

# COASTAL ADVISORY COUNCIL

## Bylaws

Adopted October 21, 2003

*Amended August 30, 2006*

*Amended May 9, 2012*

*Amended May 6, 2015*

### I. Name and Objectives

- The name of the organization shall be the Coastal Advisory Council, also referred to as the "CAC."

#### Objectives:

- The Coastal Advisory Council will provide advice to the staff and Board of Natural Resources in the implementation and refinement of the Georgia Coastal Management Program, and in the compilation, interpretation, development, and application of policies to guide the public and private uses of natural, cultural, and historic resources within the coastal area.
- The Coastal Advisory Council will serve to communicate issues and activities of the Coastal Resources Division's Coastal Management Program to individual constituencies and provide feedback to the Program to improve the use of information for coastal management.
- The Coastal Advisory Council will facilitate public understanding of the value and vulnerability of coastal natural resources and of the role of the Georgia Coastal Management Program in the pursuit of its mission.
- The Coastal Advisory Committee will set the theme for the annual Coastal Incentive Grant Program and will identify project selection criteria at the annual meeting.

### II. Membership

The membership of the Coastal Advisory Council shall be so comprised as to ensure broad representation by coastal resource stakeholders.

- Each Regional Commission, county government, and municipal government within the coastal area may be represented by one member on the Coastal Advisory Council. The local government or Regional Commission representative shall be nominated by the Council or Commission of the municipality, county, or region. Nominations shall be submitted to the Commissioner of DNR no later than April 1, for Program year beginning July 1.
- Scientific research organizations, nongovernmental and governmental agencies, and environmental interests, and citizens-at-large shall also be represented in the

membership of the Coastal Advisory Council.

- The Commissioner of the Department of Natural Resources shall appoint the membership of the Coastal Advisory Council.
- Appointments to the Coastal Advisory Council shall be for a definite term, not to extend beyond the termination date of the Administrative Order creating the Advisory Council, such date not to extend beyond the term of the Governor at the time of the Council's creation.
- Within any year, and on the anniversary of each appointment, any member who has not attended a minimum of one-half of the formally scheduled meetings of the Coastal Advisory Council will be deemed to have resigned their appointment.
- Any member deemed to have resigned their appointment shall be replaced according to the normal appointment process. Nominations for replacements for members from the scientific research, non-governmental, environmental interests, and citizens-at-large categories shall be accepted by the Commissioner from the current Coastal Advisory Council members; and shall, to the extent possible, represent the same entity or category of membership as the resigned member. In the case of local government representatives, nominations shall be received from the governing body of the county or municipality and shall be appointed according to the normal process. In the case of state or federal agency representatives, nominations shall be received from the Commissioner or Director of the Agency and shall be appointed according to the normal process.

### III. Officers and Duties

- The officers of the Coastal Advisory Council shall consist of the Chairperson and Vice-Chairperson, who will each serve a one-year term and be elected by the Coastal Advisory Council. Both Chairperson and Vice-Chairperson may stand for re-election for a second term. A Nominating Committee comprised of the current Coastal Advisory Council Chairperson, immediate past Coastal Advisory Council Chairperson, and the Director of Coastal Resources Division shall propose a slate of candidates for the Chairperson and Vice-Chairperson for the Coastal Advisory Council's consideration. Additional nominations may also be made from the floor. The two officers shall be representatives of different coastal resource stakeholder groups and shall reside in different counties. They must have served as a CAC member for at least one year prior to election.
- The Chairperson shall preside at all meetings, shall represent the Coastal Advisory Council in all matters, and shall be authorized to make such appointments to the committees and subcommittees as established by the CAC. The chair shall be authorized to appoint ad hoc committees as necessary to perform other duties and functions.
- The Vice-Chairperson shall assume the duties and responsibilities of the Chairperson in the absence of the Chairperson.

- In the event the Chairperson is unable to complete their term, the Vice-Chairperson shall become the Chairperson for the remainder of that term. The nominating committee shall then nominate candidate for the election of a successor Vice-Chairperson.

#### IV. Staff

The Ecological Services Section of the Georgia Department of Natural Resources' Coastal Resources Division will serve as staff to the Council and provide technical and administrative services as required.

#### V. Meetings

- The CAC will hold quarterly meetings; the first quarter meeting of the program year beginning July 1 shall be the annual meeting. An Annual report will be presented at the 4<sup>th</sup> quarter meeting.
- New Members of the Coastal Advisory Council shall be required to attend an orientation and education program provided by the Georgia Coastal Management Program staff. (all members are encouraged to attend this program)
- Special meetings may be called by the Chairperson, or at the request of any three members, or at the request of the Director of Coastal Resources.
- The meeting must be announced by mail to all members not less than two weeks in advance of the planned meeting, listing the time, location, and proposed agenda.
- Members may submit agenda items directly to the Chairperson through the staff for consideration at the meeting at least five workdays in advance of the meeting notice mailing.
- A quorum shall consist of 50% plus 1 member of the membership. Votes are a simple majority, except on bylaws changes as noted below.
- Electronic voting may be used at the Chair's discretion. A response by electronic means of 50% plus 1 of the membership will establish a voting quorum and will be simple majority. The discussion summary will be sent out to the membership. Additional written or oral comments will be considered for one week and shared with membership electronically at which time the Chair will call for a vote.
- The CAC shall provide the opportunity for dissenting opinions to be reflected in meeting summaries.
- The current revised edition of Robert's Rules of Order shall guide meeting procedures and all business.

- All meetings are open to the public and all interested persons are invited to attend. CAC may provide opportunities for public input during meetings, but only Council members may vote.

VI. Amendment of By-Laws

These bylaws may be amended at any regular meeting of the Coastal Advisory Council by a two-thirds vote of those present, provided due notice thereof has been submitted in writing at the previous regular meeting.

\* Revised May 6, 2015