

GUIDELINES FOR COMMITTEE ACTIONS
Hampton Roads Planning District Commission
Regional Environmental Committee

Introduction

The Hampton Roads Planning District Commission (HRPDC) Regional Environmental Committee (REC) is charged with addressing technical, policy and administrative issues associated with environmental planning, land use, water quality, stormwater, environmental education, as well as a broad range of other coastal zone management and planning issues.

Membership

The Committee includes representatives from the sixteen member local governments, the Towns of Smithfield and Windsor, and the HRPDC. Each locality's Chief Administrative Officer will designate two staff to serve as representatives on the Committee. The Committee may invite additional parties to become non-voting members of the REC.

Purpose

The purpose of this document is to delineate guidelines for the REC's decision-making procedure. As an Advisory Committee to the Commission, the REC provides recommendations, technical review, and planning advice that may affect budget planning and expenditures. The intent of these guidelines is to ensure that a consistent process is applied in the determination of REC recommendations or endorsements.

Guidelines

General

1. HRPDC staff administers the REC meetings including developing agendas and serving as Chair. Public notice for each REC meeting shall be given not less than three working days prior to the date of such meeting.
2. Agendas will clearly identify all recommended actions to allow localities to assess the materials before the meeting and develop a locality position prior to votes.
3. Decisions by the REC are commensurate on general or widespread agreement between Committee members present at the monthly meetings with the exception of decisions related to legislation, regulations, and the budget.
4. A REC member may request a roll call vote on any issue.
5. Recommendations related to legislation and regulations should be agreed to by Committee members such that the overall recommendation is supported by two-thirds of the members in attendance.
 - a) For recommendations reported to the Commission, HRPDC staff will include a summary of votes by locality and if the locality did not have a representative present.

- b) Letters with Committee comments on legislation and regulations will not be released until all Committee members have an opportunity to comment either at the monthly meeting or via email.
6. Recommendations related to budget planning require unanimous agreement by the Committee. Committee members will have opportunities to review and comment on proposed budgets at monthly meetings or via email. Committee members may express their support of proposed budgets either in-person at Committee meetings or via written communication to the HRPDC staff.
7. Any Committee decision regarding budget planning is an endorsement by the Committee and amounts to a commitment by the locality to include recommending the agreed-upon budget in the locality departmental budget as input to the locality's budget. If a locality representative did not attend the Committee meeting to vote on budget planning, HRPDC staff will contact the locality to confirm that the locality is aware of and supports the proposed budget.

Meeting Participation

8. The REC members and or their designated representative may participate in Committee decisions. REC members should notify the Chair if they have designated an alternate to represent them prior to the meeting.
9. Additional locality staff and Committee partners may participate in the Committee discussions but are not voting members.
10. Time shall be allotted for formal public comments at the beginning of each meeting. The time limit for speakers is three minutes per person. Time cannot be pooled or assigned to another person. Public participation in the REC discussion items or in conjunction with action items will be allowed at the discretion of the Chair.
11. A minimum of ten REC members or their designated representatives will constitute a quorum for the transaction of Committee business. Ten localities must be represented (i.e. two members from five localities would not constitute a quorum).
12. Each locality may cast one vote. If a locality abstains from a vote, the locality will not be included in establishing the two-thirds majority. For example, if 10 localities are present and one abstains, only 6 votes are required to reach the two-thirds majority.
13. In matters where the Committee cannot reach consensus, the Committee will provide a recommendation on whether or not HRPDC staff or Committee members should:
 - a) Provide additional information or alternatives, and bring the matter back to the Committee at a subsequent meeting
 - b) Convene a Subcommittee to develop further information or recommendations.