



**To:** Citizens Advisory Committee  
**From:** Joe Maroon, Chair, CAC Governance and Membership Subcommittee  
**Date:** August 4, 2022  
**Re:** (1) CAC Bylaws  
(2) CAC Member Expectations and Guidance

*On behalf of the CAC Governance and Membership Subcommittee, this memo outlines recommended changes to (1) 'CAC Bylaws' and (2) 'Member Expectations & Guidance' documents. Attached below are both documents in full. This memo reflects the provisionally approved changes to date as a result of the February 24-25, 2022 CAC meeting and the new changes proposed during the May 18-19, 2022 CAC meeting.*

**(1) CAC Bylaws**

**Addition** (discussed during February 2022 CAC Meeting; Provisionally approved May 2022 CAC Meeting)

*Article V*

*New Principles, Values and Codes of Ethics inserted*

**Deletion** (discussed and provisionally approved during May 2022 CAC Meeting)

*Article III, Meetings, Section 3: Expenses*

*"Documented long distance phone calls for official CAC business may be reimbursed."*

**New Proposed Addition** (raised during May 2022 CAC Meeting)

*Article III, Section 5: Quorum and Voting*

*Members agreed to add the option for electronic/emailing voting to (page 5 below)*

**New Proposed Deletion** (resulting in electronic voting provision above)

*Article VI, Amendments*

*Removed requirement for presence at a meeting to call for a vote to amend the bylaws (page 7 below)*

**(2) CAC Member Expectations & Guidance**

**Additions and Clarifications:** (discussed during February 2022 CAC Meeting and provisionally approved during May 2022 CAC Meeting)

*Overnight Accommodations, Reasonable Expenses, Travel Reimbursement Vouchers, and Volunteer Hours*

**Addition** (discussed during February 2022 CAC Meeting and provisionally approved during May 2022 CAC Meeting)

*Participation: Attend quarterly CAC and designated CAC subcommittee meetings and actively participate in discussions and decision-making. Carefully read the briefing materials prepared prior to the meetings and note any questions they raise. Estimated time for non-officer CAC members is 18 hours/quarter or 72 hours/year.*

**New Addition and Clarification** (raised during May 2022 CAC Meeting)

*Members agreed to add clarity about what is included in the travel reimbursement vouchers, what costs are required upfront, and what costs are covered in advance by the CAC budget (page 8 below).*

## **CHESAPEAKE EXECUTIVE COUNCIL CITIZENS ADVISORY COMMITTEE BYLAWS**

### **ARTICLE I**

#### **Name, Location, Authority, Purpose, Functions**

##### **Section 1: Name**

The name of this organization shall be the Citizens Advisory Committee, hereinafter called the “CAC.” Its area of interest includes the entire Chesapeake Bay Watershed.

##### **Section 2: Authority**

The CAC has been created by the Chesapeake Executive Council. The Council is composed of the Federal EPA Administrator, the Mayor of the District of Columbia and the Governors of Virginia, Pennsylvania, Maryland, New York, Delaware, and West Virginia or their designees, and the Chairperson of the Chesapeake Bay Commission.

##### **Section 3: Office**

The principal mailing address of the CAC shall be that of the Alliance for the Chesapeake Bay, Inc., hereinafter called “Alliance” or the selected entity to serve as its Administrator.

##### **Section 4: Purpose and Functions**

The purpose of the CAC is to represent residents and stakeholders of the Chesapeake Bay watershed in the restoration effort. To fulfill this purpose, members of the CAC shall do the following:

A) Advise the Executive Council;

B) Provide input of the CAC on aspects of the watershed restoration;

- C) Endeavor to understand and consider all aspects and views of an issue or topic primarily using the venue of quarterly meetings and inviting interested/affected stakeholders to share their views in an unbiased, objective CAC meeting environment;
- D) Share information, when appropriate and applicable, about the Chesapeake Bay watershed with those groups to which individual members may be affiliated;
- E) Participate with and contribute to the work of the Chesapeake Bay Program;
- F) Inform elected officials and other decision makers external to the CBP to facilitate their ability to act effectively on behalf of the Bay watershed.

## **ARTICLE II**

### **Membership and Officers**

#### **Section 1: CAC Composition**

The CAC is composed of 28 voting members representing a cross section of individuals and organizations with interests and concerns about the Bay. The interests shall include conservation, business and industry, agriculture, recreation, seafood, and development.

#### **A) Voting Members**

Sixteen members of the CAC are appointed by the Executive Council. The Governors of Virginia, Maryland, and Pennsylvania and the Mayor shall appoint four members each. The States of New York, Delaware, and West Virginia shall appoint at least one representative each. The remaining nine members will be appointed at large by the Board of the Alliance, giving consideration to balancing representation.

#### **B) Guest Members**

From time to time the CAC may elect to appoint guest members to serve for a defined period of time for specific purposes. Selection criteria shall be based upon the needs and interests of the CAC consistent with the provisions of Article 1, Section 4. Such guest members shall not be eligible to vote, but may participate in all other activities and functions of the voting members. Guest members, however, shall not be counted when determining the presence of a quorum.

#### **Section: 2: Criteria for Membership**

CAC shall provide a list of recommended citizens to the appointing authorities for their consideration. CAC will ensure candidates meet the criteria for membership and are interested in serving. The appointing authorities shall be encouraged to assure that each member meets the following criteria:

- A) Has knowledge or experience in the development of water quality, habitat and living resource, land conservation, or natural resource management policy, and some knowledge of the Chesapeake Bay program;
- B) Is potentially affected by the management programs of the Executive Council;
- C) Is willing and able to attend regular quarterly meetings;
- D) Is not otherwise officially represented in the Chesapeake Bay Program, for example: other Advisory Committees or the Chesapeake Bay Commission.

### **Section 3: Term of Office**

Members shall hold offices for a term of four years or until their successors are appointed by appointing authority under Article II, Section 1.

### **Section 4: Officers**

#### **A) Elections and Terms of Office**

Officers of the CAC shall be elected by the voting members. The Officers shall consist of a chairperson and a vice-chairperson. Officers shall be elected during the fourth quarterly CAC meeting of each year and shall take office upon election. Term of office shall be one year.

#### **B) Chairperson**

A chairperson of the CAC shall be elected by a majority vote of the CAC voting members with a quorum present. Normally, the Chairperson shall rotate among the jurisdictions.

#### **C) Vice-Chairperson**

A vice-chairperson shall be elected in the same manner as the chairperson. The vice-chairperson shall serve as chairperson in the absence of the chairperson. In the event the chairperson is unable to continue to serve, the vice-chairperson shall assume the chairperson's duties until a new chairperson is elected at the next quarterly CAC meeting.

#### **D) Executive Committee**

The Executive Committee of the CAC shall consist of the Chairperson and Vice Chairperson, the immediate past Chairperson, and the Chairs of the CAC Standing Committees. In addition, should the CAC members determine that there is a jurisdictional imbalance in the composition of the Executive Committee, an additional member or members may be elected by the voting members to correct this imbalance. The voting members of each standing subcommittee shall select the chairs of the Standing Committees.

The Executive Committee is authorized collectively to represent CAC on issues arising during the interval between quarterly meetings, on matters that require expeditious action. Any action taken by the Executive Committee shall be communicated to the entire CAC before and/or during the next quarterly meeting.

## **ARTICLE III**

### **Meetings**

#### **Section 1: Meetings**

Meetings of the CAC shall be held at least quarterly and scheduled at the convenience of the CAC members. The meetings shall be open to the public.

## **Section 2: Agenda Items**

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

- A) The Chairperson
- B) A member of the CAC
- C) Members of the Executive Council

## **Section 3: Expenses**

All members shall serve without compensation. Members may be reimbursed for the following expenses related to attending official CAC functions: mileage or transportation costs, meals, lodging, tolls, and parking. Completed CAC Volunteer Hours & Travel Reimbursement Forms are required and receipts are necessary.

## **Section 4: Attendance**

If any member fails to attend two consecutive regular meetings without extenuating circumstances, the CAC chairperson shall recommend that the appropriate member of the Executive Council, or the Chairperson of the Alliance, remove that member and appoint a replacement.

## **Section 5: Quorum and Voting**

A majority of all voting members shall constitute a quorum. Such members shall have one vote.

When a vote or poll is required in between quarterly meetings, members can vote through email or other electronic means provided that option is authorized by the CAC Chair.

When the CAC does not reach consensus and a formal vote is called, the majority vote will rule. The meeting minutes will include the vote count and reflect dissenting opinions if requested by members.

## **Section 6: Alternates**

Whenever a CAC member cannot attend a meeting, he/she can designate an alternate. Alternates do not ordinarily have voting rights, unless provided with a duly authorized proxy signed by the voting member governing a specific matter, and will not be recognized as constituting the voting members attendance. Alternates are not counted in determining a quorum.

# **ARTICLE IV**

## **Procedures**

### **Section 1: Standing Committees, Subcommittees and Task Forces**

The CAC may designate standing committees to study issues of concern and present recommendations and report regularly to the full CAC. Every CAC member shall be required to serve on at least one standing committee. Such standing committees are to meet prior to each quarterly CAC meeting.

Standing committees ordinarily may establish their own priorities, unless directed to focus upon a particular matter by the full CAC; may designate its members to attend certain Bay Program meetings; and may establish subcommittees. The members of each standing committee shall elect their own chairperson; however, should a

vacancy occur, the Chairperson of the CAC Executive Committee may appoint a Temporary Chairperson subject to the ratification of the Standing Committee. The Chairperson shall be elected during the fourth quarter of each year and shall serve for one year.

Task forces may be appointed to study or address issues that generally are of short duration and very specific in its responsibility.

### **Section 2: Procedures for Bringing Issues before CAC for Action**

Whenever possible, issues brought before the CAC for a vote shall be fully researched by a standing committee or a task force, with issues on both sides of an issue presented to the full CAC prior to the meeting where the vote will be taken. Exceptions may be made when immediate action is critical to impact a decision.

### **Section 3: Staff Support**

The Executive Secretary of the CAC will be a staff person designated by the Administrator. The Executive Secretary shall be responsible for recording the minutes of all CAC meetings, shall transmit notices and agenda to the membership, and shall transmit a copy of the minutes of each CAC meeting to each member prior to the next regular meeting. The Executive Secretary shall also ensure that consensus, majority, and dissenting views on all matters and issues are recorded and, upon request, reported. He/she shall also assist the Standing Committees and task forces.

### **Section 4: Parliamentary Authority**

Robert's Rules of Order Newly Revised shall be the parliamentary authority for the conduct of meetings, except in cases where it conflicts with these bylaws.

## **ARTICLE V**

### **Principles, Values, Code of Ethics**

#### **Section 1: Principles**

- A. The health and restoration of the Chesapeake Bay watershed is the primary goal and motivation for CAC actions and comes before special and/or jurisdictional interests.
- B. Above all, CAC exists to advise the members of the Executive Council on matters of concern to advisory committee representatives to the Bay Program. Our role includes advising members of the Principals Staff Committee, working groups and committees, senior officials of Bay jurisdictions and agencies involved in the Bay Program. Members should make it clear when they are representing CAC, as opposed to expressing their own opinion.
- C. While members bring a variety of valuable perspectives to the work of CAC, all members are expected to act on the basis of their best information and understanding to help achieve CAC goals.
- D. CAC members will focus our collective efforts to strategically and proactively achieve the greatest contribution to watershed restoration and protection that is possible.
- E. We shall strive to achieve a Committee consensus on CAC initiatives that recognizes diverse views to yield actions/recommendations important to the Bay restoration.

- F. We will comment as a Committee constructively and always with appropriate suggestions and offers of help.
- G. We will collaborate with other Bay advisory committees.
- H. As individual members of the CAC, we shall listen to each other; feel free to express our views openly; be objective; work toward benefiting the restoration rather than special or self-interests; take on responsibility/commitments for the CAC; and contribute beyond quarterly meeting attendance.
- I. As a Committee, we shall adhere to the prudent use of Bay Program funds essential for conduct of our business operations.

## **Section 2: Values**

We believe a broad base of participation and partners reflecting all of society is needed to be successful in the restoration and protection of the Chesapeake Bay watershed. Therefore, we embrace all backgrounds regardless of race, religion, age, culture, political affiliation, disability, socio-economic status, gender and sexual identity. To this end, we treat each other, our partners, and our guests with respect, courtesy and dignity.

## **Section 3: Code of Ethics**

All CAC activities are to be conducted with professionalism. We foster a forum for fair and open dialogue, a culture of inclusion, and endeavor to hear from all members who wish to share their insights and opinions. We share our perspectives in a language that is accurate and respectful. We respect the Committee's leadership and staff, honor the meeting ground rules and the aspiration of consensus. We conduct our mission as an advisory committee with positive leadership exemplified by open communication, creativity, dedication and compassion.

## **ARTICLE VI**

### **Amendments**

These bylaws may be altered, amended, or repealed and new bylaws may be adopted by a two-third vote of the CAC **membership**. These bylaws shall not be altered, amended, or repealed, nor shall any new bylaws be adopted unless notice of such is given at least twenty days prior to **calling a vote**. These bylaws shall be effective immediately upon adoption.

## CAC Member Expectations and Guidance

### Participation

Attend quarterly CAC and designated CAC subcommittee meetings and actively participate in discussions and decision-making. Carefully read the briefing materials prepared prior to the meetings and note any questions they raise. Estimated time for non-officer CAC members is 18 hours/quarter or 72 hours/year.

### Expenses Covered by the CAC Budget

Expenses to attend CAC meetings are covered by the CAC budget.

*Upfront Costs for Members:* Members will have to pay upfront for their gas and tolls or other travel arrangement to get to and from the CAC meeting location. Mileage and tolls will be reimbursed after the meeting using the travel reimbursement voucher. Members are encouraged to carpool **when possible to save on costs and for environmental reasons**. Members will have to pay for their dinner if arriving the night before the meeting, unless on official CAC business, for example, CAC Executive Committee meetings often held the night before the full CAC meeting. Members will have pay upfront for their breakfast the morning of the first day of the meeting if they stayed in the hotel the night before. In this case, the breakfast expense is reimbursable using the travel reimbursement voucher. **Members who participate via electronic means are not eligible for travel or food reimbursements.**

*Costs Not Incurred by Members:* The CAC staff will arrange to pay for member lodging, parking and meals (lunch, dinner and breakfast) during the active hours of the CAC meeting. **Lunch on the final day of the meeting is typically not reimbursable since it occurs outside of the active hours of the CAC meeting.**

### Overnight Accommodations

Lodging will be provided for members attending CAC meetings. Lodging will be provided the night before the first day of the meeting for members who must travel long distances (generally defined as two (2) hours or more). Lodging will be provided the night before the second day of the meeting for members who must travel more than 30 minutes.

Please notify CAC staff no later than 48 hours before a meeting if you need to cancel your overnight room. Notification within 48 hours of a meeting, may result with you being responsible for the cost of the hotel room and associated meals.

### Reasonable Expenses

Reasonable expenses include transportation costs (e.g. current federal mileage rate, train, rental car, airfare, etc.), meals (breakfast on first day of meeting if you stayed overnight), lodging (for non-CAC quarterly meetings), tolls, and parking associated with attendance at CAC quarterly meetings or other meetings/events attended in fulfillment of your obligations as a CAC member. Any travel not associated with a CAC quarterly meeting and airfare reimbursement must be pre-approved by the Alliance Coordinator. The CAC grant uses the



government per diem rates found on [www.gsa.gov](http://www.gsa.gov) as a general guideline of reasonable cost for meals and lodging.

All CAC members may be reimbursed under the above guidelines when attending other committee or organizational functions for which they are representing the CAC in an official capacity. While attendance at other meetings for general interest is encouraged, reimbursement for these activities are generally not covered, but may be pre-authorized on a limited basis as funds are available. Guidance in these situations may be requested of the Administrator.

### **Travel Reimbursement Vouchers**

The travel reimbursement vouchers are provided at each meeting and should be submitted within sixty (60) business days of the meeting. **The federal mileage rate is determined by the IRS.** Please be sure to submit receipts along with your travel reimbursement voucher. If lost, travel reimbursement vouchers can be requested from the Alliance support staff. Vouchers submitted more than 60 days after expenses are incurred may not be approved.

### **Volunteer Hours**

Even if you elect to not submit for travel reimbursement, it is important that you submit your volunteer hours on the voucher. Activities that count toward volunteer time include: meeting hours; CAC and CBP meetings and video calls; travel time to and from meetings; and preparation time spent reading and reviewing briefing materials, draft letters, and emails. This is used to document your volunteer time and counted as in-kind match toward the EPA Chesapeake Bay Program grant that funds the work of the committee.