

**Organizational Structure and Governance Procedures of the  
Peconic Estuary Partnership**



**Adopted by the  
Peconic Estuary Partnership Policy Committee  
October 12, 2021**

## **Introduction**

### ***Peconic Estuary Partnership***

In 1992, Congress designated the Peconic Estuary as an Estuary of national significance, leading to the creation of the Peconic Estuary Program as a National Estuary Program. The Peconic Estuary Program in 2019 changed its name to the Peconic Estuary Partnership (PEP) to better reflect its highly collaborative approach. PEP is a partnership of towns and villages, citizens' groups, local and regional non-government organizations, and county, state, and federal government agencies. With support and guidance from PEP's executive director and staff, the partners collaborate on actions to protect and improve ecosystem health in the Peconic Estuary and its watershed.

The PEP Management Conference consists of the Citizens' Advisory Committee, Local Government Committee, Management Committee, Policy Committee, Technical Advisory Committee, and Program Office (see Figure 1). In 2020, the organizational structure of PEP was expanded to strengthen the partnership and enable maximum visibility and effectiveness of the program. This partnership is PEP's greatest asset, and the changes in organizational structure will facilitate increased funding to carry out the Actions identified in CCMP 2020. In addition, the PEP Management Conference structure has been amended based on the outcome of a PEP organizational assessment which began in 2019.

### ***Authority Based on a Designated Estuary of National Significance***

The Peconic Estuary is one of 28 estuaries in the country designated by the U.S. Environmental Protection Agency (EPA) as an "estuary of national significance" under Section 320 of the Federal Clean Water Act. The National Estuary Program (NEP) was established to protect and restore nationally significant estuaries threatened or impaired by pollution, development, and overuse. Congress formally accepted PEP as part of the NEP in 1992 and the program officially commenced in 1993. PEP includes numerous stakeholders representing citizen and environmental groups, businesses and industries, academic institutions, and local, county, state and federal governments.

The 2020 PEP Comprehensive Conservation and Management Plan (CCMP) promotes a holistic approach to protecting, enhancing and restoring the Estuary and its watershed. The CCMP has four goals: strong partnerships and engagement; resilient communities prepared for climate change; clean waters for ecosystem health and safe recreation; and healthy ecosystem with abundant, diverse wildlife. The 2020 CCMP is the blueprint by which the PEP directs its resources and efforts at the region's priority problems and challenges over the next decade.

### **Organizational Structure and Governance Procedures**

This document is intended to provide a framework for the proper and effective partnership-based leadership and management of the Peconic Estuary Partnership (the Partnership) by laying out the Partnership's organizational structure and its governance procedures. This document addresses the roles and responsibilities of the Policy Committee, the Management Committee, the Local Governments Committee, the Citizens Advisory Committee

and the Technical Advisory Committee, the Host Entity, the Executive Director, the Peconic Estuary Partnership's office and U.S. EPA Region 2. This document shall be adopted by the Policy Committee and can be revised and amended, as needed, in the future.

## **Peconic Estuary Partnership's Goals, Vision and Core Values**

### ***Partnership's Goals and Mission***

The Peconic Estuary Partnership's goals are:

- (1) Strong Partnerships and Engagement
- (2) Resilient Communities Prepared for Climate Change
- (3) Clean Waters for Ecosystem Health and Safe Recreation
- (4) Healthy Ecosystem with Abundant, Diverse Wildlife

The Policy Committee has established the Partnership's mission as "to protect and restore the Peconic Estuary and its watershed."

### ***Partnership's Vision***

The vision for the Peconic Estuary Partnership is "a successful partnership dedicated to restoring clean water, protecting and enhancing a vibrant ecosystem and communicating sound science for nature-based coastal planning in the Peconic Estuary."

### ***Partnership's Core Values***

The Peconic Estuary Partnership's core values are: sound science, strong partnerships, community leadership and effective communication.

## **Peconic Estuary Partnership's Organizational Structure**

### ***Organization's Name***

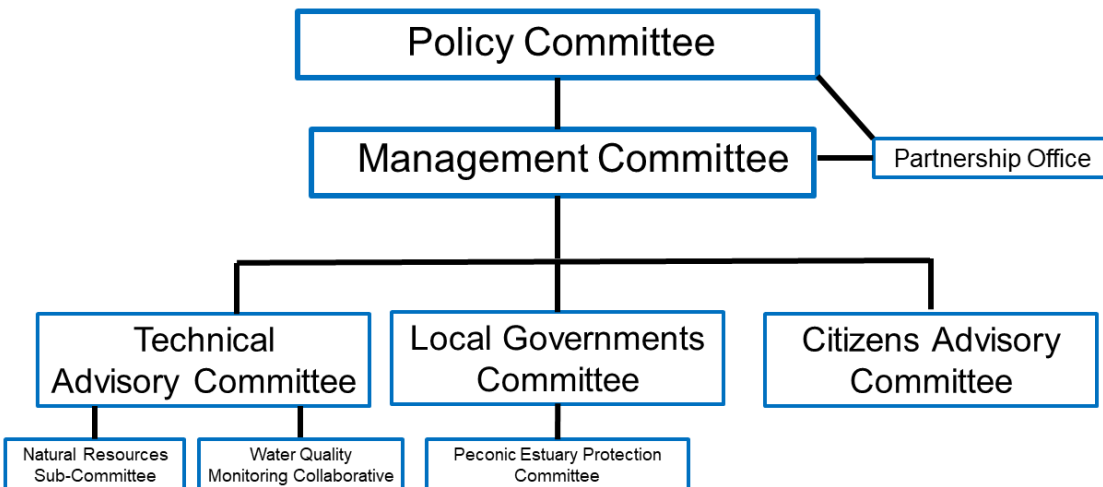
The name of this organization shall be the Peconic Estuary Partnership. Its area of interest shall include the entire Peconic Estuary watershed, with special emphasis on the estuary and its tributary streams and rivers.

### ***Organizational Structure***

The Partnership is organized to enable all interested partners, including local elected officials, representatives of the business community, advocacy organizations, academic institutions, and government officials to have a seat at the table and be directly involved in the Partnership's consensus-based decision making (Figure 1).

The inter-relationships and overall governance process and procedures for providing direction, forwarding recommendations and making decisions within the Partnership's management structure are illustrated in Figure 2. The Policy Committee has responsibilities for making the Partnership's policy-related decisions as well as providing directions for achieving the Partnership's annual workplan objectives and other Partnership priorities. The Policy Committee actively seeks input and recommendations from the Management Committee as well as the Local Governments, Citizens and Technical advisory committees prior to making its policy decisions.

## Peconic Estuary Partnership Management Structure



**Figure 1.** The Peconic Estuary Partnership’s management structure, all supported by the Partnership’s office staff.

The Management Committee is central and essential to the success of the Partnership. Responsible for making programmatic decisions on behalf of the larger Partnership, the Management Committee provides direction to and makes requests of the Local Governments, Citizens and Technical advisory committees. The Management Committee is comprised of voting members who are representatives from the local, county, state and federal governments and entities with responsibilities directly supportive of the Partnership’s mission. All meetings are open to the public and participation is encouraged. Governance procedures for the Management Committee begin on page 10.

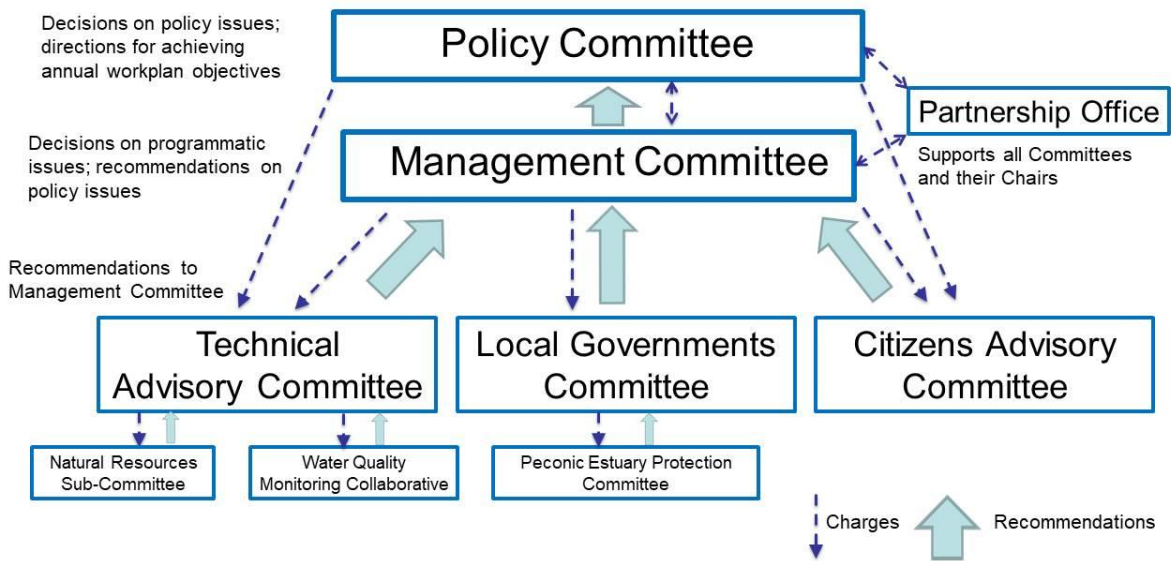
The Management Committee works closely with the Policy Committee, providing the Partnership’s leaders with the Committee’s recommendations for upcoming policy decisions and actions. The three advisory committees, reporting directly to the Management Committee, are critical to ensuring the perspectives of the local governments, engaged public, and technical and scientific experts are fully factored into and considered in the Partnership’s shared decision making.

The Peconic Estuary Partnership’s Executive Director and the staff at the Partnership’s office have the responsibility for ensuring the entire management structure is supported and operating effectively and efficiently. The Partnership’s Executive Director and Staff work directly with the chairpersons of each of the committees to ensure the agreed to governance procedures are carried out, with frequent communications between and among the committees as recommendations and decisions work their way through the management structure.

### Organizational Location

The Partnership's Program Office is currently located at the Suffolk County Department of Health Services, Riverhead County Center, 300 Center Drive, Suite 250S, Riverhead, N.Y. 11901. The location of the Partnership's office can be changed through decisions by the Policy Committee to ensure that location best serves the individual and collective needs of the partners.

## Peconic Estuary Partnership Governance Process



**Figure 2.** The Peconic Estuary Partnership's governance processes and procedures illustrated with the Partnership's management structure.

### Peconic Estuary Partnership's Governance Procedures

**Partnership's Overarching Governance Procedures:** Across the Policy and Management Committees as well as the three advisory committees and any other workgroups, subcommittees and task forces convened to conduct work on behalf of the Partnership, the following governance procedures will apply.

- (a) **Chair's Roles and Responsibilities:** The Chair of the Committee presides over each meeting, calls the meeting to order, reviews the agenda, reviews the previous meeting's minutes, leads the meeting to ensure progress towards completion of the agenda, facilitates decision making by the members and agreement on follow-through actions, summarizes all decisions and follow-up actions agreed to during the meeting, and adjourns the meeting at an appointed time. The Chair communicates the Committee's recommendations and decisions to the other appropriate committees. The Vice-Chair shall, in the absence of the Chair, perform the duties of the Chair during the meeting.
- (b) **Staff Roles and Responsibilities:** Duties of staff includes assisting with meeting and conference call arrangements, developing each meeting agenda working with the Chair, dissemination of the meeting agenda and advance meeting briefing materials and presentations, recording and dissemination of meeting minutes and posting on the

Partnership's website. They shall also ensure that consensus; majority and dissenting views on all matters and issues shall be recorded and reported. Staff will follow through on agreed to decisions and actions by the Committee between meetings, working closely with the Chair.

- (c) *Member Alternates*: Whenever a Committee member cannot attend a meeting, they can designate an alternate. At that meeting, the alternate shall clearly identify themselves as an alternate for that specific member with all the roles and responsibilities of that member during the meeting.
- (d) *Member Vacancies*: Members whose representatives do not regularly participate in meetings will be asked to either designate replacement representatives or to step down from the Committee. This will be at the discretion of the Chair.
- (e) *Duration of Membership and Leadership*: Members are appointed by their respective agencies and organizations and serve for indefinite terms. The Chair and Vice Chair are elected by the Committee members for two-year terms to be reviewed by the committee and subject to re-appointment..
- (f) *New Members*: New members of the Management Committee are nominated by voting members of the Management Committee or by the Executive Director and approved by a majority vote of the Management Committee.
- (g) *Removal of Members*: Management Committee members are removed by a majority vote of the Management Committee or when the member steps down from the Committee.
- (h) *Compensation*: All members shall serve without compensation or use of Partnership EPA grant funds.
- (i) *Committee Operations*:
  - *Agendas and Other Meeting Materials*: Items may be placed on the agenda for consideration at a Committee meeting by the Chair, Committee members and Partnership Office staff. Items requiring a decision or specific actions by the Committee will be clearly indicated on the respective meeting agenda to allow members not able to attend the meeting to have the option of sending a designated representative to participate in decision making. Meeting agendas, supporting background materials and presentations will be disseminated to all committee members and interested parties no less than two weeks before each meeting. All meeting-related agendas, background materials, and presentations and other information will be posted in advance on the Partnership's website calendar.
  - *Quorum*: The presence of a majority (50% or more) of all members shall constitute a quorum. Attendance shall be either in person or by telephone or other communication whereby the distant member and those members present in person all hear and may speak to and be heard on the matters raised therein. Members who cannot attend or

call-in may notify the respective Chair and Partnership Executive Director of their proxy for votes.

- ***Decision-Making:*** Decision-making at the Committee will be done by the members through a unanimous or consensus-based approach. If after substantial discussions consensus cannot be reached, a two-thirds majority vote by the members present will be utilized. Each member of the Committee who is present at any meeting of the Committee shall be entitled to one (1) vote on each matter submitted to a vote of the members. Such votes may be tabled at the meeting by the Chair and taken up at a future time to allow for further discussion in order to reach consensus. See the section titled “Peconic Estuary Partnership’s Decision Making Process” below for further details and procedures for shared decision making.
- ***Meeting Summaries:*** A written summary of each meeting will be prepared by the Partnership’s office staff, approved by the Chair, posted on the Partnership’s website within one month of each meeting. Members will be given at least one week to review for accuracy and comment prior to public posting and will vote by majority to accept final summaries.
- ***Attendance at Meetings:*** Meeting attendance may be in-person or by virtual/telephone attendance. Members who are not able to attend are expected to designate an alternate.
- ***Meeting Chair:*** When the Chair is not able to lead the meeting, the Vice Chair will chair the meeting.
- ***Meeting Participation:*** Committee meetings shall be open to public participation, except when deemed necessary by the Chair to discuss personnel or other privileged matters among only the Committee members.
- ***Subcommittees/Workgroups/Task Forces:*** The Chair may form subcommittees, workgroups or taskforces to research issues, study options, develop concepts or projects, and present recommendations to Committee.
- ***Budgeted Resources:*** Financial support for the Committee meetings is provided by Partnership’s staff office.
- ***Staffing and Support:*** The Peconic Estuary Partnership’s office staff provides support to the Committee as well as any subcommittee, workgroups or taskforces reporting to the Committee.

## **Governance procedures specific to the individual committees.**

***Policy Committee:*** As the governing body of Peconic Estuary Partnership, the Policy Committee has policy-level decision making authority and responsibilities for setting the priorities and providing direction to the rest of the Partnership.

### *(a) Members' Roles and Responsibilities:*

- Approves the PEP annual workplans and budgets which includes compensation package for PEP Executive Director, staff salaries, project funding and all partnership spending.
- Approves selection of the host entity.
- Makes decisions on PEP policy-related issues such as partnership goals, strategic plans, and the CCMP.
- The Policy Committee is represented or may designate authority to Management Committee or the Executive Director for representation during the selection of contractors and/or agreements. This can be done annually as part of the workplan approval.
- While the host entity leads the selection/hiring/termination of PEP Executive Director; the Policy Committee will contribute to these decisions as a matter of courtesy.
- Provides annual input at request of the host entity in annual performance review of PEP Executive Director. This will be in accordance with the Executive Director's Annual Performance Plan. The Policy Committee may designate this responsibility to the Management Committee.
- Ensure host entity follows all EPA Guidance related to the National Estuary Program including the autonomy and public visibility of the Partnership Office in accordance with EPA Funding Guidance.<sup>1</sup>
- Identifies and makes shared decisions on application for and securing additional sources of funding for PEP programmatic support and projects supporting implementation of the CCMP in coordination with the Management Committee.
- Proactively promotes a broader public understanding of PEP's mission, objectives, progress and challenges.
- Identifies other potential partner organizations/agencies/institutions and actively seeks to engage their leadership and staff within the larger partnership.
- Clearly communicates high level direction and priorities for implementation of the partnership's CCMP to the Management Committee and the Advisory Committees.
- Seeks input and ideas from the Management Committee and the three Advisory Committees on how to continually improve the effectiveness of the partnership in carrying out its mission and making measurable progress toward the shared goals.

<sup>1</sup>EPA FY21-24, Page 17, Funding Guidance, "For this approach to succeed, the individual NEP's Director and staff should be perceived to be autonomous and independent of detailed direction from particular interest groups or agencies. The intent is that an individual NEP's Director and staff are not directed by their host entity, but by the NEP's management conference. Therefore, an NEP belongs to all the MC participants, not just the host."



- (b) *Committee Composition:* The Policy Committee members are senior policy representatives from the engaged local, county, state and federal governments and agencies with responsibilities directly supportive of the Partnership's mission. These include the U.S. Environmental Protection Agency, Region 2; New York State Department of Environmental Conservation, Region 1 Director; Suffolk County Executive; and Representative Supervisor from one of the East End Towns.
- (c) *Leadership:* The Policy Committee chair and vice chair will be selected by majority votes by the Committee members, with the intent that the chair responsibility rotates among those agencies and organizations represented on the Committee over time.
- (d) *Meeting Objectives:* The Policy Committee meetings are structured by the chair with assistance from the Partnership's office staff. The format, location, and content (e.g., presentations, breakout sessions, participants, speaking roles, and other participation details) of the Policy Committee meetings are to be determined well in advance of the meeting to avoid unexpected outcomes and provide an effective planning process. An agenda, background briefing materials, presentations and decision support documents are circulated at the latest one week prior to the meeting date. Meetings are focused on policy decision making, setting priorities for the Partnership, receiving recommendations and input from the Management Committee and the three advisory committees and giving specific directions to other committees with the Partnership's management structure.
- (e) *Meeting Frequency:* Policy Committee meetings are conducted two times per year. One may be in conjunction with the Management Committee. Additional meetings may be called at the discretion of the Chair. Conference calls may be organized as needed between meetings. Locations of meetings are at the discretion of the Chair.
- (f) *Scheduling Policy Committee Meetings:* Dates are determined one year in advance through a poll of the Committee members. In addition to Committee members, the three Advisory Committee Chairs will also be included in the poll. Based on the results of the poll, the Program Office, on behalf of the Policy Committee chair, will establish the meeting or conference call dates and locations.
- (g) *Setting Priorities:* Priority setting for the Policy Committee is at the discretion of the chair with input from members. Priorities are identified as related to Partnership's goals, vision, values, CCMP and annual workplan and budget.

***Management Committee:*** The Management Committee provides direction for the overall operation of the PEP's management structure and governance. The Management Committee advises the Policy Committee on programmatic, contractual and policy issues. The Management Committee also receives advice from the Advisory Committees when reviewing and approving technical and outreach products and strategies.

(a) *Management Committee Roles and Responsibilities:*

- Reviews, amends and makes recommendations to the Policy Committee for the approval of the PEP annual workplans and budgets.
- Reviews and makes recommendations to the Policy Committee for the approval and selection of the host entity.
- Reviews, amends and recommends Policy Committee approval of PEP policy-related issues, such as partnership goals, strategic plans and the CCMP.
- Management Committee will work with the contracting entity on RFP and contracting approval processes as appropriate. This task may be designated to the Executive Director and Program Office.
- Reviews and approves measurable resource management targets in conjunction with a recommendation from the Technical Advisory Committee.
- Reviews and approves PEP's restoration and recovery strategies in conjunction with a recommendation from the Technical Advisory Committee.
- Makes requests of the three Advisory Committees for their review of and input on a variety of policy, programmatic, technical, outreach and communication issues and needs.
- Identifies and makes shared decisions on application for and securing additional sources of funding for PEP programmatic support and projects supporting implementation of the CCMP in coordination with the Policy Committee.
  - Works closely with the Executive Director to identify and pursue funding sources.

(a) *Committee Composition:* The Management Committee is comprised of entities that have a role in the decision making process of the Peconic Estuary Partnership. These voting members are representatives from the local, county, state and federal governments and entities with responsibilities directly supportive of the Partnership's mission. These include:

- EPA Region 2
- New York State Department of Environmental Conservation, Division of Marine Resources
- Suffolk County Department of Health
- Local Government Representative
- Technical Advisory Committee Chair
- Citizen Advisory Committee Chair
- PEP host

Management Committee membership will be reviewed annually by the voting members to ensure a representative and holistic membership is achieved. Addition of voting members to the Management Committee can be recommended by any member of the Management Committee or the Executive Director and will be agreed by majority vote of the Management Committee.

(b) *Leadership:* The Management Committee chair and vice chair will be selected by majority votes by the Committee members, with the intent that the chair responsibility rotate among those agencies and organizations represented on the Committee over time.

The Policy Committee has final approval of the Management Committee's elected chair and vice chair.

- (c) *Meeting Objectives:* The Management Committee meetings are structured by the chair with assistance from the Partnership's office staff. Meetings are focused on programmatic decision making, determining and assigning responsibilities for work directed towards achieving the priorities for the Partnership set by the Policy Committee, receiving recommendations and input from the three advisory committees and giving specific directions to these committees, and reaching agreement on recommendations to put forth to the Policy Committee.
- (d) *Meeting Frequency:* Management Committee meetings are conducted four times per year. Additional meetings may be called at the discretion of the Chair. Video and telephone conferences may be organized as needed between meetings.

***Local Governments Committee:*** The Local Governments Committee represents the municipalities, towns, and villages in the Peconic Estuary Partnership by ensuring local government participation in the decision-making on the implementation of restoration and recovery strategies in the CCMP.

(a) *Local Governments Committee Roles and Responsibilities:*

- Represents the collective perspectives, concerns, and opportunities of all the local governments present in the Peconic Estuary watershed in the consensus-based decision- and policy-making of the Peconic Estuary Partnership.
- Engages, empowers and facilitates local government participation in the collaborative design, development and implementation of programs, ordinances, policies, and projects that will help implement actions described in the CCMP and achieve the agreed to goals.
- Advises the Policy Committee and the Management Committee on how best to engage the watershed's local governments in mission and goals of the Peconic Estuary Partnership.
- Advises the Management Committee on the priorities of the Local Governments as they relate to the CCMP and Mission of the PEP.
- Works with local governments to identify sources of funds and financing opportunities to support collaborative funding of programs and projects which benefit multiple local governments and address the goals of the Peconic Estuary Partnership.
- Facilitates the collection, synthesis and dissemination of information about effective processes and program models for implementation of local programs.
- Works with the Citizens Advisory Committee on the design of messages on the progress and challenges facing the Peconic Estuary for communication to local governments and the interested public.
- Works with the Technical Advisory Committee to ensure local projects and initiatives are based on the best available scientific understandings and technical information.

- (b) *Committee Composition:* The Local Governments Committee members are elected official representatives and Trustees from the Towns of Brookhaven, Riverhead, Southold, Shelter Island, East Hampton and Southampton; and in the Incorporated

Villages within any of these Towns, and Suffolk County Legislators from Districts 1 and 2.

- (c) *Leadership*: The Local Governments Committee chair and vice chair will be selected by majority votes by the Committee members and will be from a municipality within the Peconic Estuary Watershed. The chair responsibility rotates among those local governments within the Peconic Estuary's watershed over time. The Local Governments Committee Chair is a voting member of the Management Committee
- (d) *Meeting Objectives*: Local Governments Committee meetings are structured by the chair with assistance from the Partnership's office staff. Meetings are focused on CCMP Goals and Actions that are also a priority for the individual municipalities.
- (e) *Meeting Frequency*: Local Governments Committee meetings are conducted up to four times per year. Meeting frequency will be determined by the Program Office annually. Additional meetings may be called at the discretion of the Chair. Conference calls may be organized as needed between meetings.

***Peconic Estuary Protection Committee (PEPC)***: The Peconic Estuary Protection Committee works collaboratively with the Local Government Committee. The Peconic Estuary Protection Committee is an inter-municipal affiliation of Suffolk County, Town of Brookhaven, Town of East Hampton, Town of Riverhead, Town of Shelter Island, Town of Southampton, Town of Southold, Village of Greenport, Village of North Haven, Village of Sag Harbor, and New York State Department of Transportation, dedicated to improving the quality of water and restoring the Estuary. Existing By-Laws of the PEPC can be found in the Appendix, these by-laws govern the PEPC; the following outlines the PEPC interaction with PEP.

***PEPC Roles and Responsibilities***:

- Works collaboratively with the PEP Local Government Committee

***PEPC Program Coordinator***: A paid Coordinator leads and coordinates collaboration efforts of the municipal member, reports to the IMA committee, represents PEPC to the Local Government Committee and facilitates tasks as identified in each year's Annual Work Plan in line with the PEPC By-Laws as follows:

- Coordinate day to day activities of the PEPC Committee;
- Collaborates, where appropriate, with the PEP Executive Director, CAC Chair, and PEP Outreach Coordinator on outreach efforts.

***Committee Composition***: Each of the signatories to the Inter-Municipal Agreement has a representative to PEPC. It is the responsibility of those representatives to update and inform the municipal members of the activities of the PEPC.

***Meeting Frequency***: PEPC meetings are conducted in accordance with their By-Laws (Appendix) and as identified in the Inter-Municipal Agreement.

***Citizens Advisory Committee:*** The Citizens Advisory Committee<sup>2</sup> is responsible for providing guidance and advice to the Management Committee, promoting public awareness and understanding of the Partnership's goals, mission, and CCMP.

(a) *Citizens Advisory Committee Roles and Responsibilities:*

- Advise the Program Office in the coordination of outreach strategies, publications, and activities.
- Communicates the activities of the PEP and the Citizens Advisory Committee to their respective organizations and to the public.
- Communicates the comments and concerns of these organizations to the PEP Committees.
- Disseminates information about the PEP and organizes a series of public meetings to discuss the goals and strategies for the Peconic Estuary.
- Advises the Management Committee.
- Reviews state and federal activities to assess their contributions in achieving the Partnership's goals.
- Reviews PEP's plans on Environmental Justice and Active Minority Outreach
- Advises the Management Committee in the production of the annual report.
- in the review of the annual work plan and budget.
- Interprets and communicates the CCMP to interest groups in order to advise the Management Committee of reactions, comments, and demonstration projects which will promote public awareness and knowledge of the Peconic Estuary.

(b) *Committee Composition:* The Citizens Advisory Committee membership is open to the public and is composed of individuals representing a cross section of groups and organizations that use or have concerns about the Peconic Estuary. These interests shall include conservation, business, industry, real estate, sport and commercial fisheries, recreation and boating. A Steering Group within the CAC is composed of a core group of decision-makers, whose duties may include setting agendas, serving as the voice of PEP and ambassadors for PEP to State and local governments as necessary. The Steering Group will be the leadership of the CAC and work with the Chair, PEP Executive Director, and Outreach Coordinator to develop the annual strategy for PEP. A list of Steering Committee members will be drafted by the Management Committee and presented to the Policy Committee for approval every two year and taking into account the following criteria:

- Be potentially affected by the management recommendations contained in the CCMP;
- Be willing to assume responsibility for communicating with a major user or interest group and to attend regular meetings;
- Have some knowledge and interest in Peconic Estuary water quality and resource management issues; and
- Provide constructive advice and be able to work with varying points of view in a committee setting.

<sup>2</sup> The Citizen Advisory Committee's existing by-laws adopted in 1993 are fully incorporated here in a format and content consistent with the other committees.

- (c) *Leadership:* The Citizens Advisory Committee chair and vice chair will be selected by majority votes by the Committee members, with the intent that the chair responsibility rotate among the groups and organizations present within the Peconic Estuary's watershed over time. The Citizens Advisory Committee Chair is a voting member of the Management Committee.
- (d) *Meeting Objectives:* Citizens Advisory Committee meetings are structured by the chair with assistance from the Partnership's office staff. Meetings are focused on CCMP Goals and Actions that are also a priority for the groups and organizations present within the Peconic Estuary watershed.
- (e) *Meeting Frequency:* Citizens Advisory Committee meetings are conducted up to four times per year. Meeting frequency will be determined annually as part of the annual review of the outreach strategy and in consultation with the Chair. Additional meetings may be called at the discretion of the Chair. Conference calls may be organized as needed between meetings.

***Technical Advisory Committee:*** The Technical Advisory Committee is responsible for providing technical support to the Management Committee.

*(a) Technical Advisory Committee Roles and Responsibilities:*

- Provides technical/scientific advice to the Management Committee on objectives and issues identified as important to the Peconic Estuary.
- Reviews and provides guidance related to research, data management, modeling, and sampling and monitoring efforts.
- Conduct reviews of technical documents, reports and studies.
- Apprises the Management Committee on emerging environmental topics.

(b) *Committee Composition:* The Technical Advisory Committee members are composed of individuals from local, state and federal agencies with regulatory or management mandates that affect the Peconic Estuary, academia, private and public sectors and user groups interested in fulfilling the goals and objectives of the Peconic Estuary program. Committee meetings shall be open to public participation. The Technical Advisory Committee has a specific list of Core Voting Organizations (listed in the Technical Advisory Committee Core Voting Organizations list attached in the Appendix), in addition to the TAC Chair and Vice Chair, which make decisions requiring a vote. Each organization that is included in the Core Voting Organizations list is entitled to up to one (1) member votes each during decisions requiring a vote. The Core Voting Organizations list can be modified when a Core Voting Organization nominates a modification to the TAC Chair and Vice Chair for consideration. The TAC Chair and Vice Chair can then chose to approve/ disapprove the modification to be considered by the Core Voting Organizations for a vote. If the Core Voting Organizations approve the modification the list in the Appendix will be modified accordingly.

(c) *Leadership:* The Technical Advisory Committee Chair and Vice Chair will be selected by majority votes by the Core Voting Organizations and Committee members, with the intent that the Chair responsibility rotate among the agencies and institutions present within the Peconic

Estuary's watershed over time. The Chair and Vice Chair are appointed by the Committee members for two-year terms, subject to re-appointment. The Technical Advisory Committee Chair is a voting member of the Management Committee. The Chair of the Committee presides over each meeting, calls the meeting to order, reviews the agenda, reviews the previous meeting's minutes, leads the meeting to ensure progress towards completion of the agenda, facilitates decision making by the members and agreement on follow-through actions, summarizes all decisions and follow-up actions agreed to during the meeting, and adjourns the meeting at an appointed time. The Chair communicates the Committee's recommendations and decisions to the other appropriate committees. The Vice Chair shall, in the absence of the Chair, perform the duties of the Chair during the meeting.

- (d) *Meeting Objectives:* Technical Advisory Committee meetings are structured by the Chair with assistance from the Partnership's office staff. Meetings are focused on addressing the technical and scientific priorities identified by the Management Committee.
- (e) *Meeting Frequency:* Technical Advisory Committee meetings are conducted up to four (4) times per year, up to two (2) of the meetings are joint meetings with the Natural Resources Subcommittee. Additional meetings may be called at the discretion of the Chair. Conference calls may be organized as needed between meetings.
- (f) *Committee Operations:* Items may be placed on the agenda for consideration at a Committee meeting by the Chair, Committee members and Partnership Office staff. Items requiring a decision or specific actions by the Committee will be clearly indicated on the respective meeting agenda to allow members not able to attend the meeting to have the option of sending a designated representative to participate in decision making. Meeting agendas, supporting background materials and presentations will be disseminated to all committee members and interested parties no less than one week before each meeting.
- (g) *Decision-Making:* The Technical Advisory Committee has a specific list of Core Voting Organizations (See Appendix) that make decisions requiring a vote. Each organization that is included in the Core Voting Organizations list is entitled to one member vote each during decisions requiring a vote. If determined necessary by the TAC Chair and Core Voting Organizations, the TAC Chair and Core Voting Organizations can choose to refer to the input from any organization and member of the public in attendance, before determining their vote. Decision-making will be done through a unanimous or consensus-based approach. If after substantial discussions consensus cannot be reached, a two-thirds majority vote by the members present will be utilized. Each member of the Committee who is present at any meeting of the Committee shall be entitled to one (1) vote on each matter submitted to a vote of the members. Such votes may be tabled at the meeting by the Chair and taken up at a future time to allow for further discussion in order to reach consensus.

The Committee may take action between meetings if necessary due to timing constraints. These actions shall be limited to business that has already been raised at a meeting and comment letters. In these instances, Committee Core Voting Organizations may be asked by the Chair to vote via email within a specific stated time period of no less than five (5) days. In these instances, unanimous consent (meaning no objections raised) is necessary for approval.

***Sub-Committees:*** Sub-Committees are authorized by the Management Committee and the Technical Advisory Committee and are in charge of specific issues affecting the Estuary such as habitat protection and restoration, water quality management, and climate change. Currently, there are two active sub-committees: the Natural Resources Sub-Committee and the Water Quality Monitoring Collaborative. These sub-committees have roles and responsibilities outlined here.

***Natural Resources Subcommittee:*** The Natural Resource Subcommittee is responsible for providing guidance, support, and recommendations to the Technical Advisory Committee on natural resource issues and implementing the PEP Habitat Restoration Plan.

***(a) Natural Resource Subcommittee Roles and Responsibilities:***

- Provides guidance, support, and recommendations to the Technical Advisory Committee on natural resource issues.
- Implement the goals, objectives and actions in the PEP Habitat Restoration Plan.
- Review, approve and prioritize proposed habitat restoration projects in the watershed and identify funding sources to implement priority projects to inform TAC decisions.
- Track habitat restoration progress and results.
- Conduct reviews of technical documents, reports and studies related to natural resource restoration and management as requested by the TAC.
- Develop or endorse best management practices for natural resource restoration and protection in collaboration with the TAC.

***(b) Committee Composition:*** The Natural Resources Subcommittee members are composed of natural resource researchers and managers from local, state and federal agencies with regulatory or management mandates that affect the Peconic Estuary, academia, environmental organizations, and other user groups interested in fulfilling the goals and objectives of the Peconic Estuary Partnership. Committee meetings shall be open to public participation. The Natural Resource Subcommittee has a specific list of Core Voting Organizations (listed in the Natural Resource Subcommittee Core Voting Organizations list attached in the Appendix), which make decisions requiring a vote. Each organization that is included in the Core Voting Organizations list is entitled to one vote each during decisions requiring a vote. The Core Voting Organizations list can be modified when a Core Voting Organization nominates a modification to the NRS Co-Chairs for consideration. The NRS Co-Chairs can then choose to approve/disapprove the modification to be considered by the Core Voting Organizations for a vote. If the Core Voting Organizations approve the modification the list in the Appendix will be modified accordingly.

***(c) Leadership:*** The PEP State Coordinator, along with a selected co-chair will lead the Natural Resources Subcommittee. The Natural Resources Subcommittee co-chair will be selected by majority votes by the Core Voting Organizations (See Appendix), with the intent that the co-chair responsibility rotate among the agencies and institutions present within the Peconic Estuary's watershed over time. Co-chairs will serve for two-year terms, subject to re-appointment. The PEP State Coordinator and co-chair will develop each meeting agenda, preside over each meeting to ensure progress towards completion of the agenda, facilitate decision making by the members and agreement on follow-through actions, record and disseminate meeting minutes and will follow through on agreed to decisions and actions by the Committee between meetings. The PEP State



Coordinator will communicate the Committee's recommendations and decisions to the Technical Advisory Committee and the Management Committee.

(d) *Meeting Objectives*: Meetings will be focused on advancing implementation of the PEP Habitat Restoration Plan and addressing other natural resource priorities identified by the Technical Advisory Committee.

(e) *Meeting Frequency*: Natural Resources Subcommittee meetings are conducted up to three times per year. At least one meeting per year will be held jointly with the Technical Advisory Committee. Additional meetings may be called at the discretion of the NRS Co-Chairs. Conference calls may be organized as needed between meetings.

(f) *Committee Operations*: Items may be placed on the agenda for consideration at a Committee meeting by the NRS Co-chairs, Committee members and Partnership Office staff. Items requiring a decision or specific actions by the Committee will be clearly indicated on the respective meeting agenda to allow members not able to attend the meeting to have the option of sending a designated representative to participate in decision making. Meeting agendas, supporting background materials and presentations will be disseminated to all committee members and interested parties no less than one week before each meeting.

(g) *Decision-Making*: Decision-making will be done by the members through a unanimous or consensus-based approach. If after substantial discussions consensus cannot be reached, a two-thirds majority vote by the members present will be utilized. The Natural Resources Subcommittee has a specific list of Core Voting Organizations that make decisions requiring a vote. Each organization that is included in the Core Voting Organizations list is entitled to one vote each during decisions requiring a vote. Core Voting Organizations can choose to refer to the input from any organization and member of the public in attendance, before determining their vote. Votes may be tabled at the meeting by the NRS Co-Chairs and taken up at a future time to allow for further discussion in order to reach consensus.

The Committee may take action between meetings if necessary due to timing constraints. These actions shall be limited to business that has already been raised at a meeting and comment letters. In these instances, Core Voting Organizations may be asked by the Chair to vote via email within a specific stated time period of no less than five (5) days. In these instances, the NRS Co-Chairs will make every effort to collect responses from all Core Voting Organizations and unanimous consent (meaning no objections have been raised) is necessary for approval.

***Water Quality Monitoring Collaborative***: Water Quality Monitoring Collaborative (WQMC) is responsible for providing guidance, support, and recommendations to the Technical Advisory Committee on the water quality monitoring and reporting conducted in the Peconic Estuary and its watershed and guiding the implementation of the next steps and actions in the PEP Water Quality Monitoring Strategy.

(a) *Water Quality Monitoring Collaborative Roles and Responsibilities*:

- Provide guidance, support, and recommendations to the Technical Advisory Committee on water quality monitoring and reporting conducted in the Peconic Estuary and its watershed.

- Implement the next steps and actions in the PEP Water Quality Monitoring Strategy.
- Review, and advise adjustments to the water quality monitoring programs in the watershed and identify funding sources to implement priority actions to inform TAC decisions.
- Share and make accessible water quality data and analysis results on an annual basis within 60 days of the end of the calendar year, at a minimum, with the Monitoring Collaborative for annual Peconic Estuary Water Quality Monitoring Reports.
- Advise the utilization and development of R-based analysis and reporting tools and package for the distribution of Peconic Estuary water quality data and results.
- Review and advise development of the annual Peconic Estuary Water Quality Monitoring Reports.
- Conduct reviews of technical documents, reports and studies related to water quality and monitoring as requested by the TAC.

(b) *Committee Composition*: The Water Quality Monitoring Collaborative members are composed of representatives of Peconic Estuary water quality monitoring programs from local, state and federal agencies with regulatory or management mandates that affect the Peconic Estuary, academia, environmental organizations, and other user groups interested in fulfilling the goals and objectives of the Peconic Estuary program. Collaborative meetings shall be open to public participation. The WQMC has a specific list of Core Voting Organizations (listed in the *Water Quality Monitoring Collaborative Core Voting Organizations* list attached in the Appendix), which make decisions requiring a vote. Each organization that is included in this list is entitled to one vote each during decisions requiring a vote. The Core Voting Organizations list can be modified when an Organization nominates a modification to the WQMC Chair for consideration. The WQMC Chair can then choose to approve/disapprove the modification to be considered by the Core Voting Organizations for a vote. If the Organizations approve the modification, the list in the Appendix will be modified accordingly.

(c) *Leadership*: The PEP Program Coordinator, along with a selected co-chair will lead the Water Quality Monitoring Collaborative. The Water Quality Monitoring Collaborative co-chair will be selected by majority votes by the Core Voting Organizations, with the intent that the co-chair responsibility rotate among the agencies and institutions present within the Peconic Estuary's watershed over time. Co-chairs will serve for two-year terms, subject to re-appointment. The PEP Program Coordinator and co-chair will develop each meeting agenda, preside over each meeting to ensure progress towards completion of the agenda, facilitate decision making by the members and agreement on follow-through actions, record and disseminate meeting minutes and will follow through on agreed to decisions and actions by the Collaborative between meetings. The PEP Program Coordinator will communicate the Committee's recommendations and decisions to the Technical Advisory Committee and the Management Committee.

(d) *Meeting Objectives*: Meetings will be focused on advancing implementation of the PEP Water Quality Monitoring Strategy and addressing other water quality monitoring and reporting priorities identified by the Technical Advisory Committee.

(e) *Meeting Frequency*: Water Quality Monitoring Collaborative meetings are conducted up to three times per year. At least one meeting per year will be held jointly with the Technical Advisory Committee. Additional meetings may be called at the discretion of the WQMC Co-Chairs. Conference calls may be organized as needed between meetings.

(f) *Committee Operations*: Items may be placed on the agenda for consideration at a Committee meeting by the WQMC Co-chairs, Collaborative members and Partnership Office staff. Items requiring a decision or specific actions by the Collaborative will be clearly indicated on the respective meeting agenda to allow members not able to attend the meeting to have the option of sending a designated representative to participate in decision making. Meeting agendas, supporting background materials and presentations will be disseminated to all committee members and interested parties no less than one week before each meeting.

(g) *Decision-Making*: Decision-making will be done by the members through a unanimous or consensus-based approach. If after substantial discussions consensus cannot be reached, a two-thirds majority vote by the members present will be utilized. The WQMC has a specific list of Core Voting Organizations that make decisions requiring a vote. Each organization that is included in this list is entitled to one vote each during decisions requiring a vote. Core Voting Organizations can choose to refer to the input from any organization and member of the public in attendance, before determining their vote. Votes may be tabled at the meeting by the WQMC Co-Chairs and taken up at a future time to allow for further discussion in order to reach consensus.

The Collaborative may take action between meetings if necessary due to timing constraints. These actions shall be limited to business that has already been raised at a meeting and comment letters. In these instances, Core Voting Organizations may be asked by the Chair to vote via email within a specific stated time period of no less than five (5) days. In these instances, the WQMC Co-Chairs will make every effort to collect responses from all Core Voting Organizations and unanimous consent (meaning no objections have been raised) is necessary for approval.

***Executive Director***: The Executive Director is responsible for maintaining PEP's partnerships; directs implementation of PEP's science-based restoration and recovery strategies; and is the primary policy liaison between its public and private partners. The Executive Director works through the Management Committee to effectively carry out policies, decisions and directions. The Executive Director works with the Policy Committee to ensure they are informed and to act as a liaison between the Management and Policy Committees as necessary.

The PEP Executive Director performs the duties associated with the day-to-day, general management of the affairs of the PEP, including the following:

- Manages and provides direction to the PEP staff as their direct supervisor. This includes preparation of staff Performance Plans and annual reviews, hiring, mentoring and termination in line with Host policy. Supervision will occur in accordance with any MOUs or Agreements related to PEP Staff.
- In charge of the administration of the Partnership Office.
- Works with host entity to coordinate and manage Section 320 grant funding in compliance with U.S. EPA regulations.
- Leads the development of the draft annual workplan and budget, with input from Committee Chairs and program office staff for review by the Management Committee and approval by the Policy Committee.
- Develops scopes of work and budgets for projects and programs which assist in implementing PEP's mission and the CCMP in collaboration with other relevant

partners where appropriate.

- Coordinates ongoing evaluations of the effectiveness of CCMP actions in improving the quality of the Peconic Estuary and its watershed, and recommends corrective actions as needed.
- Provides the Policy and Management Committees with regular briefings on PEP progress and challenges.
- Acts as the Partnership's liaison to local governments on environmental issues associated with the Peconic Estuary and its watershed.
- Serves as a resource for the NEP approach to other neighboring watersheds and emphasizes regional partnerships with other NEPs and New York State Estuary Programs
- As a Board Member of the Association of National Estuary Programs, attends the spring and fall NEP Directors' meeting and the Association of National Estuaries Program meetings.
- Serves as Program Evaluator for other NEPs as required by EPA as an ex-officio volunteer.
- Considers and addresses future needs and emerging issues with respect to the Peconic Estuary watershed's balanced use, protection, and where possible, restoration working with the Policy and Management Committees.
- Develops a strategic financial long-term funding plan for CCMP implementation in consultation with the Policy and Management Committees and according to EPA Funding Guidance.
- Ensures all committees and workgroups are provided meeting and conference call agendas, summaries of meetings and conference calls, updated information and logistical considerations necessary to fulfill their roles and responsibilities.
- Facilitates interactive communications and routine information exchanges between all the Partnership's committees and workgroups.
- Reviews, amends and approves all public audience-oriented status and progress reports, publications, multi-media communications products and the imbedded public messages.
- Directs the PEP's technical and public outreach initiatives in consultation with the Chairs of the Technical and Citizens Advisory Committees.
- Directly engages and coordinates public and private sectors, elected officials, towns, villages and the County as well as individuals in implementing PEP's restoration and recovery strategies via CCMP Actions.
- Ensures development and updating of all organizational documents and governance procedures including strategic plans, bylaws, and the CCMP by the partnership with review by the Management Committee and approval of the Policy Committee.
- Ensures compliance with EPA guidance for National Estuary Programs.
- Ensures compliance and coordination with EPA for Program Evaluations every five years.
- Leads the Program's effort to address and overcome challenges identified in the Program Evaluation to ensure eligibility for 320 funding.

**Partnership Office Staff:** The Partnership’s office staff is a critical component of the Partnership. Each staff member carries out a variety of duties on a daily basis. These duties can be broken down into categories listed here as their roles and responsibilities:

- Administrative
- Project Management
- Federal Coordination
- State Coordination
- Suffolk County coordination
- Local Government coordination
- Host Coordination
- Management Conference Support
- Stakeholder support
- Technical support

Additionally, some staff members are covered under specific MOUs. Where this is the case, the agreement outlined in the MOU will be honored. All existing MOUs need to be reviewed every five years by PEP Management and Policy Committees for accurate reflection of PEP needs and updated as necessary.

**Host Entity:** *“Host Entity” is defined here as any organization that directly receives, via grant award, EPA §320 funding in trust for the Peconic Estuary Partnership. Under the National Estuary Program, a Host Entity may be a government organization, university, or nonprofit organization that is selected to administer the EPA assistance agreement that supports the activities and projects of the Estuary Program. As the direct recipient of EPA funds, the host is liable and responsible for meeting workplan requirements and adhering to the agreed upon budgets. The host entity’s agreement with PEP is established through the EPA funding agreement associated with their grant award. The Host Entity receives EPA funds for the Peconic Estuary Partnership, however, that funding is spent under the guidance and approval of the Management and Policy Committees.*

*The Host Entity:*

- (1) *Employs the PEP Executive Director and Partnership office staff;*
- (2) *Complies with terms and conditions of the assistance agreement made with EPA;*
- (3) *Maintains financial records for EPA funds;*
- (4) *Submits progress reports and other required paperwork; and*
- (5) *Tracks and adheres to eligible cost requirements, which include a non-Federal 50 percent match.*
- (6) *Adheres to current EPA National Estuary Program Funding Guidance.*
- (7) *Acts as the fiscal sponsor that accepts and distributes funds on behalf of the Peconic Estuary Partnership.*

The Host Entity is a voting member of the Management Committee and the Peconic Estuary Partnership is governed by the Policy and Management Committees. The Partnership Office manages the Partnership under the direction of the Executive Director and in accordance with the priorities, decisions and direction of the Policy and Management Committees. The host is expected to support an individual NEP’s decision-making process. Any and all §320 funding

awarded to the Host Entity is required by the Clean Water Act to be used for the purposes and activities developed and approved by the Policy and Management Committees and consistent with the NEP's CCMP. The Policy and Management Committees direct and agree upon the use of the EPA funds according to the CCMP. The Policy and Management Committees approve the annual workplan, budget, and any changes to the CCMP. This provides a safeguard against individual interests steering the NEP's direction alone.

***EPA Regional Office/EPA Peconic Estuary Partnership Coordinator:*** EPA plays several important roles. The Regional Offices (EPA Region 2) have substantial responsibility for both the award of an annual assistance agreement between EPA and an NEP and for the administration of those agreements, including the oversight of an NEP's performance of tasks included in annual assistance agreement work plans. EPA Region 2 reviews and approves each NEP work plan, provides day-to-day assistance to each NEP, and is a member of the Management Committee. EPA Region 2 connects the Peconic Estuary Partnership to EPA programs that are relevant to their efforts, provides advice on reporting and status updates as needed to EPA Headquarters contacts, and helps them prepare for a performance evaluation review. EPA Region 2 ensures that the Peconic Estuary Partnership activities are carried out in a manner consistent with CWA §320, EPA assistance agreement authorities, and the Partnership's CCMP.

### **Peconic Estuary Partnership's Decision Making Process**

Once an agenda for discussion has been set, each item of the agenda is addressed in turn. Typically, each decision arising from an agenda item follows through a simple structure:

- *Discussion of the item:* The item is discussed with the goal of identifying opinions and information on the topic at hand. The general direction of the group and potential proposals for action are often identified during the discussion.
- *Formation of a proposal:* Based on the discussion a formal decision proposal on the issue is presented to the group by the presenter or the Chair.
- *Call for consensus:* The Chair calls for consensus on the proposal. Each member is asked to clearly state their intention to agree, disagree or modify the proposal.
- *Identification and addressing of concerns:* If consensus is not achieved, each dissenter presents their concerns on the proposal, potentially starting another round of discussion to address or clarify the concern. The dissenting party/parties will supply an alternative proposal or a process for generating one, so any unique or shared concerns with proceeding with consensus can be addressed. To allow time for resolution of the concern, a consensus decision will be sought at the next meeting.
- *Modification of the proposal:* The proposal is amended in an attempt to address the concerns of the decision makers. The process then returns to the call for consensus. If consensus again cannot be reached, the decision can be made by a two-thirds majority vote or sent to the next level in the Partnership's management structure.

All of the Partnership's Committees, Subcommittees, Workgroups and Task Forces shall strive

for a participatory or consensus process in discussing issues and arriving at a decision. Consensus is defined as general agreement of all members of the consensus group. Specifically, it is all members of the group being at level three or above on the following consensus continuum:

1. Endorsement: "I like it."
2. Agreement with Reservations: "I can live with it."
3. Stand Aside: "I trust the group and will not block this decision, but need to register my disagreement."
4. Hold: "I believe more work is needed before we make a decision."
5. Stop: "I do not agree and feel the need to stand in the way of this decision."

The Committee may take action between meetings if necessary due to timing constraints. These actions shall be limited to business that has already been raised at a meeting and comment letters. In these instances, Committee members may be asked by the Chair to vote via email within a specific stated time period of no less than five (5) days.

### **Amendment of the Partnership's Organizational Structure and Governance Procedures**

The Partnership's organizational structure and governance procedures may be amended at any regular meeting of Policy Committee by a two-thirds vote of members in attendance, provided that the proposed amendments have been submitted in writing to members at least thirty (30) days prior to the meeting in which the vote is to be taken.

Members who expect to be absent from the meeting at which amendments to the organizational structure and governance procedures will be acted upon may provide a written document registering their vote on the proposed amendment. Such vote must be received at least 48 hours before the meeting where the amendments are scheduled to be acted on.

The organizational structure and governance procedures and amendments to the organizational structure, governance procedures shall be effective immediately upon adoption.

### **POLICY COMMITTEE CERTIFICATE**

THIS IS TO CERTIFY that we, the Members of the Policy Committee of PECONIC ESTUARY PARTNERSHIP, and the foregoing Organizational Structure and Governance Procedures were duly adopted by the Policy Committee at the meeting held on October 12, 2021.

#### Members of Policy Committee:

Javier Laureano, PhD, Director, Water Division, Environmental Protection Agency Region 2 (Chair)

Peter Scully, Deputy County Executive, Suffolk County

Tony Leung, Acting Director, Region 1, New York State Department of Environmental Conservation

Scott Russell, Supervisor, Town of Southold

### **Technical Advisory Committee Core Voting Organization List**

*The Technical Advisory Committee has a specific list of Core Voting Organizations, in addition to the TAC Chair and Vice Chair, which make decisions requiring a vote. Each organization that is included in the Core Voting Organizations list is entitled one member vote.*

Accabonac Protection Committee  
Central Pine Barrens Joint Planning and Policy Commission  
Concerned Citizens of Montauk (CCOM)  
Cornell Cooperative Extension of Suffolk County (CCE)  
Group for the East End (GFEE)  
New York Sea Grant  
New York State Department of Environmental Conservation (NYSDEC)  
Peconic Baykeeper  
Peconic Estuary Protection Committee (PEPC)  
Peconic Land Trust (PLT)  
Seatuck Environmental Association  
State University of New York at Stony Brook  
Suffolk County  
Suffolk County Soil and Water Conservation District (SCSWCD)  
The Nature Conservancy (TNC)  
Town of Brookhaven  
Town of East Hampton  
Town of Riverhead  
Town of Shelter Island  
Town of Southampton  
Town of Southold  
United States Geological Survey (USGS)  
Village of Greenport  
Village of Dering Harbor  
Village of North Haven  
Village of Sag Harbor

### **Natural Resources Subcommittee Core Voting Organization List**

*The Natural Resource Subcommittee has a specific list of Core Voting Organizations, which make decisions requiring a vote. Each organization that is included in the Core Voting Organizations list is entitled one vote each.*

Accabonac Protection Committee  
Audubon New York  
Central Pine Barrens Joint Planning and Policy Commission  
Concerned Citizens of Montauk (CCOM)  
Cornell Cooperative Extension of Suffolk County (CCE)  
Group for the East End (GFEE)  
Long Island Invasive Species Management Association  
New York Sea Grant  
New York State Department of Environmental Conservation (NYSDEC)



Peconic Baykeeper  
Peconic Land Trust  
Seatuck Environmental Association  
State University of New York at Stony Brook  
Suffolk County  
Suffolk County Parks  
The Nature Conservancy (TNC)  
Town of Brookhaven  
Town of East Hampton  
Town of Riverhead  
Town of Shelter Island  
Town of Southampton  
Town of Southold  
United States Geological Survey (USGS)  
United States Fish and Wildlife Service (USFWS)  
Village of Greenport  
Village of Dering Harbor  
Village of North Haven  
Village of Sag Harbor

**Water Quality Monitoring Collaborative Core Voting Organization List**

*The Water Quality Monitoring Collaborative has a specific list of Core Voting Organizations, which make decisions requiring a vote. Each organization that is included in the Core Voting Organizations list is entitled one vote each.*

Cornell Cooperative Extension of Suffolk County (CCE)  
New York State Department of Environmental Conservation (NYSDEC), Division of Marine Resources  
New York State Department of Environmental Conservation (NYSDEC), Division of Water  
Seatuck Environmental Association  
State University of New York at Stony Brook  
Suffolk County Department of Health Services, Office of Ecology  
Suffolk County Department of Health Services, Office of Water Resources  
The Nature Conservancy (TNC)  
The Peconic Estuary Protection Committee (PEPC)  
United States Geological Survey (USGS)\* Serves in a non-voting (ex officio) capacity.

**The Peconic Estuary Protection Committee By-Laws**

**MISSION STATEMENT**

The Peconic Estuary Protection Committee is an inter-municipal affiliation of the Village of Greenport, the Village of North Haven, the Village of Sag Harbor, the Town of Brookhaven, the Town of East Hampton, the Town of Riverhead, the Town of Shelter Island, the Town of Southampton, the Town of Southold, Suffolk County and the New York State Department of Transportation, dedicated to improving the quality of water and restoring the Estuary.

Governance

*Membership:* Each member village, each member town, Suffolk County and the New York State Department of Transportation shall designate one representative to the Peconic Estuary Protection Committee (the Committee). That person shall have the authority to represent its municipality's preferences with respect to the undertakings of the Committee. It is the representative's responsibility to keep its elected officials apprised of the activities, issues, and decisions of the Committee on an ongoing basis.

*Voting:* The full Committee is composed of the designated representatives, with one vote per member. Voting will be decided by a simple majority. In the event that a simple majority of representatives is not present for a vote, voting will be conducted by e-mail prior to the next scheduled meeting.

*Officers:* The Committee will elect a Chair and a Vice-Chair to a one year term.

*Subcommittees:* Subcommittees will be established as necessary on either an ad hoc or a standing basis by the Chair of the Committee. Subcommittee members may include both members of the Committee and members of community, business, and quasi-governmental organizations selected for their skill or knowledge. Subcommittee members will be appointed by the Chair of the Committee, with input from the full Committee.

*Meetings:* Committee meetings will be conducted monthly or at a frequency deemed appropriate by the Committee. Standing and ad hoc subcommittees may meet more frequently and will report on their activities at the regularly scheduled meetings of the Committee.

*Dues:* The Committee will vote to set the amount of the annual membership dues prior to February 1st of each year.

*Coordinator:* The Committee will vote to hire a Coordinator.

#### *Procedures*

The Coordinator will act as a liaison between the Committee and subcommittee members, provide monthly updates, make grant applications and implement decisions of the Committee. The Coordinator will communicate directly with the Chair and Vice-Chair of the Committee on a regular basis. The overall budget and goals for the Committee will be determined by a vote of the entire Committee. Specific subcommittee projects must be approved by the Committee. Before expenditures in excess of \$100 are incurred, written approval (fax and email acceptable) must be obtained from either the Chair or the Vice-Chair.