

**BCCP Guidelines for the
Scientific Advisory Committee
April 29, 2014**

1. Purpose. The Scientific Advisory Committee will advise the Coordinating Committee and City and County BCCP staff on scientific matters related to:
 - a. Permit compliance;
 - b. Preserve, habitat, and species management;
 - c. Research;
 - d. Scientific and technical support for the public message about the BCCP; and
 - e. Special science and environment issues as requested by the Coordinating Committee or BCCP staff.

The Scientific Advisory Committee may provide advice and guidance on such matters at any time, and is not limited to requests from the Coordinating Committee or BCCP staff, but may offer its expertise at its own initiative.

2. Organization. The committee will include seven (7) members. They will be selected to provide a balance between the following disciplines:
 - Conservation ecology;
 - Ornithology, with experience specific to the golden-cheeked warbler and black-capped vireo;
 - Karst invertebrates;
 - Botany, vegetation communities, and plant ecology; and
 - Landscape ecology management and restoration

The Scientific Advisory Committee may identify additional scientific expertise desired by the committee and may recruit appropriate expertise to support task groups or subcommittees, as needed. Additional expertise may be added by the Scientific Advisory Committee in any area, including but not limited to the following:

- Watershed management;
- Invasive species management;
- Experimental design;
- Statistics;
- Recreation planning and effects;
- Aquatic Species;
- Climate Change
- Long-term habitat sustainability; and
- Population ecology

a. Attendance

- i. The Coordinating Committee Secretary shall schedule all meetings for the calendar Year at the beginning of the year. This schedule will document members' commitments to be present or absent. Meetings are scheduled to achieve the best quorum. Because of the nature of members' service as volunteers it is noted that members' schedules often result in meetings being scheduled when not all members are able to participate in a quorum.
- ii. Members are expected to attend all meetings or request to be excused when they cannot attend. Notice to the secretary during

the scheduling process that a member is unable to attend on a given date will result in an automatic excused absence for that date. When a member learns that he or she cannot attend a meeting after it is scheduled they should request to be excused from the secretary. The secretary shall notify the chair about the request..

- iii. If a member misses two meetings in a calendar year the Coordinating Committee Secretary shall notify the Coordinating Committee with a recommendation for action. This recommendation will include the following information:
 - o Original quorum commitment documentation
 - o Any requests to be excused
- iv. The coordinating Committee shall consider the Secretary's recommendation and take action to either replace the member or excuse their absences.
- v. A third absence in a calendar year shall result in a recommendation for replacement.

b. Vacancies

i. Advisory Committee task group

- o For vacancies on the Scientific Advisory Committee the Secretary shall convene an Advisory Committee Task Group to make recommendations to the Coordinating Committee to fill those vacancies.
- o Membership in the task group shall include:
 - a. BCCP Coordinating Committee Secretary
 - b. Travis County BCP Manager
 - c. City of Austin BCP Manager
 - d. LCRA BCP Manager
 - e. Sunset Valley BCP Manager
 - f. Citizens Advisory Committee Chair or delegate
 - g. Scientific Advisory Committee Chair or delegate
 - h. Coordinating Committee members' delegates (appointed for staffs of each member)
- o The task group shall recommend new appointees to the Scientific Advisory Committee based upon consensus of the task group.
- o When recommendations are referred to the Coordinating Committee the names and resumes, *Curriculum vitae*, or other documentations defining qualifications for each basically qualified candidate considered by the Advisory Committee Task Group shall be forwarded to the Coordinating committee along with the consensus recommendation.

c. The Scientific Advisory Committee shall follow Robert's Rules of Order except for proxies:

- i. Member designates proxy by providing written notice to Coordinating Committee Secretary that specifies authority to Secretary and proxy
 - o Present members vote
 - o Make decisions on behalf of member
 - o Present new issues on behalf of member

- i. Member to assure proxy is informed prior to attending meeting
- d. The Committee shall elect officers annually from within.
- e. Meetings will occur approximately quarterly or when issues are presented by the Coordinating Committee, by Scientific Advisory Committee members, by the scientific community, or by the Citizens Advisory Committee.
- f. Records for each meeting will be maintained by the Coordinating Committee Secretary indefinitely and shall include the following:
 - i. Agenda
 - ii. Quorum Commitment record
 - iii. Requests for excused absences
 - iv. Backup material for each agenda
 - v. Record of Decisions for the meeting
 - vi. Audio or video recording of the meeting
- g. Report to the Coordinating Committee approximately quarterly, or as needed.
- h. The Chair or their designee shall attend all Coordinating Committee meetings, and shall provide a report to every meeting of the Coordinating Committee.
- i. The Scientific Advisory Committee will direct issues to task groups, supplemented by additional expertise from outside the Committee, as it deems necessary.
- j. Committee members will serve for periods as approved by the Coordinating Committee