

**BCCP Guidelines for the
Citizens Advisory Committee (CAC)**

Approved by the BCCP Coordinating Committee on June 2, 2017

1. Charge
 - a. The Citizens Advisory Committee is organized to provide a public forum for issues affecting the Balcones Canyonlands Conservation Plan and to help this program to continue to be accountable to our constituents. The CAC shall:
 1. Assist the Coordinating Committee in achieving public support and awareness
 2. Provide a forum for public input and communicate public views to Coordinating Committee
2. Organization – 12 members
 - a. 3 appointments from City of Austin
 - b. 3 appointments from Travis County
 - c. 1 appointment from LCRA
 - d. 1 appointment from City of Sunset Valley
 - e. 4 consensus appointments from Coordinating Committee representing:
 - i. Development interests
 - ii. Environmental interests
 - iii. Neighbors or homeowners associations
 - iv. Recreation interests
3. Guidelines
 - a. Meet at least twice a year. There may also be committee tasks throughout the year, where members may be contacted by email and asked to review and respond to polls, surveys, documents, presentations, and social media content.
 - b. Additional special session meetings may be called at any time to address urgent requests by the Coordinating Committee.
 - c. Follow bylaws, and conflict of interest policy.
 - d. Elect officers from within committee.
 - e. The chair or its designee will attend all Coordinating Committee meetings and shall provide a report of CAC activities at the Coordinating Committee meetings as needed.
 - f. 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. Remote video and/or audio conference attendance requests may be accommodated if the member is prevented from physically

attending the meeting because of a qualifying event. A qualifying event means a personal illness or disability, employment purposes, or a family or other emergency. The member must request remote meeting attendance with as much advanced notice as possible, by providing written notice to the Secretary specifying the qualifying event. However, members may only vote on committee leadership and Coordinating Committee recommendations while attending the meeting in person.

- iii. Members should 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.

g. Committee Member Service Terms

- i. Staggered terms to assure continuity.
- ii. Two year terms.
- iii. No limit to number of term reappointments.

h. Recommendation for Member Dismissal and Replacement

i. Lack of Participation

- 1. If a member participates in 50% or less of committee tasks during their term, including meetings and action items such as reviewing and responding to polls, surveys, documents, presentations, and social media content, the Coordinating Committee Secretary shall notify the Coordinating Committee and appointing governing body, if applicable, at the end of their term. This notification will include the following information:
 - a. Original quorum commitment documentation
 - b. Any requests to be excused
 - c. Summary of committee tasks completed and not completed
- 2. The Coordinating Committee and appointing governing body, if applicable, shall review the Secretary's notification and take action to either replace the member or excuse their lack of participation.

ii. Failure to Uphold CAC Bylaws

- 1. Bylaws #8 and #10 pertain to members' personal codes of conduct. Failure to adhere to these bylaws will result in a warning and possible dismissal and replacement.
 - a. On first offense, the Coordinating Committee Secretary shall give a written warning to the offending committee member. The circumstances of the warning may be discussed with the CAC and Coordinating Committee.
 - b. On second offense, the Coordinating Committee Secretary will make a recommendation to the

Coordinating Committee for dismissal or replacement.

- iii. Failure to Operate in a Manner Consistent with BCCP Shared Vision
 - 1. The CAC is established by the Coordinating Committee as appropriate to implement the BCCP Shared Vision and members shall not jeopardize the Permit by any action or inaction. Members may not speak for the BCCP or BCP or CAC unless specifically authorized to do so ahead of time by the CAC Chair and the Coordinating Committee Secretary. Willful misrepresentation of BCCP Authority or of BCCP Permit or BCP management activities will result in a warning and possible dismissal and replacement.
 - a. On first offense, the Coordinating Committee Secretary shall give a written warning to the offending committee member. The circumstances of the warning may be discussed with the CAC meeting and Coordinating Committee.
 - b. On second offense, the Coordinating Committee Secretary will make a recommendation to the Coordinating Committee for dismissal or replacement.

i. Vacancies

- i. Filled by original appointing authority.
- ii. The governing body for the appointing authority must approve each appointment to the Citizens Advisory Committee.
- iii. Advisory Committee task group
 - 1. For vacancies in seats held by consensus appointees the Secretary shall convene an Advisory Committee Task Group to make recommendations to the Coordinating Committee to fill those vacancies.
 - 2. 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 from staffs of each member)
 - 3. The task group shall recommend new consensus appointees to the Citizens Advisory Committee based upon consensus of the task group.
 - 4. When recommendations are referred to the Coordinating Committee the names and resumes, Curriculum Vitae, or other documentation 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.

- j. Proxies cannot be substituted for personal attendance at CAC meetings.
- k. 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