

**LOCAL GOVERNMENT ADVISORY COMMITTEE**

**to the**

**CHESAPEAKE EXECUTIVE COUNCIL**

**BYLAWS**

**ARTICLE I**

**Section 1.1 Name**

The name of this organization shall be the Local Government Advisory Committee to the Chesapeake Executive Council, herein referred to as LGAC. The LGAC sphere of interest includes the entire Chesapeake Bay watershed.

**Section 1.2 Authority**

LGAC was created by the Chesapeake Executive Council (Executive Council) through the 1987 Chesapeake Bay Agreement (Agreement). The Executive Council is composed of the Administrator, Environmental Protection Agency (EPA); Mayor of the District of Columbia; Governors of Delaware, Maryland, New York, Pennsylvania, Virginia and West Virginia; and the Chairman (Chair) of the Chesapeake Bay Commission.

**Section 1.3 Location**

The principal office of LGAC shall be that of the Alliance for the Chesapeake Bay, Inc. (The Alliance) in Annapolis, Maryland, or at a location to be determined by EPA.

**ARTICLE II**

**Purpose**

The purpose of LGAC is to advise the Executive Council on how to effectively, equitably and expeditiously implement Chesapeake Bay Program projects and determine actions required to engage, empower, and facilitate local governments in achieving goals of the Agreement. LGAC has both proactive and reactive roles in communicating with the Executive Council and with local governments throughout the watershed.

The goal is to engage, empower and facilitate local government participation in the design, development and implementation of programs that will protect and restore the watershed.

To achieve that goal, LGAC will do the following:

- Identify local officials whose leadership will be important to Chesapeake Bay Program (Bay Program) watershed efforts.
- Educate local government officials about the Bay Program and its long-term benefits.
- Design strategies to encourage engagement by local governments.
- Encourage constructive cross-jurisdiction and regional efforts, as appropriate.
- Facilitate dissemination of information about effective process and program models.
- Assist local governments with securing technical and financial resources to meet their responsibilities under the Bay Program.
- Contribute to development and implementation of management strategies:
  - Provide input.
  - Comment on drafts.
  - Monitor implementation in cooperation with others.
  - Recommend opportunities for continuous improvement.

## **ARTICLE III**

### **Section 3.1 LGAC Member Composition**

Members of the Executive Council shall appoint LGAC members in their respective jurisdictions. The Governors of Maryland, Pennsylvania and Virginia may each appoint up-to-six members. The Mayor of the District of Columbia may appoint up-to-three members. The Governors of Delaware, New York and West Virginia may each appoint one member to serve on LGAC. It is intended that LGAC members will be representative of the cross-section and complexity of local governments within the Chesapeake Bay watershed.

### **Section 3.2 Criteria for LGAC Membership**

Each member shall meet the following criteria:

- Local elected or appointed official or member of an organization representing the interests of local government.
- Willing and able to attend and participate in LGAC quarterly meetings.
- Knowledgeable about local government experiences and challenges related to protection and restoration of the Chesapeake Bay watershed.
- Represent a geographic region directly affected by the actions of the Executive Council and the Chesapeake Bay Program.
- Assumes responsibility for communicating with elected officials and other jurisdictional leaders to ensure a broad range of local government interests are represented in matters of concern to LGAC.

### **Section 3.3 Term of Office**

An LGAC member serves at the pleasure of the Executive Council member who appointed him or her. In the event of a change in an Executive Council member, the affected LGAC member may continue to serve until such time as the successor Executive Council member makes an appointment or reappointment to LGAC.

### **Section 3.4 Resignations and Vacancies**

A vacancy may occur for multiple reasons, including a member who resigns, a member who is no longer available to serve, or a member who is ineligible to serve.

A member who plans to resign shall submit a written notice of resignation to the Executive Council member governing the affected jurisdiction and to the Chair of LGAC. A vacancy shall be established when the Chair of LGAC receives a notice of resignation from a member, or determines the member is no longer available to serve, or determines a person ineligible to serve based on membership criteria and/or other factors.

Once a vacancy has been established, the Chair of LGAC, with the concurrence of the Vice-Chair of the affected delegation, will submit a written notice to the appropriate member of the Executive Council requesting a replacement be appointed.

### **Section 3.5 Alternates**

A member is appointed to LGAC with the understanding that he or she is willing and able to participate in quarterly meetings. From time to time, however, there may be schedule conflicts, illness or other special circumstances during which a member would be unavailable. In those instances, the member may designate an Alternate who represents the same interests that the LGAC member was appointed to represent. An Alternate may attend LGAC meetings, has the right to vote, and may be reimbursed for approved expenses.

### **Section 3.6 Executive Committee**

Officers consist of the Chair and Vice-Chairs including an At-Large Vice-Chair, should one be elected. These Officers comprise the LGAC Executive Committee. The Chair may convene the Executive Committee, as needed.

In consultation with senior staff, the Chair of the Executive Committee has authority to act on behalf of LGAC when action is required between quarterly meetings, and to make decisions on routine administrative matters.

### **Section 3.7 Chair**

The Chair of LGAC shall be a member who represents the District of Columbia, Maryland, Pennsylvania or Virginia. The Chair shall preside over all meetings of the Committee and be an ex-officio member of all sub-committees.

### **Section 3.8 Vice-Chairs**

Each jurisdiction with three or more active members shall elect a Vice-Chair who shall serve as Chair of that jurisdiction's delegation and sit on the Executive Committee. Delegations with less than three members may be represented by an At-Large Vice-Chair.

The Vice-Chair of the presiding jurisdiction, shall serve as Chair in the absence of the Chair.

### **Section 3.9 Emeritus Status**

Emeritus Status may be granted by a two-thirds vote of the Committee to an LGAC Officer or member who has completed an elected or appointed term. Those eligible for consideration for Emeritus Status are former Chairs and Vice-Chairs of LGAC and LGAC members who exhibited outstanding leadership, vision and dedication during their terms of service.

An Emeritus member shall receive an invitation to remain an active member of LGAC and may be invited to serve on sub-committees and working groups.

An Emeritus member does not have the right to vote on any decision of the Committee and is not entitled to reimbursement of expenses associated with meeting attendance.

### **Section 3.10 Elections and Terms of Office**

A Chair shall be elected by the members during the annual meeting and shall assume the duties of Chair upon the adjournment of that annual meeting. The Chair shall be elected for a one-year term and may serve a maximum of two consecutive one-year terms. The position shall rotate among four jurisdictions in the following sequence which began in 2008: the District of Columbia, State of Maryland, Commonwealth of Pennsylvania, and Commonwealth of Virginia.

During the annual meeting and following the election of Chair, each jurisdiction with three or more members shall elect a Vice-Chair from among their members. Each Vice-Chair shall serve as Chair of his or her respective delegation. An At-Large Vice-Chair, representing delegations with less than three members, shall also be elected at the annual meeting, if appropriate. Vice-Chairs shall be elected for one-year terms but are eligible for reelection for an unlimited number of terms.

## **ARTICLE IV**

### **Section 4.1 Regular and Annual Meetings**

Meetings of LGAC shall be held at least quarterly and scheduled at the convenience of the Executive Committee. The first meeting of each calendar year shall be considered the Annual Meeting. Regular meetings may be called only after notice to all members of LGAC.

LGAC meetings shall be open, except when held to discuss personnel, potential or on-going litigation, or other privileged matter.

#### **Section 4.2 Multi-Media-Supported Communication**

Generally meetings shall be attended in person. Should exigent circumstances arise, the Executive Committee may determine a member(s) may participate via telephone or other means of communication. If necessary, a meeting may be held solely through the use of telephone or other communication media as long as all members are able to hear, speak and participate fully.

#### **Section 4.3 Special Meetings**

A special meeting may be called by the Chair or by a majority of the members. The purpose of the meeting must be stated and due notice of the meeting provided to all potential attendees.

#### **Section 4.4 Meeting Attendance**

Records of attendance shall be taken and made available, as necessary.

If any member, or designated Alternate, fails to attend at least two quarterly meetings in a twelve-month period, that member may be deemed inactive. In that case, the LGAC Chair shall notify the appropriate Executive Council member and request a replacement be appointed.

#### **Section 4.5 Agenda Items**

Items may be placed on the Agenda for consideration at an LGAC meeting by the Chair, Vice-Chairs, LGAC members, and members of the Executive Council.

#### **Section 4.6 Expenses**

All members and Alternates shall serve without compensation. Members, and Alternates in the absence of the member, may be reimbursed for reasonable expenses incurred in the performance of their duties in accordance with standard travel regulations and as provided for in the LGAC Budget. A completed LGAC travel voucher is required for reimbursement.

#### **Section 4.7 Voting and Quorum**

Each member shall have one vote. A majority of members serving on LGAC shall constitute a quorum. If a vote is required, a quorum must be present in person or via telecommunications media.

### **ARTICLE V**

#### **Subcommittees and Work Groups**

The Chair may form subcommittees and workgroups to research issues, study options, develop concepts or projects, and present recommendations to LGAC.

## ARTICLE VI

### Staff Support

The Alliance, or another entity selected by EPA, will designate a person or persons to provide support to LGAC.

## ARTICLE VII

### Parliamentary Procedure

*Robert's Rule of Order, Newly Revised (Robert's Rules)*, shall be the parliamentary authority for the conduct of LGAC meetings, except in cases where *Robert's Rules* conflict with LGAC Bylaws. In those situations, LGAC Bylaws will prevail.

## ARTICLE VIII

### Amendments

Bylaws may be amended at any regular meeting of LGAC by a two-thirds vote of members in attendance, provided that the proposed Amendment has been submitted in writing to members at least fourteen (14) days prior to the meeting in which the vote is to be taken.

Bylaws and amendments to the Bylaws shall be effective immediately upon adoption.

Adopted and/or Amended:

April 6, 1995

September 10, 1998

March 28, 1999

February 26, 2009

December 3, 2010

May 21, 2015