

Albemarle-Pamlico National Estuary Program

Science & Technical Advisory Committee Bylaws

Adopted 28 July 2004

Amended 19 October 2006, 28 March 2011

I. OBJECTIVE

The Science & Technical Advisory Committee (STAC) plays a pivotal role in providing APNEP with the scientific and technical support needed to develop research initiatives, and to review policy recommendations and implementation of the Comprehensive Conservation & Management Plan (CCMP). The STAC provides advice and support to APNEP's Staff, Policy Board, Management Advisory Committee, and Citizens Advisory Committee on scientific and technical issues and acts as a forum for the exchange of scientific information about the APNEP Region. Additionally, Committee members work toward a more consistent and cooperative approach to scientific data and design, and implement scientific and technical projects assigned by the Policy Board. The STAC may also recommend possible work tasks to the Policy Board.

STAC activities include: (1) coordinate an Albemarle-Pamlico Ambient Monitoring Network (APAMoN) and other science, (2) track key indicators of A-P ecosystem health, (3) develop a comprehensive A-P GIS database, (4) research and collate best practices around key issues (e.g., stormwater, toxics remediation), and maintain the database for practitioners.

The STAC will assist in: (1) developing near- and long-term action plans, reviewing draft documents, and making recommendations to the Policy Board on the technical merit of a program, project, activity, or document; (2) designing and evaluating an effective information management system; (3) developing requests for proposals; and (4) reviewing and evaluating proposals received and making recommendations on projects to be funded. Additional duties may be assigned at the direction of the Policy Board.

II. ORGANIZATIONAL STRUCTURE

The STAC's organizational structure is characterized by its composition (Part A) and the scheduling of committee meetings (Part B).

A. COMPOSITION

The STAC is the scientific voice of the estuary program, identifying and defining opportunities and problems. The Committee should be broad-based and include scientists and researchers from local colleges, universities, and research institutes, as well as technical staff from federal and local agencies, industry, and environmental organizations. Because APNEP is currently affiliated with a state agency, technical staff from state agencies are ineligible as members, in order to maintain committee independence from the host agency. STAC membership should not exceed 36 members.

1. Executive Board

The Executive Board of the STAC consists of the two co-Chairs, and no more than five additional members of the STAC who are nominated by the co-Chairs, and approved by the full membership for two-year terms.

2. Chairpersons

The STAC will have two Chairpersons. Chairs are elected by a majority vote of the STAC members with a quorum present. Each Co-Chair serves a two-year term, renewable once consecutively.

3. Representation on Policy Board

The Executive Board of the STAC will select member(s) of the STAC to sit as voting members of the Policy Board as consistent with the current NC Governor's Executive Order and the Policy Board Bylaws.

4. Members

All members will be expected to have an advanced degree (Masters or above) and/or extensive experience (at least five years), with expertise in scientific and technical fields germane to the mission of APNEP. Each member serves a three-year term, renewable pending approval by the Executive Board. The membership will have staggered appointments so that one-third of the membership will be up for re-appointment each year.

B. MEETINGS

Regular meetings of the STAC shall be held quarterly and scheduled at the convenience of the members. Additional meetings may be called by the Chairperson(s), or at the request of the Program Director, Policy Board, or majority of the STAC members, in which case the Program Director (or designate) will schedule the meeting as soon as possible. The Executive Board meets on an as-needed basis, in addition to quarterly meetings. All STAC meetings are open to the public. Agendas are distributed to the membership and interested parties prior to the meeting. When possible notes and select visual presentations from previous STAC meetings are available via the APNEP website.

1. Quorum and Voting

When called, a quorum is represented by 50% of current, filled memberships, excluding vacancies. Normally STAC works by consensus, but if a quorum is needed, it must be achieved. Unless otherwise stated, a majority vote is required to take action. Each member shall have one vote, including proxies that are designated in writing.

2. Attendance

Members of the STAC are expected to attend all regular meetings. A STAC member who misses two consecutive meetings will be contacted concerning his/her absences. After three consecutive absences, STAC's Executive Board will seek a replacement for the member.

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

3. Expenses

All members shall serve without compensation, although reasonable expenses may be reimbursed subject to approval from APNEP Director.

III. 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 two-thirds vote of the membership present or by proxy is required for adoption.

B. AMENDMENTS TO OPERATIONAL GUIDELINES

The STAC Executive Board and/or the Committee establishes the STAC Operational Guidelines and can create and alter them as necessary.