

Delaware Center for the Inland Bays  
Citizens Advisory Committee  
Operating Rules

I. DESIGNATION

- A. The Citizens Advisory Committee (CAC) of the Center of Inland Bays (CIB) is a standing committee authorized by the CIB Board of Directors, working under the authority of the Board and subject to the bylaws of the CIB.
- B. The CAC shall serve as advisor to the Board on matters of concern to the stakeholders within the Inland Bays watershed as such matters relate to the Comprehensive Conservation and Management Plan (CCMP) for the Delaware Inland Bays.

II. RESPONSIBILITIES and PROCEDURES

- A. The CAC shall carefully consider matters of citizen concern brought to its attention that have been deemed relevant to the CCMP by the Executive Director. Such matters will be reviewed at a scheduled CAC meeting.
- B. After thorough fact gathering and deliberation, a recommendation or resolution will be formulated by the CAC Chair or the Chair's designee based on the consensus of the membership.
- C. The recommendation or resolution will be submitted to the Executive Committee of the Board for review and recommended Board action.
- D. If the Executive Director deems an issue not to be relevant to the implementation of the CCMP, the CAC Chair may request the Executive Director to advise concerned stakeholders of appropriate agencies where their concerns may be addressed.
- E. If an issue is one that is believed to require scientific review and/or study, the CAC Chair will request the Executive Director to submit the issue to the Scientific and Technical Committee (STAC) of the CIB for input and recommendation.
- F. Issues brought to the CAC that have been determined relevant to the implementation of the CCMP may be considered as bases for further education of watershed stakeholders.

III. CAC MEMBERSHIP, REMOVAL, RESIGNATION

- A. Individuals interested in serving on the CAC shall attend at least two meetings of the CAC before submitting a completed application to the Executive Director.
- B. The Executive Director will forward applications to the Executive Committee of the Board for review. The Executive Committee will present their recommendations to the Board.
- C. CAC members are expected to attend all meetings of the CAC.
- D. A CAC member who cannot attend a meeting may designate another CAC member to serve as his or her proxy for all actions taken at the meeting. The name of the proxy must be submitted to the Chair at least 12 hours prior to the meeting.
- E. All communication from CAC members to CIB staff shall be submitted to the CAC Chair who will pass such requests on to the Executive Director.
- F. On the recommendation of the CAC Chair, the Executive Director of the CIB may remove a member from the CAC who has not attended 2 consecutive meetings.
- G. The Executive Director may remove a member from the CAC who violates the CAC operating rules or the bylaws of the CIB.
- H. A member may resign from the CAC at any time by submitting a written letter to the CAC chair and the Executive Director, or by announcing his or her resignation during a scheduled CAC meeting. Such resignation will be entered in the minutes of that meeting.

#### IV. CAC SIZE and COMPOSITION

- A. The CAC will be comprised of up to 16 members.
- B. The CAC Chair may submit a request to the Board to increase the size of the CAC following approval of such a request by a majority vote of CAC members at a scheduled meeting of the CAC.
- C. The CAC Chair and Executive Director shall seek members who represent a broad spectrum of private, public, and commercial groups, as well as government agencies and nonprofit entities.

CAC membership will be sought from the following:

- University/ Community College staff
- Local school staff
- Government agency employees
- County/municipal officials
- Environmental groups
- Civic associations
- Realtors
- Representatives of Sussex County Industries
- Homebuilders and Developers
- Farmers
- Trade Associations
- Recreational Associations
- Homeowner Associations
- Professional Boards
- Environmental Consultants
- Interested stakeholders

#### V. CAC OFFICERS

- A. The Officers shall consist of a Chair, Vice Chair and Secretary.
- B. Officers shall be elected by a majority vote of CAC members at a scheduled CAC meeting and approved by the Board of Directors.
- C. Term of office for officers shall be three years or at the pleasure of the Board.
- D. The responsibilities of Officers are as follows:
  1. The Chair shall establish the agenda, convene, and maintain the order of the meetings of the CAC.
  2. The Vice-Chair shall conduct CAC meetings in the Chair's absence.
  3. The Secretary shall record minutes of all meetings of the CAC.

#### VI. SUBCOMMITTEES

- A. The CAC Chair may create subcommittees to accomplish the objectives of the CAC.
- B. Such committees shall be appointed for a specific purpose and for a specified time period.
- C. The subcommittee chair will be selected by the CAC Chair and must be a member of the CAC.
- D. The membership of subcommittees is not limited to CAC members. However, a majority of the subcommittee members shall be CAC members.
- E. Subcommittee reports, to be presented by the subcommittee chair, shall be called for at each regular meeting for the period that the subcommittee is active.

## VII. FREQUENCY of MEETINGS

- A. The CAC will meet at least four times per year.
- B. The meetings will be scheduled prior to the next quarterly Board meeting.
- C. The date of the next scheduled CAC meeting will be announced at the end of each CAC meeting. CAC members will also be notified of the next meeting date by the Executive Director or the CAC Chair 14 days prior to the next scheduled meeting.

## VIII. PUBLIC ATTENDANCE

- A. All meetings of the CAC shall be open to the public.
- B. Date, time, location and tentative agenda of all meetings of the CAC shall be posted at least 7 days in advance by the Executive Director.
- C. Non CAC members who plan to attend a regularly scheduled CAC meeting may submit requests in writing to raise issues or questions related to the CCMP during the New Business section of CAC meetings. Such requests must be sent to the CAC Chair at least 14 days prior to the scheduled meeting.

## IX. MEETING AGENDA

- A. The CAC Chair shall submit a tentative meeting agenda to all CAC members at least 10 days prior to scheduled meetings.
- B. CAC members, members of the Board, and the Executive Director may suggest items to the CAC Chair for inclusion in an upcoming meeting at least 14 days prior to the scheduled meeting.
- C. No resolutions or recommendations to the Board will be voted on at CAC meetings on items included under New Business.
- D. Non-CAC members in attendance at CAC meetings may comment on an item on the Agenda at the discretion of the CAC Chair.

## X. QUORUM

- A. One- third (1/3) of the current CAC membership shall constitute a quorum of the CAC.
- B. A quorum must be present for voting to occur at a CAC meeting.

## XI. VOTING

- A. Each member of the CAC shall have one vote.
- B. Majority vote of those present in person shall constitute consensus and rule.  
No votes may be taken at a meeting on any action item that does not appear on the agenda sent to members prior to the meeting.

## XII. MINUTES

- A. Minutes shall include:
  - Date, time, and location of the meeting
  - CAC members present and absent
  - Non-CAC members present
  - Summary of the discussion on matters proposed, deliberated or decided
  - Record of any votes taken
- B. Minutes shall be approved by the membership at the next meeting and kept on file by the Executive Director.

## XIII. PARLIAMENTARY PROCEDURES

- A. The CAC Chair or Vice-Chair shall call the meeting to order promptly at the appointed time.
- B. All meetings of the CAC shall utilize parliamentary procedures.
- C. To the extent that disputes arise, Robert's Rule of Order, (Revised), shall be consulted.

XIV. MEDIA RELATIONSHIPS

- A. The Executive Director shall serve as the media contact for the CAC.
- B. The Executive Director may designate a member of the CAC or CIB staff member to serve as media contact.

XV. ADOPTION/AMENDMENT OF THE OPERATING RULES

- A. Proposed amendments to the operating rules shall be made by the placement of the proposed amendment on the agenda of any regular meeting of the CAC where it shall be discussed and voted upon.
- B. The CAC Chair shall forward the approved proposed amendment along with reason(s) for such change(s) to the Executive Committee of the Board for review and recommended Board action.

XVI. LIABILITY DISCLAIMER

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

XVII. CONFLICT OF INTEREST

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

Revisions approved by the Citizens' Advisory Committee on September 17, 2015 Respectfully Submitted by

Susie Ball Dated 10/8/15  
Susie Ball, Chair, Citizens' Advisory Committee

Revisions approved by the Board of Directors of the Delaware Center for the Inland Bays on

Joanne Cabry Dated 10/08/15  
Joanne Cabry, Chair, Board of Directors