

## **Procedures for DRBC Toxics Advisory Committee**

### **I. Term of Appointment for Members:**

The following members of the Toxics Advisory Committee shall be appointed for three years in accordance with the following schedule:

- Year 1 -       Public Health Interest representative  
                  Federal Fish & Wildlife Resource representative
  
- Year 2 -       Industry representative  
                  Academic representative  
                  Environmental/Watershed representative (1)
  
- Year 3 -       Municipal representative  
                  Agriculture representative  
                  Environmental/Watershed representative (1)

The representatives of the states (4) and the U.S. Environmental Protection Agency are not appointed for a fixed term.

Each representative or their alternate(s) shall make a concerted effort to attend each quarterly meeting. Failure of any representative (or their alternates) to attend more than two quarterly meetings of the Committee in any one year period shall result in referral to the Executive Director for review of their appointment.

### **II. Chair**

- A.     A Chair and Vice-Chair are elected by the Committee from among the members of the Committee. The term of the Chair and Vice-Chair is one year.
  
- B.     The Vice-Chair will be elected annually at the June meeting and rotate to the Chair the following year.
  
- C.     The Chair will preside at Committee meetings in general accordance with Robert's Rules of Order.

### **III. Meeting Frequency: Quarterly**

IV. Minutes: Draft minutes will be prepared and approved at the next Committee meeting.

6/21/95  
Revised 6/18/97  
Revised 3/15/00  
Revised 11/2/00

V. Quorum: No specific number of members was specified.

VI. Voting: Motions may be offered by any member or in their absence, their alternate. After seconding by another member, the members will be polled. Motions are passed based if 51% of the members present or six members, whichever is greater, affirm the motion. In the event of a tie vote, the matter will be tabled and the Chair will contact the other Committee members for their vote.

Minority reports or opinions will also be forwarded to the Commissioners.

VII. Policy Issues: Members may identify policy issues for consideration by the Commission or the DELEP Steering Committee, and offer motions to elevate these issues. Affirmed motions will be presented to the Commission by the Chair of the Committee or their designee. The presentation will include the pros and cons of possible alternative approaches, the substance of the discussion, and the recommendation of the Committee. In cases where the Committee does not agree on an issue, the Vice-Chair or their designee will present the alternative approach.

VIII. Staff and Support:

DRBC will provide technical and secretarial support to the Committee. Dr. Fikslin will be the prime staff contact for the Committee. Meetings will normally be held at DRBC offices in West Trenton, NJ.