

## RESOLUTION FOR THE MINUTES

A RESOLUTION for the Minutes, establishing consistent practices relating to membership, record-keeping and “green” meetings for DRBC advisory committees.

WHEREAS, Section 3.10 of the *Delaware River Basin Compact* (“the *Compact*”) provides that the Commission “may constitute and empower advisory committees, which may be comprised of representatives of the public and of federal, state, county and municipal governments, water resources agencies, water-using industries, water-interest groups, labor and agriculture”; and

WHEREAS, the Commission has established standing advisory committees known as the: Flood Advisory Committee, Monitoring Advisory and Coordinating Committee; Regulated Flow Advisory Committee, Toxics Advisory Committee, Water Management Advisory Committee and Water Quality Advisory Committee; and

WHEREAS, the Commission values its advisory committees as important forums for inter-jurisdictional and stakeholder information-sharing, dialogue and coordination, including in the development of recommendations for the Commission’s consideration; and

WHEREAS, although the composition of each committee is defined by the resolution that established it, practices with respect to the appointment of advisory committee members, membership terms, record-keeping, and “green” meetings are not consistent across committees; and

WHEREAS, in the view of the Commissioners, the Commission and basin community would best be served by the institution of standard practices in these areas; now therefore,

BE IT RESOLVED by the Delaware River Basin Commission that as a general rule the practices outlined below will be followed for all DRBC advisory committees:

### A. DRBC Advisory Committee Appointments

#### 1. Reserved and Non-Reserved (“Other”) Positions

- a. Advisory committee positions assigned by a Commission resolution to a federal, state or regional government agency or a specific organization shall be referred to as “Reserved” positions.
- b. Advisory committee positions that are not “Reserved” as that term is defined in the preceding paragraph shall be referred to as “Non-reserved” or “Other” positions.

#### 2. Terms of Appointment

- a. All advisory committee members shall serve at the pleasure of the Executive Director and Commissioners and may be removed by either without cause.

- b. Appointments to Reserved positions shall be of no prescribed duration.
- c. Non-reserved positions shall be subject to appointments of no more than five years.
- d. Members appointed to Non-reserved positions may be re-appointed to an unlimited number of consecutive terms through the appointments process set forth below.

### 3. Appointments Process

- a. Reserved positions will be filled through coordination with the agency or organization to which each position is assigned.
- b. Non-reserved positions will be advertised publicly on the DRBC web site at least six months before the end of the current member's term, for a period of at least 10 business days. For purposes of transitioning to this practice, the Executive Director may extend the terms of current appointments to Non-reserved positions if and as necessary.
  - i. Candidates may include the current appointee. Members who wish to be reappointed are advised to notify the committee's DRBC staff liaison at least six months prior to the end of the member's term.
  - ii. All candidates, including current members seeking reappointment, will be asked to submit a resume and cover letter stating their interest and qualifications.
  - iii. After reviewing the candidate submissions, the Executive Director will appoint the individual whom the Executive Director deems best suited to serve.
- c. If a Non-reserved position becomes vacant before the end of the appointee's term, the position may be advertised or the Executive Director may select a replacement to serve for the remainder of the term, based on recommendations by the advisory committee's DRBC staff liaison, Commissioners or other advisers.

### B. Record-keeping

- 1. Minutes of each meeting, once approved by the committee, shall be included in an official record of the meeting and archived by the Commission.
- 2. Agendas, Minutes, attendance logs, presentations and other documents used or created during DRBC advisory committee meetings are public records and may be posted on the Commission's website or furnished upon request to interested parties. If posted on

the Commission's website, presentations and other documents created for use by an advisory committee shall bear the statement "Presented to an advisory committee of the DRBC. Contents should not be published or re-posted in whole or in part without the permission of the author(s) or the committee."

3. Audio and video recordings of advisory committee meetings are neither required nor encouraged. If someone, including a DRBC staff member, is recording a meeting, all participants must be so informed at the start of the meeting. Recordings of advisory committee meetings may be used to develop Minutes or to facilitate review of a meeting by members who could not attend, but DRBC will not preserve a recording once the purpose for which it was created has been served.

C. Green Meetings

1. Meeting materials. To the extent possible, committee meeting materials will be posted on the Commission's website in advance of each meeting.
  - a. Committee members and the public are encouraged to use electronic means to access them.
  - b. As a general rule, DRBC will not print and distribute photocopies for use by advisory committee meeting participants. If participants require printed copies, they are asked to create them locally prior to the meeting.
  - c. Meeting materials not available prior to a meeting or developed or modified during a meeting will be distributed electronically via email and/or by posting to the Commission's website after the meeting.
2. Remote access. Advisory committee members are encouraged to attend meetings in person, but those with long distances to travel or other restrictions may participate via phone and/or, as available, by webcast.

D. The foregoing shall supersede and replace any conflicting practices and procedures used by DRBC advisory committees.

E. This Resolution shall take effect immediately.

ADOPTED: March 16, 2016