

DRAFT

MEETING RULES FOR NUECES RIVER AND CORPUS CHRISTI BAY AND BAFFIN BAY BASIN AND BAY AREA STAKEHOLDERS COMMITTEE (BBASC)

Meetings are Public

While not subject to the requirements of the Open Meeting Act, the Committee should operate in a similar manner to ensure adequate public participation and transparency of the committee's actions. This will include posting the agenda for each meeting on the website maintained for the Committee by the Texas Commission on Environmental Quality (TCEQ) at least 72 hours in advance of a meeting. Every effort will be made to post or distribute an agenda at least two weeks prior to a meeting.

Public Participation in Meetings

The public will be allowed to speak at the beginning and end of each meeting and, at the Chair's discretion, on specific agenda items.

Officers

A Chair will be elected to preside over meetings. A Vice-Chair will be elected to preside over meetings in the absence of the Chair. Each officer shall serve a term of one year and until his/her successor takes office with no restrictions on the number of consecutive terms an individual may serve. Officers will be elected at the first meeting of each Calendar Year.

Quorum

A quorum is a simple majority of the membership, including Alternates.

Attendance and Alternates

Each required interest group (stakeholder) should be represented by a Member or his/her Alternate at each meeting. Each Member must designate an Alternate and submit his/her contact information to the Chair. Alternates may participate in meetings and vote in the Member's absence and are considered part of a quorum. Members who have missed three consecutive meetings shall be considered to have engaged in excessive absenteeism.

Removal of Members

Members may be removed by affirmative vote of the membership for the following reasons:

- Excessive absenteeism
- Incapacity
- Change in status so that the member no longer represents the interest he/she was selected to represent

Voting

The Committee shall attempt to make decisions based on consensus. Consensus is a decision built by identifying and exploring all members' interests and by assembling a package agreement which satisfies these interests to the greatest extent possible. A consensus is reached when all voting members agree that their major interests have been taken into consideration and addressed in a satisfactory manner so that they can support the decision of the group. The process of building consensus involves the development of alternatives and the assessment of the impacts of those alternatives.

Consensus does not necessarily mean unanimity. Some members may strongly endorse a particular solution while others may accept it as a workable agreement. A member can participate in the consensus without embracing each element of the agreement with the same fervor as other members, or necessarily having each of his/her interests satisfied to the fullest extent. In a consensus agreement, the members recognize that , given the combination of gains and trade-offs in the decision package and given the current circumstances and alternative options, the resulting agreement is the best one the voting members can make at this time.

If after a good faith effort it appears that consensus can not be reached, the Chair shall entertain a motion to put the issue to a vote.

Meeting Schedule and Location

Regular meetings shall be held quarterly on dates approved by the membership at the first meeting held in each Calendar Year. Called meetings will be held at the Chair's discretion or on request of a majority of the membership.

The location of meetings shall alternate among the upper, mid, and lower Nueces Basin sites.

Administrative Support, Agendas, and Record Keeping

The Texas Commission on Environmental Quality will support this Committee by attending meetings, taking and keeping notes of each meeting, maintaining a website on which meeting notices and other information concerning this Committee will be posted, working with the Chair and membership in preparing and distributing agendas and meeting notes, maintaining a list of members and interested parties, notifying members and interested parties of meetings, and providing guidance.

A good faith effort will be made to email or fax agendas and supporting materials to members and interested parties at least five days before the meeting date.

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