

### Citizen's Advisory (Travis County)

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The BCCP Citizens Advisory Committee (or CAC) serves the Coordinating Committee by providing review and oversight of implementation of the permit terms and conditions, by studying and making recommendations on issues of special concern to the Committee, and by providing a forum for public input.

The Citizens Advisory Committee is comprised of eleven representatives from the local community representing such diverse interests as the business community, landowners, recreational/user groups, conservation organizations, and representatives from the City of Austin. CAC members are appointed by the Coordinating Committee, and serve 2 year terms.

The Citizens Advisory Committee routinely meets on a quarterly basis, though any Committee Member may call for additional meetings. For information about the next scheduled Citizens Advisory Committee meeting, or to review the last meeting agenda, please contact BCCP Coordinating Committee Secretary.

In addition to the Citizens Advisory Committee, a Scientific Advisory Committee also serves the Coordinating Committee by studying and making recommendations on issues of special concern to the Committee, especially with regard to the study and management of the species and habitats found in the Balcones Canyonlands Preserve.

For more information about the Citizens Advisory Committee, please contact us.

**BCCP Guidelines for the  
Citizens Advisory Committee**  
**April 29, 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 schedule 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
  - i. Filled by original appointing authority
  - ii. The governing body for the appointing authority must approve each appointment to the Citizens Advisory Committee (City of Austin Boards and Commissions appointees must be approved by Austin City Council.)
  - 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.

- I. 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

**Bylaws**  
**Citizens Advisory Committee**  
**7/29/2010**

1. Officers shall be a Chair and a Vice-Chair to be elected for one year terms at the first Committee meeting of the calendar year. At the last meeting of the calendar year the current Chair will announce that an election will be held at the next scheduled Committee meeting and that both self-nominations and nominations of others will be accepted by the secretary. The secretary will compile and distribute the election slate to the Committee ahead of the first Committee meeting of the year, with prior discussion and agreement from the nominees.
2. The duties of the Chair will be to conduct the Committee meetings and to report to the BCCP Coordinating Committee at each Coordinating Committee meeting, guide the establishment of an annual work plan for the committee, and ensure that appropriate action committees are formed to address the annual work plan.
3. The duties of the Vice-Chair will be to carry out the duties of the Chair when the Chair is unavailable.
4. The BCCP Secretary or his designee will serve as secretary for the Committee.
5. The Chair shall call the meeting to order with a quorum of members present. A quorum is defined as a majority of the Committee appointments that are actually filled.
6. Meetings shall be conducted in accordance with the latest edition of Roberts Rules of Order except as amended by these Bylaws and except as the Chair may determine to run the meeting efficiently.
7. Agendas for Committee meetings will go to members at least one week prior to any meeting and will include adequate supporting documentation and other information so members may be prepared for actions during meetings.
8. Committee members will provide courtesy copies of correspondence relating to the Committee's business to the secretary. The secretary will maintain files for the Committee.
9. The Committee will strive to reach consensus on its recommendations. When consensus is unattainable the Committee will make its recommendations on the basis of a majority vote of the quorum. The secretary will record the vote, the recommendation and the rationale for it, as well as the dissenting views.
10. When a member of the Committee has a conflict of interest in an issue, the member shall disclose that conflict to the Committee.
11. Bylaws may be amended by a Super-majority vote of two-thirds of the Committee appointments that are actually filled.
12. Citizen communication should not exceed 5 minutes per speaker exclusive of time consumed by questions from Committee members. Committee members may by majority vote extend the time limit for citizen communication.
13. The "BCCP Guidelines for the Citizens Advisory Committee" document approved by the BCCP Coordinating Committee and dated March 3, 2003 is incorporated by reference into these Bylaws.