

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

**Introduction**

The Hampton Roads Planning District Commission (HRPDC or the Commission) Regional Environmental Committee (REC or Committee) 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 non-voting members of the REC include representatives from the Hampton Roads Sanitation District, United States Geological Survey, regional military installations, and state agencies.

**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 chairman. Public notice and all materials for each REC meeting shall be given not less than three working days prior to the date of such 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.
3. Decisions by the REC are commensurate with general or widespread agreement between committee members present at the monthly meetings unless the decision will be presented to the Commission as a recommendation.

4. Recommendations to the Commission 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. For recommendations to the Commission on actions not related to legislation and regulations, a simple majority voice vote will suffice. 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.
5. A REC member may request a roll call vote on any issue.
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 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.
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 and document whether or not the locality supports the proposed budget.
- ~~7.8.~~ Decisions related to the expenditure of any remaining funds collected in past fiscal years (reserve funds) will be subject to approval by a simple majority of member localities. Each member locality may cast one vote. Committee members will have opportunities to review and comment on proposed reserve fund expenditures at monthly meetings or via email. Committee members may vote on proposed reserve fund expenditures either in-person at the Committee meeting or via written communication to HRPDC staff. If a vote taken during a Committee meeting does not result in a decision by simple majority, HRPDC staff will contact committee members who were not present for the vote and confirm their position on the proposed reserve fund expenditure.

#### Meeting Participation

- ~~8.9.~~ REC members and or their designated representative may participate in Committee decisions. REC members should notify the chairman if they have designated an alternate to represent them prior to the meeting. Alternates may vote.
- ~~9.10.~~ Additional locality staff and non-voting members may participate in the Committee discussions.
- ~~10.11.~~ Time shall be allotted for formal public comments at the beginning of each meeting. Comments shall be limited to agenda items. 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.

~~11.12.~~ 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).

~~12.13.~~ 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.

~~13.14.~~ 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; or b) convene a subcommittee to develop further information or recommendations; or c) treat the matter as terminated due to failure to reach consensus.

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Notes:

The Committee voted to adopt the Guidelines at the August 1, 2013 meeting (10 localities in favor, none opposed, and 7 abstaining).