of the Chair

The Chair shall be responsible for:

- chairing CAC meetings
- communicating recommendations and concerns of the CAC to the APNEP Director, and Outreach Coordinator, and vice versa;
- drafting agendas for CAC meetings with assistance from APNEP staff;
- chairing Executive Committee meetings
- representing official opinions of the CAC
- working with the APNEP staff on governmental relations.

Section 8: Responsibilities of the Vice-Chair

The Vice-Chair shall serve in absence of the Chair and shall perform as the Chair in all matters of business and record the meeting notes.

Section 9: Responsibilities of the Executive Committee

The Executive Committee shall assist the Chair in all matters of business.

ARTICLE III: Meetings

Section 1: Meetings

Meetings of the CAC shall be held at least two times a year. Committees may meet more frequently as needed. Meetings of the CAC shall be open to the public. The CAC shall determine the meeting location at least 30 days prior to the meeting.

Section 2: Agenda Items

Matters to be placed on the agenda must be submitted to the Chair at least two weeks in advance for consideration at meetings of the CAC.

Section 3: Decision Making Procedures

The CAC will strive to work by consensus, but if a vote is needed, a simple majority vote is required to take action, unless otherwise stated in the bylaws or Executive Order #74. When called, a quorum shall be 50% of current, filled memberships, excluding vacancies. Each member shall have one vote, including proxies that are designated in writing.

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

Section 4: Attendance

Members of the CAC shall attend all regular meetings. If any member fails to attend two consecutive, regularly scheduled meetings, the Chair may recommend removal and replacement of that member.

Section 5: Substitutes

A CAC member intending to be absent should contact the Chair to report an anticipated absence. The member may appoint a substitute, in writing, with the approval of the Chair prior to that, at least 24 hours prior to the meeting. This substitute shall be allowed to participate and vote on behalf of the member at that meeting.

Section 6: Proxy Votes

Members of the CAC may allow for a proxy vote by another CAC member present at the meeting. Proxy vote authority shall be submitted in writing to the Chair prior to the meeting.

Section 7: Ground Rules for Interaction

A. Members of the CAC shall seek to participate constructively and respectfully in meetings.

B. Ground rules for constructive interaction include:

- Treat all members with courtesy and respect.
- Allow one person at a time to speak.
- Be recognized by the Chair before speaking.
- Listen carefully.
- Be brief and clear in your comments.

- Focus on the current agenda item.
- It's acceptable to disagree. Respect others' opinions.
- Focus on the problem, not finding fault.
- Observe meeting limits and only extend meetings 30 minutes when necessary with consensual agreement of members present.
- Receive approval of the CAC Chair prior to making statements to the public on behalf of the CAC.

C. Ground rules shall be monitored and enforced by members of the CAC.

ARTICLE IV: Committees

Section 1: Committees

Committees may be established to work on specific items requiring attention as needed by the CAC. Committees may be standing or ad hoc. As deemed appropriate, the CAC may designate additional committees (standing or ad-hoc) to address concerns and present recommendations to the full CAC. A committee may be proposed by the Chair or any CAC member and established by a majority vote of those present.

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

All appointments to CAC committees will be made by the Chair and will be confirmed by the Executive Committee.

ARTICLE V: Staff

Section 1: Staff Support

The APNEP staff shall provide support for the CAC.

Section 2: Staff Responsibilities

The staff shall:

- A. assist with drafting the agenda and making meeting arrangements;
- B. assist with public notice of the meeting;
- C. assist with recording and transmitting CAC meeting notes to members;
- D. establish whether a quorum is present when required;
- E. process incoming correspondence and transmit to the Chair;
- F. assist with any correspondence from the CAC to other individuals or organizations for endorsement by the Chair;
- G. ensure that all views on an issue are accurately recorded and reported

ARTICLE VI: CAC Statements and Positions

Section 1: Adopting Official Statements Positions

Official positions and statements of the CAC on any issue or topic shall be adopted by resolution. Proposed resolutions shall be provided to CAC members with the agenda prior to the meeting where voting will take place. Resolutions may be proposed by the Chair, or a member of the CAC, and should be transmitted to the Chair at least 15 days before the meeting at which they will be acted upon. 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 APNEP Office.

Section 2: Representing CAC Positions in Public Forums

In a public forum, CAC members shall not present their personal views or positions as views or positions of the CAC.

ARTICLE VII: By-Laws and Amendments

Section 1: Initiation

These by-laws and any amendments thereto shall be effective immediately upon adoption.

Section 2: Amendments

Proposed amendments to the by-laws 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 by-laws must be approved by a two-thirds majority vote of current members. Members who expect to be absent from the meeting at which the by-laws will be acted upon may provide a written communication of their vote on the proposed amendment to the by-laws. Such notification must be received at least 24 hours before the meeting at which the amendments are scheduled to be acted upon.