

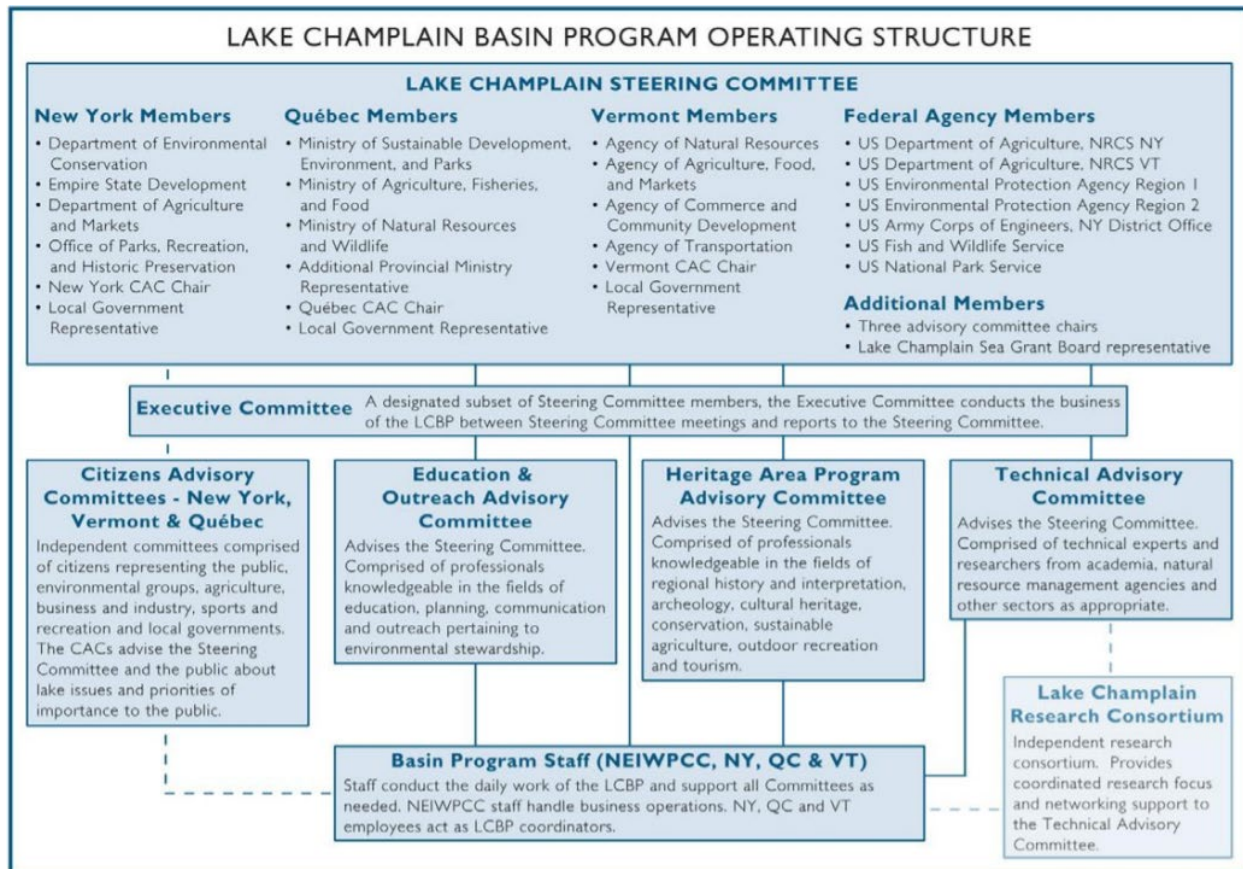
**New York Citizens Advisory Committee
on
Lake Champlain Management**

COMMITTEE MEMBER MANUAL

Last updated: 10/23/23

New York Citizens Advisory Committee on Lake Champlain Management

The New York Citizens Advisory Committee on Lake Champlain Management (NYCAC) established under the Memorandum of Understanding of August 1988 between New York, Vermont and Quebec, serves as a forum for discussion of lake management issues and as a mechanism for citizen participation and public input on lake programs. The NYCAC is a diverse group of citizens, lake advocates, business representatives, farmers, educators, and others united through their interest in a clean, healthy Lake Champlain. The committee provides an opportunity for diverse interests to work together to improve understanding and explore opportunities for improving water quality and enhancing the natural, cultural, recreational, and economic resources of the Lake Champlain Basin. The Committee, acting in joint session with the Vermont CAC and Quebec CAC, also serves in an advisory capacity to the Lake Champlain Steering Committee established under the Memorandum of Understanding on Environmental Cooperation on Lake Champlain. The Lake Champlain Steering Committee guides the Lake Champlain Basin Program and is responsible for implementing the Lake Champlain Management Plan "Opportunities for Action." The Vermont, New York, and Quebec CAC chairs each hold a seat on the Lake Champlain Steering Committee, the governing board for the Lake Champlain Basin Program.



Membership

Membership shall consist of a minimum of ten and up to fourteen individuals appointed by the Commissioner of the NYS Department of Environmental Conservation. Members may be removed by the Commissioner at any time.

Criteria for Membership

Members serve as a liaison between the Lake Champlain Basin program and their communities, disseminating information about the Lake Champlain Basin to the various constituencies of members and bringing the concerns of constituents and the public to the LCBP via the NYCAC. The Committee shall seek to actively engage and represent the diversity of interests, perspectives, and geographic scope related to the Lake Champlain Basin. The Committee does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. The CAC will ensure candidates meet the criteria and are interested in serving. The appointing authorities shall be encouraged to assure that each member meets the following criteria:

- A) Has knowledge or experience related to water quality, land use, natural resource management, environmental justice, fish and wildlife, agriculture, education, recreation, cultural heritage, economics and business or other disciplines related to the Lake Champlain Basin
- B) Has lived or worked in, or is otherwise affected by, the Lake Champlain Basin and has a strong personal interest in the future of the Lake Champlain watershed
- C) Is willing and able to attend regular meetings

Term of Membership

Effective January 1, 2023, the term of membership is for three years. A member shall continue to serve until a successor is appointed. New appointments shall be made as expeditiously as possible to fill vacancies. The Chairperson and Vice-chairperson shall be elected by the members annually. The Chair, after consulting with Committee members, shall make recommendations to the Commissioner regarding re-appointments based on meeting attendance and participation, as well as recommending candidates to the Commissioner for the filling of vacancies.

Attendance and Participation Policy

All members are expected to attend regularly scheduled meetings of the CAC. Members have a responsibility to ensure that the committee does the best work possible in pursuit of its goals. A member must believe in the purpose and the mission of the organization, and should act responsibly and prudently as its steward.

As part of the responsibilities as a member, a member will articulate the committee's work and values to the community, represent the community, and act as a spokesperson; will attend at least 75% of meetings, sub-committee meetings, and special events; will read all meeting materials in advance and arrive prepared at meetings; will participate in and take responsibility for making decisions on issues, policies and other committee matters; will faithfully serve the duration of their term unless personal or business matters make it impossible to do so; and that if they fail to responsibly satisfy these commitments to the CAC, will expect CAC leadership members to contact them and discuss these responsibilities with them.

No member may speak for the committee as a body unless the full committee has approved that

member doing so. When speaking to the public or writing about any matter regarding the Lake Champlain Basin in a document for distribution beyond committee membership a member shall clearly distinguish those recommendations, opinions, or positions officially adopted by the committee as a body from those he or she may have as an individual. In no case shall a member represent individual opinions as those of the NYCAC.

Conflicts of Interest Policy

Committee members have an obligation to conduct business within guidelines that rule out actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction and encourage board members and employees to seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when a member is in a position to influence a decision that may result in direct or indirect personal gain as a result of CAC's activities. If a member has any influence on any material transactions, it is imperative that he or she discloses to the Chair, Vice-chair or Executive Director of the committee as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

In general, members:

- Will not provide preferential or unfair treatment to any personal, private or public interest, family member, or member of the appointee's household if such could create a conflict of interest.
- Will avoid any outside business relationships with other businesses or interests if that relationship creates a conflict of interest by influencing decisions made by that person in the performance of their regular duties for the CAC.

Members should make appropriate disclosures to executive members of the Committee as soon as an appearance of a conflict may arise.