

Delaware Center for the Inland Bays  
Citizens Advisory Committee  
Operating Rules

November 08, 2018: Initial Revision Draft and Discussion at CAC meeting

November 9, 2018: First Revision Draft

January 17, 2019: Approved CAC; 8-0-0

February 11, 2019: Reviewed CIB Executive Committee, approval recommended-minor revision

March 08, 2019: Approved by CIB Board Meeting; unanimous voice vote

I. DESIGNATION

- A. The Citizens Advisory Committee (CAC) of the Center of Inland Bays (CIB) is a standing committee authorized by the CIB Board of Directors, working under the authority of the Board and subject to the bylaws of the CIB.
- B. The CAC shall serve as advisor to the Board on matters of concern to the stakeholders within the Inland Bays watershed as such matters relate to the Comprehensive Conservation and Management Plan (CCMP) for the Delaware Inland Bays.

II. RESPONSIBILITIES and PROCEDURES

- A. The CAC shall carefully consider matters of citizen concern brought to its attention that have been deemed relevant to the CCMP by the Executive Director. Such matters will be reviewed at a scheduled CAC meeting.
- B. After thorough fact gathering and deliberation, a recommendation or resolution will be formulated by the CAC Chair or the Chair's designee based on the majority of the membership.
- C. The recommendation or resolution will be submitted to the Executive Committee of the Board for review and recommended Board action.
- D. If the Executive Director deems an issue not to be relevant to the implementation of the CCMP, the CAC Chair may request the Executive Director to advise concerned stakeholders of appropriate agencies where their concerns may be addressed.
- E. If an issue is one that requires scientific review and/or study, the CAC Chair will request the Executive Director to submit the issue to the Scientific and Technical Committee (STAC) of the CIB for input and recommendation.
- F. Issues brought to the CAC that have been determined relevant to the implementation of the CCMP may be considered as bases for further education of watershed stakeholders.
- G. CAC members are expected to attend all meetings of the CAC.
  - 1. A CAC member who cannot attend a meeting may designate another CAC member to serve as his or her proxy for all actions taken at the meeting. The name of the proxy must be submitted to the Chair at least 12 hours prior to the meeting.
  - 2. A CAC member may also arrange electronic or digital meeting participation by notifying the CAC chair at least one week prior to the meeting. Electronic attendance will normally be for no more than one meeting a year.
  - 3. Exceptions will be discussed with the CAC chair and the Executive Director.
- H. All communication from CAC members to CIB staff shall be submitted to the CAC Chair who will pass such requests on to the Executive Director.

III. CAC MEMBERSHIP, REMOVAL, RESIGNATION

- A. Membership

1. 1st step: Interest and CAC Decision
  - a. Attend 1 meeting.
  - b. Complete the application and send it to the current CAC chair.
  - c. Submit CV or resume or bio to the current CAC chair.
  - d. Interview with current CAC chair
  - e. CAC chair will notify Executive Director of any Initial Expressions of Interest.
  - f. CAC committee will discuss and vote on the membership application either in person or electronically
  - i. All electronic votes will be presented at the next CAC meeting for the record.
2. 2nd step: Board Decision
  - a. CAC chair will forward provisional applications to the Executive Director
  - b. The Executive Director will forward provisional applications to the Executive Committee of the Board for review.
  - c. The Board Executive Committee will present their recommendations to the Board.
  - d. The Board Executive Committee review and the Board vote can occur either at the next meeting or electronically.
  - e. All electronic votes will be presented at the next Board meeting for the record.
3. 3rd step: Notification
  - a. The provisional member is notified by the CAC chair in writing of the CIB Board decision.

#### B. Terms

1. CAC terms will be three years with expression of continued interest for subsequent three-year terms to the current CAC chair.
2. In the case of the incumbent chair, notification will be sent to the Executive Director.
3. The CAC chair will notify the Executive Director of CAC members expressing an interest subsequent terms.
4. The CAC Membership Committee will maintain CAC membership lists with terms.

#### C. Removal and Resignation

1. On the recommendation of the CAC Chair, the Executive Director of the CIB may remove a member from the CAC who has not attended 2 consecutive meetings.
2. The Executive Director, in consultation with the Board, may remove a member from the CAC who violates the CAC operating rules or the bylaws of the CIB.
3. A member may resign from the CAC at any time by submitting a written letter to the CAC chair and the Executive Director. Such resignation will be entered in the minutes of the following meeting.

#### IV. CAC SIZE and COMPOSITION

- A. The CAC will be comprised of up to 16 members.
- B. The CAC Chair may submit a request to the Board to increase the size of the CAC following approval of such a request by a majority vote of CAC members at a scheduled meeting of the CAC.

- C. The CAC Chair and Executive Director shall seek members who represent a broad spectrum of private, public, and commercial groups, as well as government agencies and nonprofit entities.

CAC membership will be sought from the following:

- University/ Community College staff
- Local school staff
- Government agency employees
- County/municipal officials
- Environmental groups
- Civic associations
- Realtors
- Representatives of Sussex County Industries
- Homebuilders and Developers
- Farmers
- Trade Associations
- Recreational Associations
- Homeowner Associations
- Professional Boards
- Environmental Consultants
- Interested stakeholders

V. CAC OFFICERS

- A. The Officers shall consist of a Chair, Vice Chair and Secretary.
- B. Officers shall be elected by a majority vote of CAC members at a scheduled CAC meeting and approved by the Board of Directors.
- C. The responsibilities of Officers are as follows:
1. The Chair shall establish the agenda, convene, and maintain the order of the meetings of the CAC.
  2. The Vice-Chair shall conduct CAC meetings in the Chair's absence and chair the Membership and Recruiting Committee.
  3. The Secretary shall send out meeting notices with the agenda, record minutes of all meetings of the CAC and work with the Executive Director to maintain CAC records and documents.

VI. SUBCOMMITTEES of CAC

- A. CAC Membership and Recruiting
1. Members: CAC chair, CAC vice chair, Outreach and Education Coordinator and one CAC member.
  2. Responsibilities: recruiting, on-boarding, and term tracking
    - a. The CAC vice chair is the chair of the CAC Membership and Recruiting Standing Committee of CAC.
    - b. All CAC members are encouraged to recruit and make recommendations of possible new CAC members.
- B. CAC Outreach and Education
1. Members: Outreach and Education Coordinator, CAC members and others as needed.
  2. Responsibilities: outreach and education to accomplish goals of CCMP

- C. CAC Environmental Toxins Issues
  - 1. Members: CAC members and others as needed.
  - 2. Responsibilities: outreach and education to accomplish goals of CCMP
- D. CAC Special Issues
  - 1. The CAC Chair may create CAC Issues subcommittees to accomplish the objectives of the CAC.
  - 2. Such subcommittees shall be appointed for a specific purpose and for a specified time period.
- E. Policies
  - 1. The committee and subcommittee chairs will be selected by the CAC Chair and will normally be a member of the CAC.
  - 2. The membership of committees and subcommittees is not limited to CAC members with the exception of the Membership and Recruiting standing committee. However, a majority of the committee and subcommittee members shall be CAC members.
  - 3. Committee and subcommittee reports, to be presented by the committee and subcommittee chair, shall be called for at each regular meeting for the period that the subcommittee is active.

#### VII. FREQUENCY of MEETINGS

- A. The CAC will meet at least four times per year.
- B. The meetings will be scheduled prior to the next quarterly Board meeting.
- C. The date of the next scheduled CAC meeting will be announced at the end of each CAC meeting. CAC members will also be notified of the next meeting date by the Executive Director or the CAC Chair 14 days prior to the next scheduled meeting.

#### VIII. PUBLIC ATTENDANCE

- A. All meetings of the CAC shall be open to the public.
- B. Date, time, location and tentative agenda of all meetings of the CAC shall be posted at least 7 days in advance by the Executive Director.
- C. Non CAC members who plan to attend a regularly scheduled CAC meeting may submit requests in writing to raise issues or questions related to the CCMP during the New Business section of CAC meetings. Such requests must be sent to the CAC Chair at least 14 days prior to the scheduled meeting.

#### IX. MEETING AGENDA

- A. The CAC Chair shall submit a tentative meeting agenda to all CAC members at least 7 days prior to scheduled meetings.
- B. CAC members, members of the Board, and the Executive Director may suggest items to the CAC Chair for inclusion in an upcoming meeting at least 14 days prior to the scheduled meeting.
- C. No resolutions or recommendations to the Board will be voted on at CAC meetings on items included under New Business.
- D. Non-CAC members in attendance at CAC meetings may comment on an item on the Agenda at the discretion of the CAC Chair.

X. QUORUM

- A. One- third (1/3) of the current CAC membership shall constitute a quorum of the CAC.
- B. A quorum must be present for voting to occur at a CAC meeting.

XI. VOTING

- A. Each member of the CAC shall have one vote.
- B. Majority vote of those present in person shall constitute consensus and rule.  
No votes may be taken at a meeting on any action item that does not appear on the agenda sent to members prior to the meeting.

XII. MINUTES

- A. Minutes shall include:
  - Date, time, and location of the meeting
  - CAC members present and absent
  - Non-CAC members present
  - Summary of the discussion on matters proposed, deliberated or decided
  - Record of any votes taken
- B. Minutes shall be approved by the membership at the next meeting and kept on file by the Executive Director.

XIII. PARLIAMENTARY PROCEDURES

- A. The CAC Chair or Vice-Chair shall call the meeting to order promptly at the appointed time.
- B. All meetings of the CAC shall utilize parliamentary procedures.
- C. To the extent that disputes arise, Robert's Rule of Order, (Revised), shall be consulted.

XIV. MEDIA RELATIONSHIPS

- A. The Executive Director shall serve as the media contact for the CAC.
- B. The Executive Director may designate a member of the CAC or CIB staff member to serve as media contact.

XV. ADOPTION/AMENDMENT OF THE OPERATING RULES

- A. Proposed amendments to the operating rules shall be made by the placement of the proposed amendment on the agenda of any regular meeting of the CAC where it shall be discussed and voted upon.
- B. The CAC Chair shall forward the approved proposed amendment along with reason(s) for such change(s) to the Executive Committee of the Board for review and recommended Board action.

XVI. LIABILITY DISCLAIMER

- A. To the extent permitted by the law of the State of Delaware, Federal regulation, and the bylaws of the CIB, neither the CAC nor any of its members individually, shall be liable for the negligent acts or omissions of an employee, agent or representative selected with reasonable care, nor for anything the CAC may do or refrain from doing in good faith, including the following: errors in judgment, acts done or committed on advice of counsel, or mistakes of fact or law.

XVII. CONFLICT OF INTEREST

- A. No member of the CAC (or staff representative) shall participate in any decision or vote, which would constitute a conflict of interest under federal or state law.
- B. Any potential conflicts of interest shall be clearly stated by the member (or staff representative) prior to any discussion on the agenda item with which the member (or staff representative) is in conflict.
- C. Any member (or staff representative) in potential conflict may supply information at the request of a Presiding Officer during discussion on the issue.

Revisions approved by the Citizens' Advisory Committee on January 17, 2019

Respectfully Submitted by

*C.A. Simmers*

Dated April, 04, 2019

Claire A. Simmers Ph.D., Chair, Citizens' Advisory Committee

Revisions approved by the Board of Directors of the Delaware Center for the Inland Bays on March 08, 2019

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Susan K Ball

Dated 4/5/2019

Susie Ball, Chair, Board of Directors