

# **GREENWICH BAY SPECIAL AREA MANAGEMENT PLAN CITIZENS ADVISORY COMMITTEE Guidelines**

## **ARTICLE I**

### **Name, Authority, Location, Purpose, Functions**

#### Section 1: Name

The name of this organization shall be the Citizens Advisory Committee (CAC). Its area of interest shall include the entire Greenwich Bay watershed, with special emphasis on the bay, coves and its tributaries.

#### Section 2: Authority

The CAC has been created as a voluntary committee by the Rhode Island Coastal Resources Management Council (CRMC) in conjunction with the Greenwich Bay Special Area Management Plan (GB SAMP) project.

#### Section 3: Location

The principal mailing addresses of the CAC shall be: CAC Chair, C/O Megan Higgins, Coastal Resources Management Council, Stedman Government Center - Suite 3, 4808 Tower Hill Road, Wakefield, RI 02879-1900.

#### Section 4: Purpose and Functions

The purpose of the CAC shall be to:

- provide guidance and advice to the Greenwich Bay Management Team (CRMC and the URI Coastal Resources Center) on the content of the GB SAMP,
- promote public awareness and understanding of the GB SAMP,
- provide input to the Greenwich Bay Management Team about, and assist in the implementation of, the GB SAMP and the development of implementation priorities and strategies.

To fulfill this purpose, the members of the CAC shall be expected to communicate the activities of the GB SAMP and the CAC to their respective organizations and to the public. In return, the members are to communicate the comments and concerns of these organizations to the GB SAMP Management Team and other GB SAMP Committees, as appropriate.

The function of the CAC during the pre-adoption phase shall be to:

- Disseminate information about the GB SAMP, interpret and communicate the goals and strategies of the GB SAMP to the public and to interest groups, and advise the GB SAMP Management Team of reaction and comments.
- Provide input to the GB SAMP Management Team in setting the goals of the SAMP with specific time frames for implementation, and in defining environmental indicators to help monitor progress in implementing the SAMP.

The function of the CAC during the post-adoption phase shall be to:

- Identify opportunities and mechanisms to involve the public in implementing the GB SAMP, and educate the public about what individuals, businesses, and organizations can do to help implement the GB SAMP;
- Communicate with decision makers and other implementing authorities about implementation needs for the SAMP, and assist the GB Management Team in shaping implementation priorities;
- Act as advocates for adequate funding to implement the GB SAMP.

## **ARTICLE II Membership and Officers**

### Section 1: CAC Composition

The CAC shall be composed of individuals representing a cross section of groups and organizations from Warwick and East Greenwich that use or have concerns about Greenwich Bay and its watershed. The interests shall include:

- environmental, conservation and watershed associations;
- the user community including but not limited to business, industry, real estate, sport and commercial fisheries, recreation, boating and cultural/historical;
- education/academic community;
- municipal volunteer boards and committees.

### Section 2: Criteria for Group Membership

Each member shall:

- Be potentially affected by the management recommendations contained in the GB SAMP;
- Be willing to assume responsibility for communicating with a major user or interest group, and to attend all regular meetings;
- Be represented by a resident or business owner of Warwick or East Greenwich;
- Have some knowledge and interest in Greenwich Bay and its watershed.

### Section 3: Terms of Appointment

The terms of appointment of the members shall be limited to one year.

### Section 4: Method of Appointment

The process for appointing members to the CAC shall be as follows:

- Nominations for new members shall be solicited by open invitation from the general public.
- The CAC members and the RI CRMC Executive Director shall review all nominations received for consistency with the provisions of this article concerning CAC membership and composition. Nominations to the CAC shall have the concurrence of the CRMC Chairman.

Section 5: Compensation

All members shall serve without compensation.

Section 6: Officers

The officers shall be a Chair and a Secretary. The Chairman of the RI CRMC shall appoint a member of the CRMC to be the Chair for the CAC until the GB SAMP has been adopted by RI CRMC. The CAC Chair shall select the Secretary.

Within sixty days of the full CRMC's adoption of the GB SAMP, CAC members shall elect new officers for the CAC. The term of office shall be for one year, beginning the date of the elections. The CAC Chair and Secretary shall be elected by a majority vote of the CAC members present.

Section 7: Responsibilities of the Chair

The Chair shall:

- Assist the Secretary and CRMC with defining the agenda;
- Chairing CAC meetings;
- Communicating recommendations and concerns of the CAC to the GB SAMP Management Team and vice versa;
- Prepare any correspondence from the CAC to other individuals or organizations;
- Ensure that all views on an issue are heard.

Section 8: Responsibilities of the Secretary

The Secretary shall:

- Assist the Chair and CRMC with defining the agenda, recording the minutes, and establishing a quorum for meetings;
- Handle incoming correspondence;
- Prepare any correspondence from the CAC to other individuals or organizations for endorsement by the Chair.
- Ensure that all views on an issue are accurately recorded and reported.

**ARTICLE III**  
**Meetings**

Section 1: Meetings

Meetings of the CAC shall be held bi-monthly until the SAMP has been approved, then quarterly thereafter. The meeting schedule shall be established at least 20 days in advance. Meetings of the CAC shall take place in Warwick or East Greenwich, and shall be open to the public.

Section 2: Agenda Items

Matters may be placed on the agenda for consideration at meetings of the CAC by any of the following:

- A member of the CAC
- A member of the GB SAMP Management Team

Section 3: Parliamentary Procedures

Robert's Rules of Order, Revised, shall be the parliamentary authority for the conduct of CAC meetings.

Section 4: Attendance

If any group/organization that is a member of the CAC fails to attend two regular meetings per year without sufficient explanation, the Chair may recommend removal and replacement of that group/organization.

Section 5: Voting Rights

Each member shall have one vote. Those members present constitute a quorum.

Section 6: Alternates

Whenever a CAC member cannot attend a meeting, he/she shall send an alternate from their organization.

**GREENWICH BAY SPECIAL AREA MANAGEMENT PLAN  
CITIZEN'S ADVISORY COMMITTEE  
CODE OF CONDUCT**

The members of the Citizen Advisory Committee are encouraged to provide information to the public and seek public input on the activities of the Citizen Advisory Committee and the implementation of the Greenwich Bay SAMP. In doing so, the following code of conduct will be followed by members of the CAC:

- Each member will use CAC and GB SAMP material in their communications with the public;
- Each member will promote implementation of the SAMP;
- Each member will seek support and suggestions from the public and report them back to the CAC;
- Each member will clearly state that they are representing themselves when an issue not addressed in an official position of the CAC or clearly addressed in the SAMP is raised, or where individual opinion may differ from adopted positions of the CAC.