

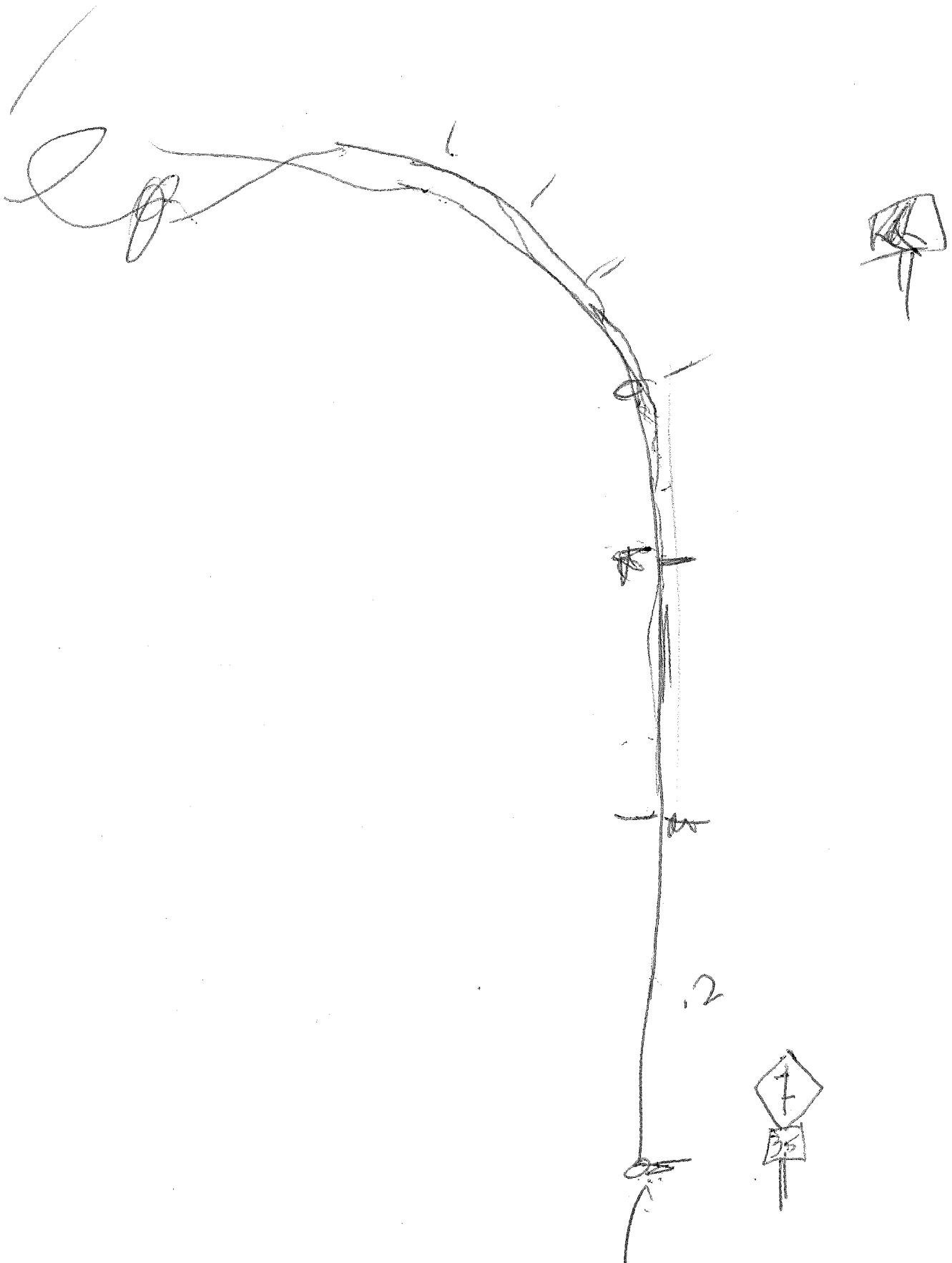
NEUSE RIVER BASIN REGIONAL COUNCIL

River Bend Town Hall
River Bend, NC
November 21, 1997
10:00 am

EXECUTIVE COMMITTEE MEETING

DRAFT AGENDA

- | | | |
|----------|--------------------------------------|--|
| 10:00 am | Call to Order | Chairman Ritchie |
| | Discussion items | All |
| | -Expansion of Sub-Committees | |
| | -GIS needs | |
| | -Procedure for approving resolutions | - Agenda for 1/30/98 |
| | -Program of Work for 1998 | - Minutes from 10/31 |
| | -Coordinating Council | - Report on Exec. Committee Meeting on 11/21 |
| | -Meeting locations | - Receive revised by-laws *
state of nominees |
| 12:30 pm | Plans for next meetings | - Coord. Council rep. |
| 1:00 pm | Adjourn | - SPEAKER: for WWTP |
| | | - Vote on Resolution |
| | | - Item Discuss
prop. res. <u>Improved Comm</u> |
| | | - Membership appointments
(Bill is dev. letter)
for replacement) |



NEUSE RIVER BASIN REGIONAL COUNCIL
By-Laws

ARTICLE I

Name, Authority, Location, Purpose, Functions

Section 1: NAME

The name of this organization shall be the Neuse River Basin Regional Council (NRBRC). Its area of interest shall include the entire Neuse River watershed.

Section 2: AUTHORITY

The NRBRC has been created by Executive Order of the Governor of North Carolina, James Hunt, Jr. The NRBRC is administered through the NC Department of Environment, Health, and Natural Resources (NCDEHNR) - Division of Environmental Management (DEM), Water Quality Section.

Section 3: LOCATION

The principal mailing address of the NRBRC shall be the: NC Division of Environmental Management, P.O. Box 29535, Raleigh, NC 27626-0535.

Section 4: PURPOSE & FUNCTION

The primary purpose of the NRBRC shall be to:

- A. provide guidance and recommendations to the NCDEHNR on environmental issues pertaining to the Neuse River watershed;
- B. promote public awareness and understanding of the environmental issues concerning the Neuse River watershed;
- C. provide input to DEM in the development (and periodic updating) of the Neuse River Basinwide Management Plan (Neuse Basin Plan) and other environmental management strategies as they concern the Neuse River watershed;

- D. provide input to the Environmental Management Commission (EMC), units of local government, and others regarding environmental issues and management strategy recommendations;
- E. perform liaison function between the NCDEHNR, local government, and stakeholders/organizations represented by the Council members.

To fulfill this purpose, the members of the NRBRC shall be expected to communicate the activities of the NRBRC to their respective organizations, local governments, and the public, and conversely, to communicate the comments and concerns of these organizations to NRBRC membership and others, as appropriate.

Specifically, the NRBRC shall:

- A. disseminate information about the NRBRC, interpret and communicate the goals and strategies of the Albemarle-Pamlico Estuarine Study's Comprehensive Conservation and management Plan (CCMP), Governor Hunt's Coastal Agenda, and DEM's basinwide management plans to the public and to interest groups, and advise the NRBRC of reaction and comments;
- B. provide input to the NCDEHNR, EMC and others in implementing the goals of the CCMP, Coastal Agenda and Neuse Basin Plan and in defining environmental indicators to help monitor progress in implementing these plans;
- C. track and monitor local, state and federal actions to assess their contribution in achieving the goals set forth in the CCMP, Coastal Agenda, and DEM Neuse Basin Plan(s);
- D. identify opportunities and mechanisms to involve the public in implementing the CCMP, Coastal Agenda and DEM Neuse Basin Plan(s);
- E. communicate with decision makers and other authorities about implementation needs and assist in shaping priorities;
- F. act as advocates for securing adequate funding for the implementation of plan goals and objectives.

ARTICLE II

Membership and Officers

Section 1: NRBRC Composition

The NRBRC shall be composed of individuals representing a cross section of groups and organizations and local governments (county and municipal) that use or have concerns about the Neuse River. The interests shall include:

- | | |
|---|---|
| *agriculture | *conservation |
| *silviculture | *environmental science & <i>engineering</i> |
| *commercial fishing | *business/industry |
| *recreational fishing | *tourism |
| *Soil & Water Conservation
Districts | *at large |
| | *local government |

The goal shall be to recruit a fair geographic distribution of members from throughout the Neuse River basin and to achieve a distribution of representation from among the membership categories defined in paragraph one of this section. Membership on the NRBRC may be expanded as determined by a majority of NRBRC members but may not exceed (60) members.

Section 2: Criteria for Membership

Each member shall:

- A. be potentially affected ^{OR} by the management recommendations contained in the CCMP, Coastal Agenda, ~~and~~ DEM Neuse Basin Plan(s);
- B. be willing to assume responsibility for communicating with a major user or interest group, and to attend regular meetings;
- C. have some knowledge and interest in Neuse River water quality and resource management issues.

Section 3: Terms of Appointment

According to the Governor's Executive Order, members shall serve for a five-year term to coincide with the five-year cycle of discharge permit renewals in the river basin. Vacancies shall be filled by the appointing authority.

Section 4: Method of Appointing Additional and Replacement Members

The process for appointing at-large and interest group to the NRBRC shall be as follows:

- A. nominations for additional members shall be solicited from among current members,

the NCDEHNR, DEM staff, and by open invitation for nominations from the general public;

- B. a membership subcommittee consisting of the NRBRC chair, DEM staff, and one other NRBRC member, shall review all nominations received for consistency with the provisions of this article concerning NRBRC membership and composition;
- C. The membership subcommittee shall submit a list of proposed members to the NRBRC for review and approval.

The process for replacing governmental members shall be as follows:

- A. The original appointing agency (county commission or league of municipalities) shall select and nominate a new or replacement member.

Section 5: Compensation

All members shall serve without compensation.

Section 6: Officers

Officers of the NRBRC shall be elected by the members. The officers shall be a Chair, Vice-Chair and Secretary. The term of office shall be one year. Election of officers shall be held in February of each year. A nominating committee shall be established to identify candidates, and shall notify NRBRC 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 NRBRC members present, provided that a quorum is present.

Section 7: Responsibilities of the Chair

The Chair shall be responsible for:

- A. attending the Environmental Management Commission (EMC) meetings as appropriate;
- B. communicating recommendations and concerns of the NRBRC to the EMC and vice versa;
- C. defining agendas for NRBRC meetings with assistance from DEM staff; and chairing NRBRC meetings;
- E. coordinating an annual process to evaluate progress, priorities and next steps for the NRBRC, with assistance from DEM staff.

Section 8: Responsibilities of the Vice-Chair

- A. the Vice-Chair shall serve in absence of the Chair and shall perform as the Chair in all matters of business;

Section 9: Responsibilities of the Secretary

The Secretary shall:

- A. assist with defining the agenda;
- B. record the minutes of NRBRC meetings;
- C. establish whether a quorum is present;
- D. handle incoming correspondence;
- E. prepare any correspondence from the NRBRC to other individuals or organizations for endorsement by the Chair;
- F. ensure that all views on an issue are accurately recorded and reported.

ARTICLE III

Meetings

Section 1: Meetings

According to the Governor's Executive Order, meetings of the NRBRC shall be held at least two times a year. The Council may meet monthly as desired and as necessary. Subcommittees may meet more frequently. Meetings of the NRBRC may alternate between locations in the Neuse River Basin and shall be open to the public.

Section 2: Agenda Items

Matters may be placed on the agenda for consideration at meetings of the NRBRC by any of the following:

- A. the NRBRC Chair
- B. a member of the NRBRC
- C. a member of the DEM staff

Section 3: Parliamentary Procedure

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

Section 4: Attendance, Notification and Quorum

Members of the NRBRC shall attend all regular meetings of the NRBRC. If any member of the NRBRC or his/her designated alternate fails to attend three regular meetings per year without correspondence or sufficient explanation, the Chair may recommend removal and replacement of that member. This attendance requirement also applies to meetings of the various subcommittees. Notice of regular meetings shall be mailed to members 10 business days prior to the meeting. A quorum shall consist of voting members present at a meeting, provided that the 10 day notification requirement has been met.

Section 5: Decision Making and Voting Rights

- A. Majority Vote. Decisions/resolutions shall be adopted by a two-thirds majority vote of the NRBRC members present, provided a quorum is present. Each member shall have one vote.
- B. Committees of the NRBRC may operate by consensus to develop recommendations. Those recommendations would ultimately be decided upon by all members of the NRBRC through a majority vote.

Section 6: Alternates

Whenever a NRBRC member cannot attend a meeting, he/she shall send his/her designated alternate. Alternates shall ~~not~~ be recognized as voting members.

Section 7: Ground rules for Interaction

- A. Ground rules.

Members of the NRBRC shall seek to participate constructively in meetings. Ground rules for constructive interaction include:

- * Treat all members with courtesy and respect.
- * One person speaks at a time.
- * Listen carefully.
- * Be brief and clear in your comments.
- * Focus on the current agenda item.
- * It's ok to disagree.
- * Focus on the problem, not finding fault.
- * Observe meeting limits and only extend meetings 30 minutes when necessary with consensual agreement of members present.

- * Members making statements to the public on behalf of the NRBRC must have received approval by the NRBRC prior to speaking.

B. Enforcement of Ground rules.

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

ARTICLE IV

Committees

Section 1: Committees

The following shall be established as standing committees to address regular business of the NRBRC:

- A. Executive Committee, composed of elected officers, Chairs of standing workgroup committees, and one to three additional members at large if necessary, to achieve balanced regional and interest group representation. This committee shall work to establish the agenda of the council's meetings, to oversee the work of the committees and to conduct the routine business of the council.
- B. Research and Information Workgroup shall be responsible for information gathering, arranging speakers for council meetings, and presenting findings to the council. It may make recommendations regarding the direction of research and the use of public information documents in the decision-making of the council.
- C. Public Relations and Outreach workgroup, composed of members appointed by the NRBRC, with support of DEM staff. This group shall be responsible for developing publicity about the activities of the council, for monitoring of other agencies outreach efforts and working with environmental education professional to further the work of the Counsel.
- D. Legislative and Governmental Workgroup, shall monitor the progress of regulations and funding packages within the state government agencies and report one them to the council and prepare the documents that transmit the council's deliberations and recommendations to those agencies.
- E. Nominating Committee shall be composed of volunteers from among the NRBRC members, but excluding current officers. It shall solicit names for nominations for officers and ensure that the process occurs according to these by-laws.
- F. Membership subcommittee, composed of the Chair, DEM staff and one other NRBRC member. It shall solicit nominations for replacement of members, according

to the procedures specified in these by-laws and in the Executive Order.

As deemed appropriate, the NRBRC may designate additional subcommittees to address concerns and present recommendations to the full committee. A subcommittee may be proposed by the Chair, any NRBRC member, or DEM staff, and established by a majority vote of the members present, provided that a quorum is present. All subcommittees shall report to the NRBRC about current activities on a regular basis.

ARTICLE V

STAFF

Section 1: Staff Support

Staff support for the NRBRC shall be provided by the Division of Environmental Management-Water Quality Section.

Section 2: Staff Responsibilities

The staff shall be responsible for assisting the Secretary with the transmitting of minutes of all NRBRC meetings, notices/agendas to NRBRC members, and shall transmit a copy of the minutes of each NRBRC meeting to each member prior to the next regular meeting. He/she shall also ensure that consensus, majority and dissenting views on all matters and issues shall be recorded and reported.

ARTICLE VI

NRBRC Positions

Section 1: Adopting Official NRBRC Positions

Official positions of the NRBRC on any issue or topic shall be adopted by resolution. Proposed resolutions shall be provided in writing to NRBRC members at least 10 business days prior to the meeting where voting will take place. Resolutions may be proposed by the Chair or a member of the NRBRC. Proposed resolutions shall be transmitted to DEM staff at least 20 days before the meeting at which they will be acted upon in order to allow sufficient time for staff to transmit copies to NRBRC members. A record of any resolutions adopted by the NRBRC shall be kept in the DEM Public Involvement Office, Washington, NC.

Section 2: Representing NRBRC Positions in Public Forums

In the event that an individual NRBRC member wishes to represent the views or position of the

NRBRC in a public forum, they must notify the NRBRC Chair and DEM staff in advance of the scheduled event.

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 the 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 by the Secretary at least 48 hours before the meeting where the amendments are scheduled to be acted upon.

