

GUIDELINES FOR COMMITTEE ACTIONS
Hampton Roads Planning District Commission
Coastal Resiliency Committee

Introduction

The Special Committee on Recurrent Flooding and Sea Level Rise (the Committee) is an official advisory committee to the Hampton Roads Planning District Commission (HRPDC or the Commission) charged with three responsibilities:

1. Developing specific recommendations related to recurrent flooding and sea level rise adaptation and mitigation for local governments.
2. Advocating for support and action by the state government and federal government.
3. Serving as the primary regional contact to coordinate efforts with federal agencies and academic institutions.

Membership

1. The Committee includes representatives from the localities that are members of the HRPDC. Each locality's chief administrative officer will designate a primary voting member and a technical member who will also serve as an alternate voting member. These representatives will serve as the voting members of the Committee.
2. The Committee, at its discretion, may invite other government agencies or organizations to participate as non-voting members.

Purpose of Guidelines

The purpose of this document is to delineate guidelines for the Committee's decision-making processes. As an advisory committee to the Commission, the Committee provides recommendations, technical review, and planning advice that may affect budget or policy decisions by local governments. The intent of these guidelines is to ensure that a consistent process is applied in the determination of the Committee's recommendations or endorsements.

Chair

The Committee shall be chaired by a staff member from the HRPDC as designated by the HRPDC's Executive Director.

Agendas

1. Agendas will be developed and distributed by HRPDC staff. Public notice and all materials for each Committee meeting shall be given not less than three working days prior to the date of each meeting and posted on the HRPDC website.

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 voting. Voting members may comment on agenda items by email or at the meeting. HRPDC staff will advise members of email comments.

Meeting Participation

1. Committee members or their designated representative may participate in Committee decisions. Committee members should notify the Chair if they have designated an alternate to represent them prior to the meeting. Alternate members so designated may vote.
2. Additional locality staff and non-voting members may participate in Committee discussions.
3. Time shall be allotted for formal public comments at the beginning of each meeting. Comments shall be limited to items on the Committee's agenda. The time limit for speakers is three minutes per person. Time cannot be pooled or assigned to another person. Public participation in Committee discussions or in conjunction with action items may be allowed at the discretion of the Chair.

Quorum

A quorum for conducting Committee business shall consist of a number equal to one half of the localities that have appointed members.

Voting

1. Decisions made by the Committee are commensurate with general or widespread agreement between Committee members present at the monthly meeting unless the decision will be presented to the Commission as a recommendation.
2. Recommendations to the Commission, except for budgetary matters, shall require a simple majority vote of localities represented at the meeting.
3. Recommendations to the Commission on budgetary matters shall require unanimous agreement by the entire committee. Committee members will have opportunities to review and comment on proposed budgets at monthly meetings or via email or written communication. Committee members may express their support of proposed budgets either in-person at Committee meetings or via email or written communication to HRPDC staff.
 - a. 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 and document whether or not the locality supports the proposed budget.
4. Each locality may cast one vote.

5. If a locality abstains from a vote, the locality will not be included in calculating the majority required for approval.
6. Votes shall be voice votes unless a roll call vote is requested by a Committee member.