

**BCCP Guidelines for the  
Citizens Advisory Committee**  
**January 10, 2014**

1. Charge

- Advise the Coordinating Committee on financing acquisition and management
- Advise Coordinating Committee on how to achieve public support and awareness
- Assess implementation of organization/structure/roles and provide accountability
- Provide a forum for public input
- Advise Coordinating Committee on how to meet the permit obligations

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 quarterly
- b. Develop bylaws, and conflict of interest policy
- c. Elect officers from within committee
- d. Meet prior to Coordinating Committee in order to report to the Coordinating Committee
- e. Provide a quarterly report to the coordinating committee
- f. The chair or its designee will attend all Coordinating Committee meetings
- g. The Citizens advisory Committee will seek public input for its recommendations prior to submission to the Coordinating Committee
- h. Written annual report to be included in BCCP annual report
- i. 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:
    - 1. Original quorum commitment documentation
    - 2. 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
- j. 2 year terms
- i. Staggered terms to assure continuity
  - ii. No term limits
  - iii. First round of appointments
    - 1.  $\frac{1}{2}$  = 1 year terms
    - 2.  $\frac{1}{2}$  = 2 year terms
    - 3. every 2 years thereafter
- k. Vacancies filled by original appointing authority
- l. No proxies
- m. 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