

## **Watershed Management Area 4** **By-Laws**

### **I. Public Advisory Committee (PAC)**

1. The Public Advisory Committee (PAC) for Watershed Management Area 4 is established as an advisory group of stakeholders, comprised of balanced representation from each stakeholder group to focus and direct efforts to satisfy the identified needs, address the identified issues, and move toward attaining the vision through consensus.

The PAC serves in an advisory capacity to the New Jersey Department of Environmental Protection and makes recommendations on funding, issues, goals, priorities and coordinates actions for Watershed Management Area 4, as developed through the watershed planning process.

2. The PAC shall endeavor to conduct all business by consensus. All stakeholders may participate in the decision-making process. If consensus is not reached, the PAC shall refer the issue to a permanent or special committee (representing the diverse interests of the PAC) for review, evaluation and recommendation. Once reviewed by the permanent or special committee, the issue shall be referred back to the PAC to see if consensus can be reached. If consensus is not reached it shall be deferred for a vote by the PAC at a subsequent meeting. The same shall apply to elections.

3. Consensus shall be defined as

- a. Full consensus: All stakeholders agree with the decision.
- b. General consensus: Nearly all stakeholders agree with the decision. Those who do not fully agree are willing to accept the decision, taken as a whole, and move forward.

4. All stakeholder groups are invited to participate in the PAC at any time during the process. The PAC shall make every effort to be inclusive in all of its activities of all stakeholder groups at all times during its existence.

### **II. Committees**

1. There shall be an Executive Committee. The Executive Committee shall be comprised of each permanent subcommittee Chair and the Chair and Vice-Chairs of the PAC. New Jersey Department of Environmental Protection and United States Environmental Protection Agency shall serve in an advisory capacity. The Chair of the PAC will serve as Chair of the Executive Committee and prepare the meeting agenda.

The Executive Committee shall prepare the meeting agenda for the PAC and make recommendations on policies, objectives, actions, and any other business to come before the PAC. A permanent committee Vice-Chair may attend the Executive Committee in place of the Chair. Any representative of the PAC may submit a topic to the Executive Committee for consideration.

2. All permanent committees shall establish a mission statement under which it will carry on its business. This mission statement is to be presented to the Executive Committee for review as to completeness and consistency with the PAC vision prior to submission to the PAC for formal action.

3. Each permanent committee shall elect a Chair from among the membership of the respective committee. The elected Chair shall serve a 1-year term with no limit on the number of consecutive terms held.

4. A Technical Advisory Committee (TAC) shall be a permanent committee of the PAC. The TAC shall review all pertinent technical documents prepared for or by WMA 4. The TAC shall address and discuss technical issues brought to it by the PAC. The PAC may refer issues to the TAC, which will be responsible for assuring the scientific, ecological, and engineering integrity of issues determined relevant to the PAC mission. Any member of the PAC may be a member of the TAC. The Chair of the TAC is responsible for the setting of meetings and establishing the place for the meeting. If desired, a Vice-Chair may be appointed.
5. An Education and Outreach Committee (E&O) shall be a permanent committee of the PAC. It will promote watershed awareness on water resource issues specific to WMA 4. The E&O will target groups including current members of WMA 4, sub-watershed groups, educators, and the public. Any member of the PAC may be a member of the E&O. The Chair of E&O is responsible for the setting of meetings and establishing the place for meeting. If desired, a Vice-Chair may be appointed.
6. An Open Space Preservation Committee (OSP) shall be a permanent committee of the PAC. It shall research and review criteria, methods, and approaches for identifying types of land, parcels of land or associations of individual parcels of land which influence, support or impact the vision and goals established by the PAC. In addition, the OSP shall recommend approaches and support the implementation of its recommendation. Any member of the PAC may be a member of the OSP. The Chair of OSP is responsible for the setting of meetings and establishing the place for the meeting. If desired, a Vice-Chair may be appointed.
7. Special committees may be established by the PAC when necessary. The recommendation shall be presented to the Executive Committee for consideration and/or recommendation to the PAC, which makes the final decision. The structure and administration of all committees shall follow the procedures of the permanent committees and any such committees will be required to establish a mission statement.
8. The Executive Committee shall select special committee members from a group of volunteers representing each interest in the PAC. A special committee shall serve for the term of the review of that specific issue only. The Executive Committee will determine whether the issue is assigned to a permanent or special committee.
9. A special committee can be granted permanent status at such time that the members of the PAC feel that the committee shall contribute to the long-term success of the PAC.
10. Minutes will be kept of all committee meetings and made available via the website or by e-mail, mail or fax upon request.
11. Should the Executive Committee deem an action by a committee incomplete or inconsistent with PAC objectives, it may request additional development of an issue or report and/or seek other alternatives.

### **III. Membership**

1. Members of the PAC shall be individual persons, corporations, organizations, public entities and groups which subscribe to the purposes of the PAC and who participate in the activities of the PAC. Every effort shall be made to be inclusive of all interests from the watershed management area.

2. The PAC shall consist of representatives of county and local government, organized groups, stakeholders from the region, and private citizens. Every effort shall be made to attract members from a wide constituency including (but not limited to) civic organizations; business, commerce and professional associations; recreation, open space interests; educators and academicians and environmental organizations.

3. Annually, each PAC member will be asked to verify information regarding current name, address, phone and fax number and e-mail address.

#### **IV. Voting**

1. It is the intent of the PAC to work by consensus. However, if consensus is not reached, the issue shall be referred to special committee for review, evaluation and recommendation. Once reviewed, the issue shall be referred back to the PAC to see if consensus can be reached. If consensus is not reached it shall be deferred for a vote by the PAC at a subsequent meeting.

2. Each member of the PAC shall be designated a voting member. A voting member must make a commitment to attend meetings of the PAC, to read all reports and minutes, and to represent and communicate with their constituencies.

3. The following shall receive one vote:

- a. Each Municipality within WMA 4
- b. Each County within WMA 4
- c. Each multi-jurisdictional utility within WMA 4

4. The Chair of each permanent committee shall receive one vote.

5. Each stakeholder group receives one vote. Additional members may attend and participate in meetings; however only a primary representative or one of two alternates may vote.

6. An organization may receive only one vote. If an individual is on the Executive Committee and/or a Standing Committee Chair and represents a voting organization then he/she may only cast one vote as the representative of his/her organization and may not cast a second vote as a member of the Executive Committee.

7. Any profit or non-profit group, as well as any individual that could potentially receive compensation on watershed related projects are not eligible for voting status.

8. All votes and elections shall be conducted by consensus or written, secret ballot, if requested. The Chair shall preside over the votes. A simple majority of the voting members present shall carry the vote.

9. In the event of a tie, the issue will be referred to the voting members for reconsideration.

#### **V. Officers**

1. The officers of the PAC shall consist of a Chair and a First and Second Vice-Chair, each of whom shall be elected by the voting members of the PAC from among the members of the PAC.

2. The officers shall be elected for a two-year term with no more than two consecutive terms in that position.

3. Each officer shall receive one vote as defined in Section IV, #6.
4. If the Chair or a Vice-Chair must step down during an elected term, the position shall be reopened for election. If no candidates are nominated for the position, the Executive Committee shall appoint a member to the position.
5. Employees of consulting or engineering firms may not serve as officers.
6. Elections shall be held at the annual meeting in March. Nominations shall be initiated from the floor by any PAC member, prior to the annual meeting.
7. Interim officers may be elected to serve in the event that no candidate is nominated for the vacant position. Time served as an interim officer shall not count towards the term limit.
8. Executive Committee members shall not serve dual offices in two separate watershed areas. Therefore, if serving as an officer in another WMA, they may not serve as an officer in WMA 4. However an individual serving as a PAC Chair or Vice-Chair may serve as a permanent committee Chair in WMA 4.

## **VI. Duties of Officers**

1. The Chair of the PAC shall be an ex-officio member of all committees. The Chair shall exercise and maintain general supervision and control over the affairs of the PAC, subject to the power and authority of the PAC. The Chair shall preside over meetings of the PAC, execute all letters and/or documents on behalf of the PAC, establish meeting schedules and select meeting locations, represent the PAC in discussions with other agencies (including but not limited to NJDEP) and represent WMA 4 at meetings and other forums as requested.
2. The Vice-Chairs shall perform the duties as assigned by the PAC or by the Chair. The Vice-Chairs shall assist the Chair in carrying out the above duties. In the absence of the Chair, the First Vice-Chair shall have the same responsibilities as the Chair.
3. The First Vice-Chair shall preside over meetings if the Chair is not present and First Vice-Chair be absent the Second Vice-Chair shall preside.
4. Vice-Chairs shall serve as liaisons to the Standing Committees.
5. The Officers and PAC shall perform their respective duties without monetary compensation.
6. In case of a long-term absence of any officer of the PAC for any reason, the Executive Committee may appoint an interim officer.

## **VII. Meetings**

1. The annual meeting of the PAC shall be held in March at a time and place set by the Executive Committee.
2. All members shall be given at least ten (10) days notice of the annual meeting.

3. The PAC shall meet monthly; the schedule to be set in advance. The PAC shall meet at a location designated by the Executive Committee and approved by the PAC.
4. A special meeting of the PAC may be called by the PAC Chair, Executive Committee, or upon special request from a group of PAC members with a ten-day notice. Special requests will be submitted to the Executive Committee for approval.
5. Committee meetings shall be held in accordance with their mission and the need to complete the watershed management plan.
6. All committee meeting draft agendas should be submitted to NJDEP at least 10 days prior to the committee meeting date.
7. Any PAC member or interested stakeholder may attend any meeting of a permanent or special committee.

#### **VIII. Amendments**

These By-Laws may be supplemented, altered, amended or rescinded by the members of the PAC by a majority vote provided the proposed changes are circulated in writing in advance of the meeting at which the vote is to be taken.

#### **IX. Rules of Procedure**

Roberts Rules of Order will be followed in the conduct of meetings.