

***Delaware Center for the Inland Bays.***  
***Scientific and Technical Advisory Committee***  
***Established Operating Guidelines***

**I. Responsibilities**

The Scientific and Technical Advisory Committee (STAC) of the Center for the Inland Bays (CIB) shall be responsible for providing objective scientific and technical advice and guidance to the Board of Directors of the CIB (Board) and other cooperating agencies with interests in the Delaware Inland Bays and their watersheds on matters of developing public understanding, interest, and participation in the implementation of the *Comprehensive Conservation and Management Plan for the Delaware's Inland Bays (CCMP)*.

**II. Roles**

The STAC shall work under the authority of the Board and is subject to the bylaws of CIB. The STAC serves as the primary advisor to the Board on scientific and technical matters and shall consider all relevant scientific and technical issues brought to its attention. In all roles, the STAC shall strive to receive the concerns from, and to build consensus among the user groups, local, state, and federal agencies, private industries, environmental groups, the scientific community, and general public, concerning the identification of strategies and projects to implement the CCMP and to increase public participation in the work of the CIB. As required by the CIB Board, the STAC shall provide advice concerning the scientific and technical merit of proposals submitted to the CIB and by the CIB to other agencies.

**III. Committee Membership**

*A. Appointment and Terms of Office*

There shall be two classes of members of the STAC with equal responsibility and voting rights. Members shall represent a broad spectrum of public, private, academic, and governmental interests relevant to estuarine management.

*Self-Nominated Members.* This class of members shall include citizens from all constituencies who, by virtue of their education, background, interests, or employment share the goals and interests of the STAC and the CIB. Such members shall nominate themselves and provide to the Executive Director of the CIB (Executive Director) or his/her designee a letter of self-nomination and *curriculum vita (c.v.)* describing their educational and technical expertise. These letters and *c.v.s* shall be kept by the Executive Director, who shall maintain a roll of membership on behalf of the STAC. Members shall renew their membership

and update their c.v.s at least biannually on request of the Presiding Officers of the STAC or the Executive Director.

*Agency-Nominated Members.* This class of members shall include representatives from the relevant governmental, private, and academic organizations whose participation in the management of resources within the Inland Bays is crucial to the success of the CIB and the CCMP. Such members shall be nominated by letter to the Executive Director by the Nominating Authority of the relevant agency. Table 1 indicates the agencies to be represented and the relevant officer of the agency who shall designate the agency representative. Agency representatives may be chosen from the pool of self-nominated members. The Board may modify this list at any time as needed. The Nominating Authority of an Agency may replace any Agency-nominated member at any time by the written submission of a new nomination to the Executive Director. A Nominating Authority may choose to nominate no one. A c.v. of all Agency-Nominated Members shall be provided to the Executive Director on appointment and at least biannually thereafter on request of the Presiding Officers of the STAC or the Executive Director.

Table 1: Agency Representation and Nominating Authorities for the STAC of the CIB

<b>Agency</b>	<b>Nominating Authority</b>
Division of Water Resources, Delaware Department of Natural Resources and Environmental Control	Division Director and Department Secretary
Division of Soil and Water Conservation, Delaware Department of Natural Resources and Environmental Control	Division Director and Department Secretary
Division of Fish and Wildlife, Delaware Department of Natural Resources and Environmental Control	Division Director and Department Secretary
Delaware Department of Agriculture	Department Secretary
Delaware Geological Survey	State Geologist
Office of State Planning Coordination	State Planning Coordinator
Center for the Inland Bays	Executive Director
Sussex County Council	County Administrator
U.S. Environmental Protection Agency	Regional Director
National Marine Fisheries Service	Northeast Regional Administrator
College of Marine Studies, University of Delaware	Dean
Citizens Advisory Committee of the CIB	Chairman

A member may resign from the STAC at any time by written notification of the resignation to the Presiding Officers and the Executive Director. It shall be the responsibility of Self-Nominated Members to keep their membership current. It shall be the responsibility of the Presiding Officers and the Executive Director of the CIB to solicit nominations for the replacements of an Agency-Nominated Member from the relevant Nominating Authority.

The Presiding Officers of the STAC shall be elected for terms of two years. The Presiding Officers shall consist of a Chairman and Vice Chairman. Nominations from the membership or self-nominations shall be received by the Executive Director on behalf of the STAC and Board. The Board shall approve the nominations prior to the election of Presiding Officers by the STAC. The Chairman of the STAC also serves as a member of the Board. The Chairman shall establish the agenda, convene, and maintain the order of the meetings of the STAC and the Vice-Chairman shall act at STAC meetings in the Chairman's absence. The Board of Directors may call for new nominations and a new election at any time to replace a Presiding Officer. The Executive Director shall, in consultation with the Board of Directors of the CIB, appoint from the membership of the STAC a Secretary of the STAC (Secretary) who shall be responsible for keeping records of the activities of the STAC and attendance at meetings.

The STAC may develop scientific and technical "position papers" on issues related to the CCMP or other issues related to the management of the Inland Bays. Such "position papers" shall be developed through democratic principles and shall be reported to the Board together with the results of the a vote approving the "position paper."

Only the Presiding Officers or their designees shall speak on behalf of the STAC at public meetings outside of the CIB. Individual members of the STAC may speak at such meetings and may identify themselves as members of the STAC as long as they also indicate that their opinions are their own and do not necessarily reflect the views of the entire STAC, the CIB, or its Board.

#### **IV. Meetings/Attendance**

##### *A. Frequency of Meetings*

The STAC will hold regular meetings on a date and time agreed upon by a majority of the STAC members present at the previous regular meeting. (At a minimum, the STAC shall meet four times each year.) Notification of the next regular meeting date and location will be made by the Chairman prior to the adjournment of any regular meeting. The Executive Director or the Secretary shall notify STAC members of the next regular meeting date through written or electronic notice transmitted at least 7 days prior to the meeting date. Special meetings may be called by the Chairman at the request of 20 percent of the STAC membership.

### *B. Public Attendance*

All regular business meetings shall be open to the public, and all regular business meeting announcements shall be posted in advance by the Executive Director. Visitors are welcome to attend and listen, and shall be allowed to participate in discussions at the discretion of the Presiding Officer. Visitors may not vote.

### *C. Delegation of Attendance*

The Agency-Nominated Members of the STAC may designate by written or electronic notification to the Executive Director or Secretary with a copy to the relevant Nominating Authority, a proxy with the responsibility to actively participate in their place. A Nominating Authority may also nominate a proxy for an absent Agency Nominated Member, by written or electronic notification to the Executive Director or Secretary. The Presiding Officer shall recognize such proxies prior to undertaking business at any meeting. Proxy members shall have the voting rights of the absent Agency-Nominated Member. A proxy member serving a term longer than a single meeting shall provide a *c.v.* to the Executive Director as required of the Agency-Nominated Member.

### *D. Committee Member Attendance*

STAC members are encouraged to attend all meetings of the STAC. On the recommendation of the Presiding Officers, a member who has not attended at least one meeting in a calendar year shall be removed from the membership roll.

## **V. Meeting Procedures**

### *A. Parliamentary Procedures*

The STAC Chairman or Vice-Chairman, shall call the meeting to order promptly at the appointed time. All meetings of the STAC shall utilize parliamentary procedures. To the extent that disputes arise, Robert's Rule of Order, Revised, shall be consulted.

### *B. Quorum*

A quorum must be present for voting to occur at a STAC meeting. A minimum of twenty percent of the membership or fifteen members, whichever is greatest, shall constitute a quorum of the STAC.

### *C. Voting*

Each member of the STAC shall have one vote. Majority vote of those present in person or by proxy shall rule. Proxies may vote, and specific written proxies from members in absence shall be accepted. When deemed necessary by the Presiding Officers, votes may be accepted by mail, E-mail and/or facsimile. No

votes may be taken at a meeting on a motion that does not appear on the official agenda sent to members prior to the meeting.

*D. Agenda Development/Approval for Regular Business Meetings*

The agenda shall be developed by the Presiding Officer and approved by the Executive Director. Committee members and Members of the CIB Board with items for inclusion on the agenda shall submit these to the Presiding Officers or Secretary at least two weeks in advance of the meeting. The agenda and supporting materials for Committee action shall be made available to interested individuals at least ten days prior to the scheduled meeting and at the meeting. Other program information and CIB products may be distributed by the Presiding Officers or the Secretary or the Executive Director with the agenda or at meetings. Additional agenda items may be proposed to the Presiding Officers by any member prior to or at the beginning of a meeting, to be included under "Other Business".

*E. Minutes*

Brief minutes of all meetings, summarizing the topics discussed and including a record of meeting attendance, shall be taken by the Secretary or his/her designee and shall be maintained on file by the Secretary or the Executive Director.

*F. Adoption/Amendment of the Operating Guidelines*

The Operating Guidelines shall be adopted by the Board by majority vote and may be amended at any time by the Board. Proposed amendments shall be made by the placement of the proposed amendment on the agenda of any regular meeting of the STAC where it shall be discussed and voted upon. Amendments then shall be forwarded by the Providing Officers, together with the substance of the discussion and the results of the STAC vote, to the Board for their information and consideration at the next meeting of the Board. These Operating Guidelines shall become effective on 1 January 2001.

**VI. Miscellaneous**

*A. Liability Disclaimer*

To the extent permitted by the law of the State of Delaware, Federal regulation, and the By-Laws of the CIB neither the STAC 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 STAC may do or refrain from doing in good faith, including the following: errors in judgement, acts done or committed on advice of counsel, or mistakes of fact or law.

### *B. Conflict of Interest*

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

### *C. Media Relationships*

The CIB depends upon public support and enthusiasm generated by the program for implementation of the CCMP, and improved estuary management. To this end, active media participation in all aspects of the CIB shall be invited and encouraged. The Executive Director shall serve as the primary media contact for the STAC.

### *D. Subcommittees*

The Presiding Officers may create subcommittees as directed by the membership to accomplish the objectives of the STAC. Such committees shall be appointed for a specific purpose and for a specified time. The Subcommittee Chair will be selected by the STAC Presiding Officers and must be a member of the STAC. The membership of subcommittees is not limited, however, to STAC members. Subcommittee reports, to be presented by the Subcommittee Chair, shall be called for at each regular meeting during the period that the subcommittee is active.