



By-laws for the Morro Bay National Estuary Program **Technical Advisory Committee**^[LB1]

Approved August 2018

1. Purposes of the Technical Advisory Committee. The Technical Advisory Committee is formed pursuant to the Morro Bay National Estuary Program Comprehensive Conservation and Management Plan (CCMP). The Technical Advisory Committee ~~is advisory to~~ advises the Executive Committee and Estuary Program staff. Its most important responsibility is to ~~report on implementation progress~~ inform sound CCMP implementation. Specific responsibilities are the following:

- ~~Prepare and collaborate on grant applications.~~
- Investigate technical issues.
- ~~Oversee~~ Advise monitoring, restoration, conservation, and educational activities.
- Recommend changes to the CCMP.
- ~~Track and report~~ Share information on projects and CCMP implementation.
- Advocate for implementation of the CCMP.
- Facilitate and encourage collaboration and partnership development to implement the CCMP.
- Ensure that the public involvement and education portion of the CMMP is carried out.

2. Membership. Organizations and agencies that are involved in the implementation of the CCMP are invited to become members of the Technical Advisory Committee. Appointment of new organizations and agencies will be by a majority vote of regular members of the TAC at a scheduled meeting.- Such organizations and agencies may appoint a member to the Committee and an alternate.- Appointees serve at the pleasure of the governing boards of their organizations or agencies. Persons not affiliated with such organizations may be sponsored for membership on the TAC by an existing member or by the Executive Director of the Estuary Program. Appointment of a sponsored person to the TAC will be by a majority vote of regular members of the TAC at a scheduled meeting.

A Membership List of the TAC shall be maintained by Estuary Program staff.

3. Meetings.

A) Frequency. The full Committee shall generally meet ~~at least quarterly~~ once a year at a ~~times~~ and ~~dates~~ to be set by the Executive Director of the Estuary Program. The Committee may call additional meetings as deemed useful and may otherwise adjust this general schedule for the convenience of the members.

B) Notice. Members shall be noticed by electronic mail, or other medium acceptable to the member, at least seven days prior to a meeting. Notice shall include the tentative agenda, and time and place of the meeting. However, failure to provide such notice or failure to receive such notice by a member will not preclude meetings from proceeding.

C) Public Meetings. All ~~committee~~ full TAC meetings shall be open to the public and shall provide for a public comment period during which items not on the agenda may be raised. The committee will not act on items not listed on the agenda, except if the committee concludes that there is a serious time constraint that requires action on that item prior to the next meeting. Members of the public or other interested persons may submit items for inclusion on the TAC

meeting agenda at least one month prior to a regularly scheduled meeting. All submissions must be to the office of the Executive Director of the Estuary Program. The Estuary Program is not obligated to include items deemed not relevant to the goals of the CCMP.

4. Officers. The Committee shall elect a chair and vice-chair from among its members. The chair will be the committee's representative on the Executive Committee and the vice-chair will be the alternate. Term of the officers shall be two years. No one shall be elected to ~~a second~~ more than two consecutive terms as chair or vice-chair. The chair shall preside over the meetings; the vice-chair shall preside in the absence of the chair. The chair may assign the Estuary Program Executive Director duties of presiding at meetings for purposes of convenience or efficiency. In such cases, the Director shall not have a vote in any deliberation. The Estuary Program Executive Director or his assign shall be the secretary.

5. Roberts Rules of Order. The Committee shall operate under Robert's Rules of Order (casually interpreted).

6. Quorum. Committee members in attendance shall constitute a quorum and a majority of the members present shall be necessary to approve a motion. Recommendations to the Executive Committee should include the names of attendees and how they voted on the motion.

7. Minutes. Minutes will be taken at all meetings; however, the style shall be "action" minutes that emphasize actions taken by the Committee.

8. Work Groups. The Committee may form ~~subcommittees or "work groups"~~ work groups as required by the CCMP or as deemed useful to conduct the work of the Committee. ~~Work Work~~ groups may also include people who are not members of the Committee. ~~All work group meetings shall be open to the public.~~ Work groups will be organized by technical focus area. Work groups will provide technical expertise and input on projects or issues specific to their focus area and will meet as frequently as needed, according to the issues and projects at hand. Updates from work groups will be shared with the full TAC and with the Executive Committee at each of their respective meetings.

9. Conflicts of Interests. Members shall avoid conflicts of interest as defined by applicable State and federal laws or regulations. In cases where a member's agency or organization has applied for funding from the Morro Bay National Estuary Program, that member may present the agency's or organization's proposal and may answer questions from the committee if like opportunities are provided for other applicants for funding. However, the member may not participate in subsequent discussions and shall not vote on such requests.

10. Amendments to the By-laws. By-laws may be modified by a two-thirds vote of all members of the committee. All proposed amendments shall be submitted in writing at least seven days in advance of any action.