

MISSION STATEMENT AND BYLAWS OF THE PA DEP SOUTHWEST REGIONAL ROUNDTABLE

Mission Statement

The Southwest Regional Roundtable (hereinafter "Roundtable") is a recommending body to the Pennsylvania Department of Environmental Protection (PA DEP). The mission of the Roundtable is to:

- improve communication between DEP and stakeholders
- provide feedback and recommendations for program improvements
- share citizen and community concerns
- learn about new or existing programs, policies, regulations
- initiatives with the goal of improving environmental quality in the region

AND NOW, THEREFORE, the following bylaws are adopted this *day* of *month*, *year*.

ARTICLE I. Guidelines and Scope of Activities

- A. The Roundtable shall review and comment on new or existing PA DEP laws, rules, regulations, policies, procedures and initiatives regarding their impact on the environment and the community.
- B. The Roundtable may review and comment on the implementation of environmental programs in the region or Commonwealth and the impact of such programs on the community.
- C. The Roundtable will work with the Citizens Advisory Council of the PA DEP and inform the Council of Roundtable activities.
- D. The Roundtable shall adopt a reasonable number of achievable goals with specific, identifiable results.
- E. The Roundtable shall make written recommendations to the PA DEP on majority decisions of the membership and may include written comments submitted by the minority. Said recommendations and comments shall be forwarded to the Regional Director, the Citizen's Advisory Council, appropriate PA DEP program managers, and, if appropriate, the Office of Policy and Communications.
- F. The PA DEP shall appoint one person to act as a liaison with the Roundtable who shall attend all scheduled meetings. This liaison may not vote on any motion made by the Roundtable, but shall attend meetings in a liaison capacity only. In the event that the

liaison cannot attend, PA DEP shall send another representative to act on behalf of the liaison.

- G. Unless there is a clear and compelling reason, the Roundtable will refrain from becoming involved in issues outside the programmatic scope of the PA DEP.
- H. Upon request, the Roundtable shall act as a neutral liaison between the public and the PA DEP regarding specific issues including:
 - 1. Presenting citizen concerns involving environmental issues to the PA DEP.
 - 2. Obtaining information for citizens from the PA DEP.
 - 3. Assuring timely follow-up responses from the PA DEP to citizens' requests.

TB—Possibly it would be better to replace the word "Citizen" with Stakeholder. The mission of this organization is reasonably well defined in the opening paragraph as improving communication between the DEP and the Stakeholders. Citizens and community groups are certainly stakeholders, as are members of the business community, academia and environmental groups.

ARTICLE II. Membership

A. General

- 1. The membership shall be from varied stakeholder groups:
 - Environmental Interest Groups
 - Business/Industry
 - Technical/Academia
 - Public officials

(Do you want a set number of members allowed for each area?)

TB—Public officials certainly should be permitted to be members, but possibly not in their official capacity. It could become cumbersome to offer membership to politicians. This group should remain apolitical.

- 2. Effort shall be made to include representation from each county in the region from one or more of the groups.
- 3. No organization may have more than one voting member on the Roundtable.
- 4. Members representing business, industry, government or any specific organization serve at the pleasure of their sponsor.

5. Membership may include persons with no specific business, government, professional or organizational affiliation provided:
 - There are vacancies on the Roundtable.
 - There is no more than one such non-affiliated member from any one county.
 - They have attended at least 60% of the regular meetings held in the preceding 12 months.

This may be waived upon an affirmative vote of the majority of the membership present at a meeting.

TB—It certainly is important to give everyone a voice – but requiring that each member (at least voting member) have some connection with the regulating or regulated community would insure meaningful dialogue on the committee level.

6. There shall be a maximum of 25 voting members of the Roundtable.
(Do you want a set number of voting members with the understanding these meetings are open to any one group that would like to attend?)

TB—Yes – limit the number of voting members. Possibly hold two different levels of meetings. One level would be for voting members only and another level that would be an open forum for all members. The voting members could meet (if necessary) prior to the general membership meeting to discuss specific items of business related to Roundtable activities.

7. In addition to attending two meetings, candidates for membership shall be approved by a majority of the Steering Committee and be voted on by the general membership. Membership will be approved after the candidate receives approval of the Steering Committee and a majority vote of members present during a regular meeting.

B. Duties and Responsibilities of Members

1. Each member's primary responsibility shall be to diligently reflect the views of the group or agency which they represent.
2. Members may name an alternate who will be recorded as such on the membership list and who shall receive meeting notices. The alternate has full voting privileges in the absence of the member he or she represents, and the alternate's presence is considered full attendance for the absent member. Alternate members serve at the pleasure of the regular member who may replace an alternate member at his or her discretion.
3. Members must be willing to serve for one year, have the ability to work in a group, and be able to identify with and represent community interests.

4. The Chairperson and PA DEP liaison, or their designee, shall maintain a current roster of members and alternates, specifying the group each member represents.

C. Termination of Membership

1. Any member who has missed three out of four consecutive meetings and who has not been represented by his designated alternate shall be dropped from membership unless the member has a substantial, compelling reason for non-attendance.
2. Once a member has been removed from the Roundtable, the corresponding alternate shall have no further affiliation with the Roundtable.
3. The Chair or his designee shall notify the terminated member and alternate that they are no longer affiliated with the Roundtable. The Chair shall also notify former member's affiliated with the group that it no longer has a representative on the Roundtable and invite the agency to submit a new candidate for membership within 90 days.

ARTICLE III. Meetings

A. General

1. The Roundtable shall meet at least four times per year, but may meet more or less frequently if a majority of the members vote to do so at a regular meeting.
2. A majority vote of members present at a general meeting will determine the goals for the Roundtable.
3. Roundtable meetings are open to the public and news media except during executive sessions.
4. Non-members attending meetings will be invited to introduce themselves at the beginning of each meeting and identify any group or organization they represent.
5. Each meeting shall include time for the PA DEP to respond to issues presented to it by the Roundtable or the public. Each meeting shall also include time for the general public to address the Roundtable on issues of concern to them.

B. Conduct of Meetings

1. The Chairperson is responsible for the conduct of the meeting.

2. Meetings shall be conducted under an established agenda. In all cases not specifically contained in the bylaws, Robert's Rules of Order shall determine the conduct of all meetings.
3. All member comments shall be treated with respect. Roundtable members shall work to foster constructive interchange among various interests present in the group.

C. Voting

1. The number of members present at a meeting shall constitute a quorum, providing that at least seven members are present. In the event that both a member and his or her alternate are present, only the member is counted toward the quorum.

TB—If there are to be 25 voting members, a 7 member quorum represents less than 30% of the voting membership. This may never become an issue, but I would think that a larger percentage of voting members should be required.

2. Passage of any motion requires a majority vote of those members present at a meeting.
3. Every member of the Roundtable may vote on any issue. If the member and alternate are both present, only the member may vote on an issue.

D. Subcommittees

1. The Roundtable may establish subcommittees or task forces to focus on a particular issue.
2. The subcommittee or task force shall report their findings or recommendations to the members during a regularly scheduled meeting.
3. Subcommittees may enlist the aid or expertise of persons not on the Roundtable to assist them on a particular issue.

TB—At least one member of the subcommittee should be a voting member of the Roundtable and should chair the subcommittee. The chairman of the subcommittee shall report to the membership the findings of the subcommittee

4. The general membership shall decide on appropriate action based on the subcommittee report, and subcommittees or task forces will not take any type of unilateral action without permission of the membership through a majority vote of members present at a meeting.

Article IV. Officers and Election of Officers

A. Officers

1. Officers shall include a Chair and Vice Chair.
2. The Chair shall be the spokesperson for the Roundtable and moderator at all general membership and Steering Committee meetings.
3. The Chairperson or his or her designee shall be responsible for all official Roundtable correspondence, as well as maintaining an accurate membership roster. The PA DEP liaison shall assist the Chair in maintaining the membership roster in accordance with Section II.B.4 and with other miscellaneous matters including, but not limited to, mailings and meeting notifications.
4. The Vice Chair shall moderate the meetings in the absence of the elected Chairperson. In the event neither the Chair nor Vice Chair is able to attend a meeting, a member of the Steering Committee shall act as temporary Chair.

B. Election of Officers

1. Elections shall then take place at the last meeting of the year, at which time nominations may also be made from the floor. PA DEP employees and alternate members are not eligible for nomination.
2. The Chair and Vice Chair shall be elected by a majority of members present at the last regular meeting of the year, and shall assume their duties and responsibilities at the first meeting of the following year.
3. The elected Chair and Vice Chair shall agree to diligently carry out their duties for their term and may be reelected.

ARTICLE IV. Steering Committee

A. General

1. A Steering Committee shall be appointed by the Chair to serve as a working group that will coordinate Roundtable activities for the year.
2. The Steering Committee shall be responsible for:
 - Establishing the yearly agenda of programs based on consultation with Roundtable members. Individual Roundtable members may contact the Chair for special programs of immediate concern.
 - Establishing agendas for regular meetings.
 - Approving candidates for membership based on the provisions of Article II.

- Other organizational and functional duties and responsibilities.

B. Steering Committee Membership

1. The Steering Committee shall consist of no less than four and not more than seven regular members.
2. The Chair and Vice Chair shall be standing members of the Steering Committee for the length of their terms. The PA DEP liaison shall not be a member of the Steering Committee but shall attend in his/her liaison capacity. Alternate members may not sit on the Steering Committee.
3. Steering committee members shall be appointed for a period of one year, and shall serve from the first meeting of the year to the last meeting of the year.
4. When selecting members for the Steering Committee, the Chair shall strive for a balanced representation of each interest group on the Roundtable.
5. In the absence of appointees to serve on the Steering Committee, volunteers will be considered providing:
 - There are fewer than four members on the Steering Committee.
 - The volunteer is a regular member and not an alternate.

C. Meetings and Voting

1. Steering Committee meetings shall be conducted by the Chair, or in the absence of the Chair, by the Vice Chair.
2. A Steering Committee quorum shall consist of 50% of the members, and motions shall be approved by a majority vote of the Steering Committee members present at a meeting.

ARTICLE V. Amendments to the Roundtable Bylaws

The provisions of these bylaws may be amended. Proposed amendments shall be presented to the membership for consideration and discussion, and shall be voted on at the following meeting. The amendment must be approved by a 60% vote of the members present during the meeting. Proposed amendments shall be sent to the general membership prior to the meeting on which the ratification vote is scheduled.
