



# Scientific and Technical Advisory Committee

## BYLAWS

(Adopted December 12, 2002)

(Revised June 7, 2011)

### ***BYLAWS***

#### **I. OBJECTIVE**

The Scientific and Technical Advisory Committee (STAC) provides scientific and technical advice to the Chesapeake Bay Program (CBP), reports annually to its Executive Council, and regularly interacts with the CBP throughout the year. The STAC Chair or designee is a member of the CBP Management Board. In acknowledgement of its unique advisory role and the need to maintain independence, STAC's membership on the Management Board is as a non-voting, advisory member.

#### **II. BACKGROUND**

Since its creation in December 1984, the STAC has worked to enhance scientific communication and outreach throughout the Chesapeake Bay watershed and beyond. The STAC provides independent scientific and technical advice in various ways, including (1) technical reports and position papers, (2) discussion groups, (3) assistance in organizing merit reviews of CBP programs and projects, (4) technical workshops, and (5) interaction between STAC members and the CBP. STAC serves as a liaison between the scientific community and the CBP. Through professional and academic contacts and organizational networks of its members, the STAC ensures close cooperation among and between the various research institutions and management agencies represented in the Bay watershed.

#### **III. ORGANIZATIONAL STRUCTURE**

##### **A. COMPOSITION**

The STAC is composed of not more than 38 members drawn from federal and state agencies, universities, research institutions, and private industry, which represent a cross section of individuals with diverse scientific and technical backgrounds and areas of expertise that are important to the CBP.

- 1. Chair** - The Chair or his/her representative leads the STAC meetings and Executive Board meetings, and represents the STAC within the CBP partnership when appropriate. The Chair serves a two-year term.
- 2. Vice Chair** – The Chair-Elect assumes the role of Vice Chair and serves a two-year term before serving as Chair. The Vice Chair will serve as Chair in the absence of the Chair. In the event the Chair is unable to continue to serve, the Vice Chair will assume the Chair’s responsibilities and a new Chair-Elect / Vice Chair is elected.
- 3. Past Chair** – The Past Chair serves on the Executive Board and provides guidance to the Chair and Vice Chair on STAC operations and decisions. The Past Chair serves a two-year term.
- 4. Executive Secretary** – The Executive Secretary assists the STAC Chair and Vice Chair in maintaining communication with the CBP, provides guidance on STAC operations and decisions, and oversees STAC staff. The Executive Secretary shall have voice but no vote at STAC meetings. The Executive Secretary is designated by the organization contracted to support the STAC and as a result, there is no defined term limit.
- 5. Executive Board** - Consists of the Chair, Vice Chair, immediate past chair, and no more than five (5) additional STAC members, nominated by the Chair, Vice Chair, and immediate past chair and approved by the membership, to serve two-year terms or until the end of their STAC appointment, whichever comes first. The Chair, Vice Chair, and immediate past Chair remain on the Executive Board through their executive service regardless of their appointment status. The Executive Board acts on behalf of STAC when action is needed between quarterly meetings, and serves the STAC in making decisions on routine administrative matters. A quorum of the Executive Board is 50% of the voting members provided the Chair or Vice Chair is present.
- 6. Member** - Provides independent scientific and technical guidance. Members are appointed on the basis of relevant scientific knowledge, needed area(s) of expertise, and ability to participate actively in the STAC. Member nominations are reviewed and approved by the STAC when vacancies are present. Eligible appointments may be renewed only if the member (1) indicates willingness to serve a second term and (2) has demonstrated engagement and adequate participation in STAC activities during the prior term of service. Approval for reappointment eligibility is granted by the Executive Board.
  - a.** Two Mayoral appointees from the District of Columbia with a term length of four years, and serve until replaced. Mayoral appointees can serve more than one term;
  - b.** Two Gubernatorial appointees each from Virginia, Maryland, and Pennsylvania with a term length of four years, and serve until replaced. Gubernatorial appointees can serve more than one term;
  - c.** One Gubernatorial appointee each from headwater states formally

recognized in the CBP with a term length of four years, and serve until replaced. Gubernatorial appointees can serve more than one term;

**d.** Six federal scientists appointed by the Director of the CBP, with a term length of four years or until reassigned to a position with unrelated duties whichever occurs first. Federal appointees can serve no more than two consecutive terms (8 years);

**e.** An appropriate number of scientists selected by the STAC, with a term length of four years. At-large appointees can serve no more than two consecutive terms (8 years) unless fulfilling executive service. At-large appointees may be re-appointed following the completion of two consecutive terms (8 years) and a leave of absence of two years.

**7. Alternate Member** - Only Mayoral or Gubernatorial appointees can designate an alternate, through formal notification to the STAC Executive Secretary, who may vote only in the absence of the member. An alternate member will be counted in determining a quorum only when the member is not present. Alternate members serve through the end of their Gubernatorial/Mayoral member's term or until replaced.

**8. Emeritus Member** – At the conclusion of any member's term, that member will become a nonvoting Emeritus Member for a period of four years. During this time period, past members are encouraged to continue to collaborate with current members and attend activities and meetings when appropriate.

## **B. MEETINGS**

The full STAC meets quarterly. The Executive Board meets at least once in between each quarterly meeting. All STAC meetings are open to the public. Agendas are distributed to the membership and interested parties prior to the meeting. Minutes of previous STAC meetings are available via the Internet or in hardcopy upon request.

**1. Quorum and Voting** - A quorum is 50% of current, filled memberships, excluding vacancies. Normally the STAC works by consensus, but if a vote is needed, a quorum must be achieved. A member present at the regularly scheduled meeting who departs prior to adjournment shall be counted as an abstention for any subsequent action items unless a proxy is tendered to the Chair prior to the early departure. Unless otherwise stated, a majority vote is required to take action.

**2. Attendance** - A STAC member who misses two consecutive meetings (and is not represented by a designated alternate) will be contacted concerning his/her absences. After four consecutive absences, STAC will seek a replacement for the member. Attendance is tracked by STAC Staff and made available in materials provided at each quarterly meeting.

**3. Parliamentary Procedures** - The STAC operates under Robert's Rules of Order (latest edition) where not in conflict with these bylaws.

#### **IV. PROCEDURE FOR AMENDMENT**

##### **A. AMENDMENTS TO BYLAWS**

To amend the STAC bylaws, the STAC Executive Board will bring recommendations to the membership for consideration. A 2/3 vote of the membership present or by proxy is required for adoption.