

COASTAL & HEARTLAND NATIONAL ESTUARY PARTNERSHIP TECHNICAL ADVISORY COMMITTEE BYLAWS

ARTICLE 1

Name, Objectives, Authority

Section 1: Name

The name of the organization shall be the Technical Advisory Committee, hereafter called "TAC."

Section 2: Objectives and Responsibilities

The objectives of the TAC are to participate in the development and implementation of the Comprehensive Conservation Management Plan (CCMP) a comprehensive strategy for managing and protecting the resources of the Coastal & Heartland National Estuary Partnership (CHNEP) area; to participate in the development and implementation of effective infrastructure for resolving complex environmental problems associated with human use of the CHNEP estuaries and their tributaries; and to assist in the implementation of management options for pollution abatement and controls, remedial and restoration measures for environmental losses, and research direction and environmental protocol.

The TAC's principal responsibility is to provide technical support to the Management and Policy Committees in the form of development and evaluation of environmental issues and regulatory strategies, and the development of program options. The TAC provides advice and guidance related to research, data management, modeling, sampling, and monitoring efforts that affect the scientific adequacy of the program. It conducts peer review of studies, reports on status and trends in the CHNEP area, and alerts the Management Committee to emerging environmental issues.

Section 3: Authority

The TAC is a standing advisory committee established by the Policy Committee as a part of the CHNEP Management Conference. The TAC reports to the Management Committee. General authority for the CHNEP is found in Section 320 of the Clean Water Act.

Section 4: Mailing Address

The principal mailing address shall be that of the CHNEP Project Office.

Section 5: Conduct of Meetings

The TAC will utilize the latest edition of Robert's *Rules of Order* to govern the conduct of the business of the TAC in all matters in which they are not in conflict with any provision of these Bylaws.

Article II

Membership and Officers

Section 1: TAC Composition

The TAC consists of representatives from the scientific and technical staff of local, regional, state and federal agencies with regulatory or management mandates that affect the CHNEP area, academia, the private and public sectors, and affected user groups interested in furthering and achieving the goals and objectives of the CHNEP. TAC representatives have scientific or technical expertise that assists the CHNEP Management Committees in the evaluation of the complex environmental issues involving the implementation of the CCMP.

Section 2: TAC Membership

Representatives and alternates with technical expertise in the various disciplines from the member organizations are nominated by their respective constituencies to serve on the CHNEP TAC. The nominated member organizations are reviewed and appointed by the Policy Committee to the TAC. In those cases where the TAC representative and his/her appointed alternates are unable to attend a particular TAC meeting, the TAC representative may appoint an alternate to attend and participate in that particular meeting. The TAC representative will transmit (either in hard copy or electronically) to the TAC via the CHNEP staff a written notice of the appointment of an alternate for the particular meeting.

Section 3: Officers

The Co-Chairs of the TAC shall be elected by the membership of the TAC. They shall also serve as a voting member(s) of the Management Committee. Elections shall be held annually for this position on an alternating basis, with each Co-Chair serving a 2 year term. The annual election shall occur at the first meeting of the TAC of each calendar year (generally the Spring meeting).

Article III Meetings

Section 1: Schedule

The TAC shall hold regular general membership meetings at least three times per year, or more often if necessary, to carry out its responsibilities. Normally the meetings will be scheduled by the Project Office, the Policy Committee, the Management Committee, or the TAC Chairman. Members of the TAC shall be notified of meetings by the Project Office at least 14 days in advance, when possible.

Section 2: Agenda

The agenda of general membership meetings will be developed by the Chairman in conjunction with the Project Office. TAC members may submit proposed agenda items to the TAC Chairman or the Project office at least two weeks prior to a scheduled meeting date. Advance agendas will be distributed to each member at least two weeks prior to the scheduled meeting date. Items may be added to the agenda of any meeting by an affirmative vote of a quorum of the Committee.

Section 3: Voting

The goal of the CHNEP TAC is to act on issues by consensus of its members. If an issue requires a vote, each TAC member organization shall have one vote and majority vote shall rule.

Section 4: Participation and Notice of Meetings

Meetings of the TAC and subcommittees shall be open to the public, and notice placed in appropriate publications by the Program Office in conformance with applicable federal, state, and local sunshine/public access requirements. Notice shall include but not be limited to publication on the CHNEP website and transmittal to TAC members, Program Conference members and interested parties by electronic means including but limited to internet, email, facsimile, and news media outlets. A portion of time will be allocated at each meeting for public comment.

Section 5: Quorum

A quorum of the TAC shall consist of the members present at a duly noted meeting, and at least 8 members must be physically present. Members may participate in meetings of the TAC by means of conference telephone call or similar communications equipment by which all persons participating can hear each other at the same time, however voting and quorum attendance will not be permitted via remote communications.

Section 6: Minutes

Minutes of all TAC meetings will be taken and will be available to all TAC members in the agenda package of the subsequent meeting. Chairmen of subcommittees will be responsible for producing minutes of their meetings and providing them to the Project Office and subcommittee members. The approved minutes of the TAC shall be available for review by the public and will be permanently housed with the CHNEP Program Office.

Section 7: Expenses

All members of the TAC, and any subcommittees, shall serve without compensation or reimbursement for travel or other expenses by the program.

Section 8: Conflict of Interest

No member or staff representative of the TAC, or its subcommittees, shall participate in any decision or vote which would constitute or have the appearance of a conflict of interest. Any potential conflicts of interest must be declared by the member prior to participating in any discussion on the particular agenda item, and the member must abstain from any decision on the issue.

**Article IV
Subcommittees**

Section 1: Subcommittees

The TAC shall establish and appoint subcommittees as are necessary and expedient to carry out the purposes and objectives of the TAC. Each subcommittee shall have a chairman. Members of subcommittees may be nominated by TAC members or subcommittee chairmen and will be appointed by the TAC. The chairman of the TAC may be a member of any subcommittee.

Duties and charges of the subcommittees may include review and evaluation of proposals received or developed by the Management Conference and forwarded to the TAC for review. Requests for TAC review of issues or projects will be assigned to that subcommittee most appropriate for review.

**Article V
Effective Date**

These Bylaws were originally adopted by an affirmative vote of at least two-thirds of the general membership of the TAC in attendance at the meeting held on May 20, 1996 and became effective upon the approval by the Policy Committee. Amendments to the Bylaws shall be proposed in writing, circulated to the TAC members and noticed to the public at least 7 days in advance of a regular TAC general membership meeting or special meeting called for that purpose. Amendments must be approved by a two-thirds affirmative vote of the TAC in attendance at the meeting and become effective on the date of approval by the Policy Committee. These TAC Bylaws were revised April 19, 2019 and approved by the Policy Committee on May 30, 2019.