

**DRBC Toxics Advisory Committee  
Procedures**

Resolution 2013- 7 reauthorized the Toxics Advisory Committee (TAC) to inform policy decisions regarding the control and abatement of toxic contaminants in Basin waters. Resolution for the Minutes Establishing Consistent Practices Relating to Membership, Record-Keeping and “Green” Meetings for DRBC Advisory Committees (March 2016) will be followed by the TAC.

**I. Membership**

One individual from each of the following, unless otherwise noted:

- State of Delaware
- State of New Jersey
- State of New York
- Commonwealth of Pennsylvania
- U.S. Environmental Protection Agency
- Industry
- Municipal Government
- Environmental/Watershed Organizations (2 members)
- Academia
- Agriculture
- U.S. Fish & Wildlife Service
- Public Health Organization (NGO or government agency)

**II. Chair and Vice-Chair**

The Chair or Vice-Chair will preside at Committee meetings in general accordance with Robert’s Rules of Order. Appointment is by annual rotation to Vice-Chair then Chair in the following order USFWS, PHO, DE, Industry, NJ, Env/Watershed, NY, Env/Watershed, PA, Academic, USEPA-R3, Agriculture, USEPA-R2, and Municipal.

**III. Agenda**

Committee will develop its agenda with input from the Commission and the PDE Steering Committee.

**IV. Meeting Frequency**

TAC is expected to meet annually or semi-annually unless otherwise decided by the Committee. Meetings will normally be held at DRBC offices in West Trenton, NJ

**V. Responsibilities**

- A. Each member of the Committee is encouraged to designate an alternate to represent them and to vote in their absence.
- B. Each member or the designated alternate shall make a concerted effort to attend each meeting.

- C. The Committee may from time to time form subcommittees on specific topics of concern. Such subcommittees may include interested members of the Committee as well as others with the expertise to inform the discussion of the issues under consideration. Subcommittees shall refer recommendations directly to the TAC.

## **VI. Voting**

- A. Each member of the Committee shall have one vote. USEPA has one vote.
- B. Motions may be offered by any member or alternate. After seconding by another member, the members will be polled. Motions are passed based if majority of the members, (seven) shall affirm the motion. In the event of a tie vote, the matter will be tabled, and the Chair will contact the other Committee members for their vote.
- C. Dissenting members shall have the privilege of filing a minority report for consideration by the Commission

## **VII. Policy Issues**

- A. Members may identify policy issues for consideration by the Commission and offer motions to elevate these issues. Affirmed motions will be presented to the Commission by the Chair of the Committee or their designee. The presentation will include the pros and cons of possible alternative approaches, the substance of the discussion, and the recommendation of the Committee. In cases where the Committee does not agree on an issue, the Vice-Chair will present the alternative approach. Recommendations will also be submitted to the PDE Steering Committee when appropriate.
- B. No recommendation shall be made by the Committee unless a majority of the members, (seven) shall vote in favor thereof. In such a case, the dissenting members shall have the privilege of filing a minority report for consideration by the Commission.

## **VIII. Staff and Support**

- A. DRBC will provide staff support to the Committee including assistance with the scheduling of meetings and the preparation and distribution of agendas, minutes and other documents. DRBC may also lend technical assistance within its resources. Draft minutes will be prepared and distributed for approval at the next scheduled committee meeting.
- B. Commission staff may participate in Committee meetings but shall not have voting power. Staff shall be free to endorse or disagree with specific recommendations through a summary report to the Executive Director.