

July 12, 2005  
Amended September 8, 2009

**Citizens Advisory Committee  
Of the  
South Shore Estuary Reserve Council**

**CHARTERS, POLICIES and PROCEDURES**

The following charters, policies and procedures of the Citizens Advisory Committee (CAC) have been successful in guiding its development and work since its inception in 1993.

These are by-laws, not in the conventional form of a listing of structures and processes, but in the sense of a compendium of policies and precedents for operation that have evolved and served well over time. It is the feeling of CAC members that many difficulties typically associated with the management of self-regulating groups like the CAC will be best resolved by adherence to its tradition of open and forthright discussion and reference to these operational guidelines.

Roberts Rules of Order shall guide all official business.

CAC NAME:

The official name of the organization shall be the *Citizens Advisory Committee of the Long Island South Shore Estuary Reserve Council*.

CAC LOCATION:

The principal mailing address of the CAC as of this date shall be:

Citizens Advisory Committee  
Long Island South Shore Estuary Reserve Office  
300 Woodcleft Avenue, Suite E  
Freeport, NY 11520

CAC FOUNDING LEGISLATION and COMPOSITION:

Statutes S.5388-B and A.7826-B, section 965, of the New York State Legislature, dated May 5, 1993 state:

*“The Council shall establish advisory committees to make recommendations and provide guidance to the council for the preparation and implementation of the Comprehensive Management Plan. A citizens advisory committee, technical advisory committee, management advisory committee and a local government advisory committee shall be formed. The committees may prepare reports, recommend studies and submit findings and recommendations to the council. The council shall make the initial appointments to the advisory committees. Each appointed member shall be a voting member of the advisory committee. The advisory committees shall meet and elect a chair. Once a chair is elected, the committee can appoint other voting members with expertise related to the function of the committee.*

*“The citizens advisory committee shall be comprised of representatives of citizens or civic groups, environmental groups, user groups, and business organizations. The purpose of the committee shall be to integrate citizens’ and user groups’ concerns in the planning and decision making process and to encourage public education and involvement. The committee membership shall include but not be limited to a representative of the Fire Island Association, a representative of Bluepoints Company, Inc., a representative of a recreational boating association, a member of the Tribal Council of the Shinnecock Indian Reservation, and a member of the Long Island Farm Bureau.”*

## CAC GEOGRAPHIC AREA OF INTEREST:

As established in the SSER Comprehensive Management Plan (CMP), the area of interest of the CAC stretches “from the western boundary of the Town of Hempstead to the middle of the Town of Southampton. South to north, extending from the mean high tide line on the ocean side of the barrier islands to the inland limits of the mainland watersheds that drain into Hempstead Bay, South Oyster Bay, Great South Bay, Moriches Bay and Shinnecock Bay.”

## CAC MISSION STATEMENT:

Mission of the Citizens Advisory Committee of the  
South Shore Estuary Reserve Council  
In Support of the Comprehensive Management Plan

### General:

To suggest to the Council various outreach and educational activities and products that will increase public awareness and appreciation of the estuary and to review and provide input regarding such activities and products as they are developed by or for the Council.

To share with the Council the viewpoints and suggestions of the Citizens Advisory Committee member organizations and provide response from the Council to them.

To enlist the support and participation of CAC member organizations in field activities and events supporting the objectives of the Comprehensive Management Plan (CMP), in the dissemination of educational materials and in the promotion of public participation.

To encourage citizen involvement in implementation actions that affect all neighborhoods and communities within the Reserve and advocate for such actions, e.g. watershed action plans.

### Purpose:

The *overall* purpose of the CAC is to channel input relevant for the CMP to the Council from a variety of organizations within the Reserve and feedback from the Council regarding progress to the CAC's respective organizations. The SSER Office will help the CAC provide and receive information.

*Another* purpose of the CAC is to assure recognition by the public of the Council's intent to use the CAC as an authentic information conduit for its work.

## Responsibilities:

The CAC's *main* responsibility is to heighten public awareness of the estuary through increased education and outreach. Examples include:

Making and prioritizing suggestions to the Council for various outreach activities and educational materials.

Reviewing and providing comments on web site improvements, reports, brochures and other products prepared by or under the direction of the Office to the Council.

Having CAC member organizations work with coalitions and other groups in planning or running events and helping determine which member organizations would be best matched with a given event.

Having CAC member organizations garner the support of local leaders and government officials for specific CMP implementation initiatives of the Council, such as the Bayway, and identify specific educational and promotional opportunities related to these initiatives for recommendation to the Council.

Instituting award programs to give recognition to citizens or organizations that have made significant contributions to improvement of the estuary. The Office would procure the award and handle logistics.

*Also*, the CAC and its member organizations should advocate for effective implementation of actions identified in the CMP, such as initiation of specific watershed action plans. The CAC should report ancillary activities of its member organizations that may relate to the CMP to the Council.

Approved by Council: August 5, 2004

## CAC MEMBERS:

### *Application for Membership:*

Organizations shall submit a written request for CAC membership to the CAC chair and attend an officially scheduled CAC meeting to discuss how participation on the committee may advance implementation of the CMP and how their expertise is related to the functions of the committee.

If fitting, the CAC chair shall discuss the organization's application for CAC membership at the Council's next officially scheduled meeting. The chair will report the Council's input to the CAC at its next officially scheduled meeting and the CAC will then vote on the application.

### *Terms of Members:*

Upon approval of membership, member organizations shall retain their seats indefinitely, but in accordance with the attendance policy of the CAC.

### *Attendance Policy:*

It shall be the policy of the Citizens Advisory Committee that attendance by member organizations at a minimum of one-half of the CAC's regularly scheduled meetings, in any previous twelve month period, shall be required for continuation of voting membership on the CAC. As of the approval date of this policy, the CAC meets every other month.

Thus, if a member organization is absent three times within the previous 12 months, the primary representative of the organization shall be advised of this policy in writing and officially informed that future absences in contravention of the attendance requirement will result in disenrollment.

The memorandum will also remind the primary representative that, if necessary, another member of the organization may represent his/her organization at CAC meetings in lieu of him/herself from time to time without notice. The primary representative will also be informed that their substitute will be required to state unequivocally for the minutes, at such meetings, that he/she is acting as the *official* representative of the organization.

The memo shall also inform the primary representative that, in the event of disenrollment, their organization is welcome to participate in all regularly scheduled CAC meetings as a non-voting guest and that the organization may re-apply for voting membership on the CAC at any time. A copy of the memorandum shall be forwarded to the President or equivalent officer of the organization in question.

*Compensation:*

CAC members serve without compensation. Reasonable expenses incurred while advancing the CAC mission shall be reimbursed provided there is prior agreement of the chair of the SSER Council and notification of the SSER Office.

*Representing CAC and Council Positions in Public Forums:*

In the event of such opportunities, CAC members will utilize official Council materials whenever possible and state only adopted positions of the Council as Council positions. Questions or comments pertaining to unadopted Council positions or CAC perspective and views outside the CAC mission should be referred to the CAC chair. Outside of public forums CAC members should clearly state they are representing themselves when their individual opinion may differ from adopted positions of the Council or the mission of the CAC.

CAC SUB-COMMITTEES:

Sub-committees may be established at the discretion of the chair who will appoint members. Such committees may be proposed by CAC members or suggested by the Council and the SSER Office.

CAC OFFICIALLY SCHEDULED MEETINGS:

The CAC shall conduct officially scheduled meetings six times per annum on the second Tuesday of every other month. As of this date, meetings have been traditionally held in January, March, May, July, September and November. Continuance of this schedule shall be reviewed at the first meeting each year.

*Quorums and Voting Procedures:*

A simple majority of CAC members shall constitute a quorum for the conduct of officially scheduled meetings. At such meetings, a simple majority of members in attendance shall be required for the passage of motions.

## CAC OFFICERS:

There shall be a chair and vice chair of the CAC elected from and by the members of the CAC.

### *Tenure:*

Officers' terms of office shall be three years, beginning on the date of the first meeting in January of the first year of their tenure and ending at midnight of the day before the first meeting in January at which their successor assumes office.

### *Election:*

Nominations for chair and vice chair shall be completed by CAC members at the September meeting before the election.

Election of the chair and vice-chair shall take place at the last officially scheduled CAC meeting held in the last year of the incumbent officers' tenures.

The chair and vice chair shall be elected by a simple majority vote of the CAC members present. In the event a majority is not achieved on the first ballot, a "runoff" between the two candidates with the greatest number of votes shall be held.

In the event of vacancy for position of vice chair, the chair will appoint the vice chair who then must be confirmed by CAC resolution. (Amended by CAC resolution, September 8, 2009 CAC meeting).

The incumbent chair shall present the newly elected chair and vice-chair to the Council at its next officially scheduled meeting.

### *Responsibilities:*

Responsibilities of the CAC chair shall include the facilitation of CAC meetings and activities, representing the CAC to the Council and the Council to the CAC as follows:

- Chairing all CAC officially scheduled meetings and providing a report of Council meetings and activities
- Developing CAC agendas with suggestions from members, the Council and the SSER Office. Agendas should be distributed as soon as possible before meetings.
- Providing relevant information to members including CAC correspondence, news articles and submissions from members
- Notifying CAC members and other interested parties of meeting schedules

- Assuring that accurate minutes of CAC meetings are recorded and distributed to members
- Inputting to and interacting with the Reserve Office on implementation of the Reserve Comprehensive Management Plan
- Attending SSER Council meetings and providing a report of CAC activities, including all CAC resolutions
- Reviewing Council related materials such as reports and minutes and providing comments from CAC members on such materials as appropriate

The CAC chair, as a *facilitator* of CAC activities, is responsible for setting a tone of civility and collaboration with SSER stakeholders, SSER and DOS staff and CAC members. One of the most significant challenges is putting personal and member organization agendas aside for advancement of the CMP and the good of the CAC. The chair should attend all officially scheduled CAC and Council meetings.

The primary responsibility of the vice chair shall be to act for the chair in the event of the chair's absence.

The SSER Office shall provide technical and administrative support to the chair. Such support shall include, but not be limited to, assisting the chair with the minutes of all CAC meetings, transmitting notices and agendas to the membership and distributing the minutes of each CAC meeting to each member prior to the next regular meeting.

#### REVISION OF THE "CHARTERS, POLICIES AND PROCEDURES":

Such revisions may be verbally proposed by CAC members and suggested by the Council and Reserve Office to the CAC chair, at any time, for discussion at a subsequent official CAC meeting. If such discussion results in a positive consensus toward the revision the chair will redraft the document and submit it to the CAC for comment and further revision and then to the Council for comment and, if necessary, further consideration by the CAC. The CAC will then vote on a final written draft of the document.

If such discussion results in a negative consensus toward a revision suggested by the Council or SSER Office they will be informed by the CAC chair.

## STEWARDSHIP AWARD PROGRAM:

### SOUTH SHORE ESTUARY RESERVE COUNCIL STEWARDSHIP AWARD

#### **PROGRAM DESCRIPTION**

##### **I. Award Program Purpose**

The purpose of the South Shore Estuary Reserve Stewardship Award Program is to recognize citizens or organizations that have made significant contributions to improvement of the estuary. The program is an implementation action (Implementation Action 10-10 *Establishing an award program*) in the Reserve Comprehensive Management Plan (CMP) and is a main responsibility identified in the Citizen Advisory Committee's (CAC) mission statement. Successful CMP implementation is ultimately dependent on effective grassroots initiatives and public participation. The award program is designed to promote and encourage grassroots stewardship activities including cleanups, restoration, and education, and will build public awareness in the Reserve.

##### **II. Award Definition**

The *South Shore Estuary Reserve Stewardship Award* recognizes an individual or group that has demonstrated initiative and innovation to improve the Long Island South Shore Estuary Reserve. The award may be given to just one individual or group, or more than one, depending on the nominations received. Because it is the intent of the program to promote stewardship of the estuary among the public at large representatives of Council and CAC member organizations and Reserve Office and DOS support staff are ineligible for the award. For the first year the focus should be on citizens and not on government officials though this could change in the years to come.

##### **III. Criteria for Selection of Award Recipient**

1. Will inspire other individuals/groups
2. Must be a specific project with a direct outcome
3. Shows initiative
4. Shows innovation
5. Advances the spirit of one or more of the five goals identified in the Reserve Comprehensive Management Plan (Improve and Maintain Water Quality, Protect and Restore Living Resources, Expand Public Use and Enjoyment of the Estuary, Sustain and Expand the Estuary-related Economy, Increase Education Outreach, and Stewardship).

##### **IV. Nomination and Selection Process**

1. CAC voting members, Reserve Council members, and support staff of the Reserve program submit completed nomination forms to the Award Implementation Subcommittee.
2. The Award Implementation Subcommittee reviews nominations, conducts necessary research, and selects 2-5 finalists to present to the CAC.

3. The CAC selects award recipient(s) to recommend to the Reserve Council.
4. The CAC's recommendation is presented to the Reserve Council for approval.
5. The Council Chair bestows the award.

#### **V. The Award**

The design of the award will change from year to year. Each year a local artist from the Reserve will be selected to develop the award. The award must stay at a consistent price range.

*Approved by Council: August 3, 2005*