

# **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 Governors of Delaware, Maryland, New York, Pennsylvania, Virginia and West Virginia; Mayor of the District of Columbia; Administrator, Environmental Protection Agency (EPA); and the Chair of the Chesapeake Bay Commission.

##### **Section 1.3 Location**

The principal office of LGAC shall be that of the LGAC Coordinator, currently being 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 (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 Bay Program watershed efforts.
- Educate local government officials about the Bay Program and its long-term benefits for the watershed.
- Design strategies to encourage engagement and supportive actions 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 as follows:

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.

It is intended that LGAC Members 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:

- Be a current or former local elected or appointed official or member of an organization representing the interests of local government.
- Be willing and able to attend and participate in LGAC Quarterly Meetings.
- Be 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 Bay Program.
- Assume responsibility for communicating with elected officials and other jurisdictional leaders to ensure a broad range of local government interests is presented for discussion with LGAC.

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

An LGAC Member serves at the pleasure of the appointing Executive Council member. 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 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 based upon membership criteria and/or other factors.

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

Once a vacancy has been established, the LGAC Chair, with the concurrence of the Vice-Chair of the affected jurisdiction, 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 they are willing and able to participate in Quarterly Meetings. From time to time, however, there may be schedule conflicts, illnesses, or other special circumstances during which an LGAC Member would be unavailable. In those instances, an Emeritus Member from that jurisdiction, or an Alternate, designated by that LGAC Member, and who represents their same interests, may serve. An Alternate may attend LGAC meetings, has the right to discussion and to vote, and may be reimbursed for approved expenses.

### **Section 3.6 LGAC Executive Committee**

The LGAC Executive Committee (Executive Committee) is comprised of LGAC Officers, which consists of the LGAC Chair, the Vice-Chair of each jurisdiction as elected by the LGAC Members of each jurisdiction, and an At-Large Vice-Chair, should one be elected by the Members. The LGAC Chair may convene the Executive Committee, as needed.

In consultation with the LGAC Coordinator, the LGAC Chair 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 LGAC Chair shall be a Member who represents the District of Columbia, Maryland, Pennsylvania or Virginia. The LGAC Chair shall preside over all meetings of the Advisory Committee and be an ex-officio member of all ad hoc 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 on the Executive Committee by an At-Large Vice-Chair.

The Vice-Chair of the presiding jurisdiction, shall serve as LGAC Chair in the absence of the elected LGAC Chair. If neither are available the Vice-Chair of the jurisdiction that will serve next will serve as LGAC Chair.

### **Section 3.9 Emeritus Status**

Emeritus Status may be granted by a majority vote of Members present at an LGAC Quarterly Meeting to a Member who exhibited outstanding leadership, vision and dedication during their terms of service.

An Emeritus Member shall be invited to serve as an active participant of LGAC and may attend and participate in discussions; however, has no voting rights except when serving as an Alternate.

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

The LGAC 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 LGAC 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: The District of Columbia, State of Maryland, Commonwealth of Pennsylvania, and Commonwealth of Virginia.

During the Annual Meeting and following the election of the LGAC Chair, each jurisdiction with three or more Members may elect a Vice-Chair from among their Members. Each Vice-Chair shall serve as Chair of their respective jurisdiction's delegation. A single At-Large Vice-Chair may be elected at the Annual Meeting by the Members from delegations with less than three Members. Vice-Chairs shall be elected for one-year terms, and are eligible for reelection for an unlimited number of terms.

## **ARTICLE IV**

### **Section 4.1 LGAC Quarterly 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. Meetings may be called only after notice to all members of LGAC.

LGAC Quarterly Meetings shall be open to the public, except when discussing personnel, potential or on-going litigation, or other privileged matter.

### **Section 4.2 Multimedia-Supported Communication**

Generally LGAC Quarterly Meetings shall be attended in person. If necessary, a Quarterly Meeting may incorporate or be held solely through the use of online meeting platforms as long as all Members are able to hear the entire discussion on the matter, have their comments heard, and participate fully.

### **Section 4.3 Special Meetings**

A special meeting may be called by the LGAC Chair, Vice-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. An example of a special meeting is a jurisdiction delegation meeting.

### **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 may 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 Quarterly Meeting by the LGAC Chair, Vice-Chairs, LGAC Members, or 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 federal standard travel regulations, as elaborated in the Expense Reimbursement Guidelines, and as provided for in the LGAC budget. A completed LGAC Volunteer Hours Timesheet and Expense Reimbursement Voucher is required for reimbursement.

## **Section 4.7 Voting and Quorum**

Each Member or Alternate shall have one vote. A majority of Members participating shall constitute a quorum. If a vote is required, a quorum must be present in person and/or via the meetings online platform.

## **ARTICLE V**

### **Subcommittees and Work Groups**

The LGAC Chair may form subcommittees and ad hoc committees 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 Rules 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 LGAC Quarterly Meeting by a two-thirds vote of Members participating, provided that the proposed amendment has been submitted in writing to Members at least fourteen (14) days prior to the Quarterly 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

March 19, 2021