

**THE CHESAPEAKE BAY
LOCAL GOVERNMENT ADVISORY COMMITTEE
BYLAWS**

**ARTICLE I
Name, Authority, Location**

Section 1.1 Name

The name of this organization shall be the Chesapeake Bay Local Government Advisory Committee, herein referred to as LGAC. Its area of interest includes the entire Chesapeake Bay watershed with special emphasis on the Bay and its tributaries located in Maryland, Virginia, Pennsylvania, and the District of Columbia.

Section 1.2 Authority

The LGAC has been created by the Chesapeake Bay Executive Council through the 1987 Chesapeake Bay Agreement. The Council is composed of the EPA Administrator, The Mayor of the District of Columbia, the Governors of Virginia, Pennsylvania, and Maryland, and the Chairman of the Chesapeake Bay Commission.

Section 1.3 Location

The principal office of the LGAC shall be at such place as the Executive Committee may appoint as appropriate to changing circumstances.

**ARTICLE 2
Purpose**

The purpose of the LGAC is to assume both a proactive and reactive policy development role in advising the Executive Council on how to most effectively, equitably, and expeditiously implement the projects and other actions required to engage the support of local governments to achieve the goals of the Bay Agreement.

The LGAC is responsible for communicating both with the Executive Council in its advisory capacity, and with local governments throughout the Bay region. The LGAC's goal is to develop and execute strategy to ensure continued local government participation and input in the design, development, and implementation of programs to protect and improve the Chesapeake Bay.

To reach that goal the LGAC will do the following:

- Identify communities and officials who must be involved in the improvement and protection of the Bay;
- Develop a strategy that will encourage willing participation by local governments in the Bay program;
- Educate local governments concerning the Chesapeake bay program and promote cooperative local or regional efforts where appropriate;
- Encourage cross-fertilization of experiences among local governments (technology transfer);
- Assist local governments to find technical and financial support to meet their responsibilities under the Chesapeake Bay program;
- Provide input concerning the development of draft commitment strategies;

- Comment on draft commitment strategies;
- Monitor implementation of commitment strategies; and
- Coordinate and work with commitment teams and other committees.

ARTICLE 3

Membership and Officers

Section 3.1 Composition

The LGAC membership is representative of a cross-section of local governments from Maryland, Virginia, Pennsylvania, and the District of Columbia. Each of the states may appoint up to six members to serve on the LGAC. The District of Columbia may appoint up to three members to serve on the Committee.

Section 3.2 Criteria for Membership

Members are appointed by the Executive Council. Each member should:

- Attend and participate in meetings of the LGAC.
- Be a local elected or appointed official or member of an organization directly representing the interests of local government.
- Have direct involvement and experience with, and a good working knowledge of, local government and environmental issues, particularly those which relate directly to the Chesapeake Bay.
- Be potentially affected by the action of the Chesapeake Bay Program and the Executive Council.
- Be willing to assume responsibility to communicate with local government officials and their respective jurisdictions to assure that a broad base of local government interests are represented in matters of concern to the LGAC.

Section 3.3 Term of Office

Members shall serve at the pleasure of their respective appointing Executive Council member. In the event of a change in Executive Council member, incumbent members may continue to serve on the LGAC until such time as the new Executive Council member makes membership appointments/reappointments.

Section 3.4 Resignations and Filling Vacancies

Members should provide written notification to the representative Executive Council member copied to the LGAC Chairperson. Once a vacancy in membership exists, the Chairperson, with the concurrence of the Vice-Chair of the appropriate delegation, shall request that the appropriate member of the Executive Council appoint a replacement.

Section 3.5 Alternates

Alternates shall be designated by each member and be representative of the same interests that the member was appointed to represent. When a member selects an alternate, the member shall notify the LGAC coordinator in writing with the name, address, and title of the alternate. It is the responsibility of the regular member to call his/her alternate member to attend a meeting if the regular member will not be in attendance. Alternates may attend all LGAC meetings and are granted voting rights when their respective regular member is not in attendance. Alternate members shall receive all LGAC mailings sent to the regular members.

Section 3.6 Officers

The officers shall be a Chairperson and four Vice-Chairpersons. The four Vice-Chairpersons shall represent each of the four jurisdictions comprising the Committee. The five officers shall serve as the Executive Committee, which shall have authority to act on behalf of LGAC when action is needed between quarterly meetings, and serve LGAC in making decisions on routine administrative matters.

Section 3.7 Chairperson

The Chairperson shall be a member and shall be elected by the members during the annual meeting. The Chairperson shall preside over all meetings of the Committee and be an ex-officio member of all sub-committees. The Chairperson shall be elected for a one-year term and may serve a maximum of two consecutive one-year terms. The position shall rotate among the four jurisdictions in the following sequence, beginning in 2008: District of Columbia; State of Maryland; Commonwealth of Pennsylvania; and the Commonwealth of Virginia.

Section 3.8 Vice-Chairpersons

During the annual meeting and following the election of the Chairperson, the four jurisdictions comprising the LGAC shall each elect a Vice-Chairperson from among their respective members who shall serve as chairperson of their respective delegation. Vice-Chairpersons shall be elected for a one-year term, but may serve an unlimited number of terms. A Vice-Chairperson shall be designated to serve as Chairperson in the absence of the LGAC Chairperson.

ARTICLE 4 Meetings

Section 4.1 Regular

Meetings of the LGAC shall be at least quarterly and scheduled at the convenience of the Committee. The first meeting of the calendar year shall be considered the annual meeting. Meetings of the LGAC shall be open meetings, except for those that are held to consider personnel matters or potential litigation. Regular meetings may only be called after notice to all members of the Committee.

Section 4.2 Multi-Media

Meetings may also be held through use of telephone or other communications media if all participants can hear and communicate.

Section 4.3 Special

Special meetings of the LGAC may be called by the Chairperson or by a majority of the members of the Committee. The purpose of the meeting shall be stated in the call. Special meetings may only be called after due notice to all members of the committee.

Section 4.4 Attendance

If any member, or their respective alternate in the regular member's absence, fails to attend at least two of the four yearly meetings, the member's LGAC Vice-Chairperson shall notify the appropriate member of the Executive Council and request a replacement be appointed. Records of attendance shall be taken and made available as necessary.

Section 4.5 Agenda Items

Matters may be placed on the agenda for consideration at meetings of the LGAC by one of the following: the Chairperson; member of LGAC; members of the Executive Council.

Section 4.6 Expenses

All members and alternate members shall serve without compensation. Members and alternate members may be reimbursed for their reasonable expenses incurred in the performance of their duties, in accordance with the standard travel regulations, and as provided in the budget. Completed LGAC travel vouchers are required.

Section 4.7 Voting and Quorum

Each member shall have one vote. A majority of members presently serving on the Committee shall constitute a quorum, provided representatives from three of the four jurisdictions are in attendance. Normally LGAC works by consensus, but if a vote is needed, a quorum must be present either in person or via telecommunications media.

ARTICLE 5 Subcommittees

As deemed appropriate, the LGAC may designate sub-committees to study or develop particular projects of concern and present recommendations to the full subcommittee.

ARTICLE 6 Staff Support

The LGAC Coordinator will be a person designated by the LGAC and its Executive Committee to provide the Committee with assistance and administration, policy development, communication, and technical support.

ARTICLE 7 Parliamentary Procedures

Robert's Rules of Order Newly Revised shall be the parliamentary authority for the conduct of meetings of the LGAC, except in cases where it conflicts with these bylaws.

ARTICLE 8 Amendments

These bylaws can be amended at any regular meeting of the committee by a two-thirds vote of members in attendance, provided that the amendment has been submitted in writing to the membership at least fourteen (14) days prior to the regular meeting at which the vote is to be taken. These bylaws and any amendments thereto shall be effective immediately upon adoption.

Amended February 26, 2009
Adopted March 28, 1999
Amended April 6, 1995
Amended September 10, 1998

