

## BYLAWS

of the

### HOUSTON - GALVESTON AREA COUNCIL NATURAL RESOURCES ADVISORY COMMITTEE

#### PURPOSE

##### ARTICLE I

The Natural Resources Advisory Committee is appointed by the Board of Directors of the Houston - Galveston Area Council to assist and advise elected officials in their decision - making responsibilities, by making recommendations on issues related to natural resources in the Gulf Coast Planning Region.

#### RESPONSIBILITIES

##### ARTICLE II

1. Review and advise H-GAC's Board of Directors on natural resource related goals and objectives.
2. Identify issues and propose work programs to fulfill the objectives of the Natural Resources Advisory Committee and pertinent legislation.
3. Review and advise on H-GAC work programs in natural resources areas.
4. Provide opportunity for all segments of the public to participate in natural resource planning.

#### MEMBERSHIP

##### ARTICLE III

1. The Natural Resource Advisory Committee shall consist of *thirty-six (36)* members.
2. There shall be *twenty-three (23)* designated members drawn from key entities in the H-GAC area who are involved in natural resource issues as delineated in Attachment A.
3. There shall be *one (1)* representative from each county within the 13-county H-GAC planning area, recommended by the county representatives sitting on the H-GAC Board of Directors.

#### APPOINTMENT-MEMBERSHIP

##### ARTICLE IV

1. Committee appointments shall be approved by the Board of Directors of the H-GAC, after receiving recommendations from the Natural Resources Advisory Committee.
2. Appointees will serve at the pleasure of the Board of Directors, and may be replaced at any time.
3. Appointments shall be for a two-year period, or until a successor is appointed.

4. Each person appointed shall signify acceptance of membership in writing. Such acceptance shall include a commitment to attend the meetings of the Committee. If any member is absent for three consecutive meetings of the Committee, he or she is subject to removal on a majority vote of the Committee at a meeting of the Committee where a quorum is present.
5. A Committee member may designate in writing to the Chairperson the name of a specific person who may participate on his/her behalf at any meeting of the NRAC. The Presiding Officer of the NRAC shall recognize such alternates, having received written notice prior to or during the meeting and such alternates shall be able to vote on Committee business.
6. Whether or not a member has sent an alternate, the member shall be accounted not present.
7. The Chairperson may appoint individuals to serve on the Committee in an *Advisory* capacity should a specific expertise be needed and not already represented on the Committee. The term of service will be determined by the Chairperson. The appointment and term of the *Advisory* member shall be subject ~~to~~ approval by the Committee at a regularly scheduled meeting.

#### OFFICERS

#### ARTICLE V

1. The officers of the Committee shall be a Chairperson and Vice Chairperson, elected by a simple majority of those present and voting at the meeting at which these bylaws are adopted; and subsequently, at the first meeting after January 1 of each year. Officers shall serve a term of two years. After two years a new Vice Chairperson shall be elected and the current Vice Chairperson shall assume the Chairmanship.
2. All normal powers of the presiding officer shall be vested in the Chairperson.
3. The Vice Chairperson shall preside in the absence of the Chairperson. In the absence of both officers, the presiding officer for that meeting will be named by caucus of the Committee members present.
4. Upon the vacancy of an office through any eventuality, a replacement will be elected from the current membership by majority vote.

#### QUORUM

#### ARTICLE VI

1. *A quorum shall consist of 12 members.*

#### VACANCIES

## ARTICLE VII

1. Upon occurrence of a vacancy through any eventuality, the Board of Directors of the H-GAC shall immediately be notified in order that the vacancy be promptly filled.
2. When a vacancy is filled, the appointee shall serve the duration of the unexpired term to which he or she is appointed.

## SUBCOMMITTEES

## ARTICLE VIII

1. Subcommittees shall be appointed by the Chairperson on an *ad hoc* basis.
2. Appointments may include both current Committee members and individuals not on the Committee but who have particular knowledge of an issue.
3. The Chairperson shall appoint the Chairman of the subcommittee from current Committee membership.
4. When active, the subcommittee shall present a report to the Committee at regularly scheduled or called meetings.

## PROCEDURES

## ARTICLE IX

1. All meetings will be open to the public and posted in accordance with the provisions of Chapter 551 of the Texas Government Code. At all meetings, the Committee shall provide opportunity for public comment.
2. Any matter brought to a vote will be enacted by a simple majority vote of the members present, except for those matters provided for specifically in other paragraphs of these bylaws; If a member is unable to attend a meeting at which a vote will be taken and that member has given prior notification, that member may participate via phone conference and may vote and will be counted present; Members are limited to no more than two phone conference calls per year;
3. These bylaws will be enacted upon the affirmative vote of two-thirds of the members present, each member having been mailed a copy at least ten (10) days prior to the meeting at which considered.
4. These bylaws may be amended upon the petition of a majority of the membership present and enacted by the vote of two-thirds of the membership present at the next meeting, the petition or proposal serving as the first reading in such a case, and the vote to deny or enact serving as the second reading, provided, however, that the members have been mailed a copy in writing (10) days prior to the second reading.
5. The Committee shall meet ***at least quarterly, or at the call of the Chairperson.***

These bylaws shall become effective upon approval of the Natural Resources Advisory Committee and ratification by H-GAC's Board of Directors. All amendments shall be ratified by H-GAC's Board of Directors.

## ATTACHMENT A

## **NATURAL RESOURCES ADVISORY COMMITTEE COMPOSITION AND METHOD OF APPOINTMENT**

The Natural Resources Advisory Committee is appointed by the Board of Directors of the Houston-Galveston Area Council to assist and advise elected officials on issues related to environment and natural resources of the region.

### **Responsibilities**

1. Review and advise on natural resource related goals and objectives.
2. Identify issues and propose work programs to fulfill the objectives of the Natural Resources Advisory Committee and pertinent legislation.
3. Review and advise on H-GAC work programs in natural resources areas.
4. Provide opportunity for all segments of the public to participate in natural resource planning.

**Total Membership - 36 members**

**Designated Representatives      23 members**

***H-GAC is the state-designated regional planning agency for the 13-county Gulf Coast Planning Region. Designated representatives are drawn from local government and other key agencies within the region that are involved in environmental and natural resource issues.***

- ***City of Houston Water Resources***
- ***Harris County Public Health and Environmental Services***
- ***Harris County Pollution Control Services Department***
- ***Harris County Flood Control***
- ***Public Health Representative***
- ***Gulf Coast Waste Disposal Authority***
- ***River Authority Representative***
- ***Builder/Developer Representative***
- ***Conservation Groups (3)***
- ***Soil & Water Conservation Representative***
- ***Consulting Engineer Representative***
- ***Cities Other Than Houston (2)***
- ***Industry (2)***
- ***Power Generator***
- ***Chambers of Commerce (2)***
- ***Private Citizens (2)***
- ***Professional Organization Related to Environmental Issues***
- ***(Advisory Members to be determined as needed)***

**County Representatives      13 members**

*There are 13 counties in the H-GAC planning region. The county representative shall be appointed by that county's representative to the H-GAC Board of Directors:*

- *Austin County*
- *Brazoria County*
- *Chambers County*
- *Colorado County*
- *Ft. Bend County*
- *Galveston County*
- *Harris County*
- *Liberty County*
- *Matagorda County*
- *Montgomery County*
- *Walker County*
- *Waller County*
- *Wharton County*

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