**To: Citizens Advisory Committee** 

**From: Governance and Membership Subcommittee**

**Date: May 17, 2019**

**Re: Adding language to the CAC Bylaws for additional clarity on Expenses and Principles**

**Travel Expense Reimbursement**

**Existing Language in the Bylaws:** Article III Section 3 Expenses

All members shall serve without compensation. Members may be reimbursed for the following expenses related to attending official CAC functions: mileage or transportation costs, meals, lodging, tolls, and parking. Completed CAC Volunteer Hours & Travel Reimbursement Forms are required and receipts are necessary.

All CAC members may be reimbursed under the above guidelines when attending other committee or organizational functions for which they are representing the CAC in an official capacity. While attendance at other meetings for general interest is encouraged, reimbursement for these activities are generally not covered, but may be pre-authorized on a limited basis as funds are available. Guidance in these situations may be requested of the Administrator (Alliance CAC Coordinator).

**Proposed additional language to be added to the bylaws for clarity:**

**Reasonable Expenses**

Reasonable expenses include transportation costs (e.g. current mileage rate, train, rental car, airfare, etc.), meals (breakfast on first day of meeting if you stayed overnight), lodging (for non-CAC quarterly meetings), tolls, and parking associated with attendance at CAC quarterly meetings or other meetings/events attended in fulfillment of your obligations as a CAC member. Any travel not associated with a CAC quarterly meeting and airfare reimbursement must be pre-approved by the Alliance Coordinator. The CAC grant uses the government per diem rates found on [www.gsa.gov](http://www.gsa.gov) as a general guideline to reasonable cost for meals and lodging.

**Overnight Accommodations**

Lodging will be provided for members attending CAC meetings. Lodging will be provided the night before the first day of the meeting for members who must travel long distances (generally defined as two (2) hours or more). Lodging will be provided the night before the second day of the meeting for members who must travel more than 30 minutes.

Please notify CAC staff no later than 48 hours before a meeting if you need to cancel your overnight room. Notification within 48 hours of a meeting, may result with you being responsible for the cost of the hotel room and associated meals.

**Travel Reimbursement Vouchers**

The travel reimbursement vouchers are provided at each meeting and should be submitted within sixty (60) business days of the meeting. Please be sure to submit receipts along with your travel reimbursement voucher. If lost, travel reimbursement vouchers can be requested from the Alliance support staff. Vouchers submitted more than 60 days after expenses are incurred may not be approved.

**Volunteer Hours**

Even you if elect to not submit for travel reimbursement, it is important that you submit your volunteer hours on the voucher. Activities that count toward volunteer time include: meeting hours; CAC and CBP conference calls; travel time to and from meetings; and preparation time spent reading and reviewing briefing materials, draft letters, and emails. This is used to document your volunteer time and counted as in-kind match toward the EPA Chesapeake Bay Program grant that funds the work of the committee.

**Principles**

**Existing language in the Bylaws with proposed changes: Article VI** **Principles**

* The health and restoration of the Chesapeake Bay watershed is the primary goal and motivation for CAC actions and comes before special and/or jurisdictional interests.
* Above all, CAC exists to advise the members of the Executive Council on matters of concern to citizen representatives to the Bay Program. Our role includes advising members of the Principals Staff Committee, working groups and committees, senior officials of Bay jurisdictions and agencies involved in the Bay Program. Members should make it clear when they are representing CAC, as opposed to expressing their own opinion.
* While members bring a variety of valuable perspectives to the work of CAC, all members are expected to act on the basis of their best information and understanding to help achieve CAC goals.
* CAC members will focus our collective efforts to strategically and proactively achieve the greatest contribution to watershed restoration and protection that is possible.
* We shall strive to achieve a Committee consensus on CAC initiatives that recognizes diverse views to yield actions/recommendations important to the Bay restoration.
* We will comment as a Committee constructively and always with appropriate suggestions and offers of help.
* We will collaborate with other Bay advisory committees.
* As individual members of the CAC, we shall listen to each other; feel free to express our views openly; be objective; work toward benefiting the restoration rather than special or self-interests; take on responsibility/commitments for the CAC; and contribute beyond quarterly meeting attendance.
* As a Committee, we shall adhere to the prudent use of Bay Program funds essential for conduct of our business operations.

**Proposed additional language to be added to the Bylaws for clarity:**

**Values**

We believe a broad base of participation and partners reflecting all of society is needed to be successful in the restoration and protection of the Chesapeake Bay watershed. Therefore, we embrace all backgrounds regardless of race, religion, age, culture, political affiliation, disability, socio-economic status, gender/gender variance and sexual identity. To this end, we treat each other, our partners, and our guests with respect, courtesy and dignity.

**Code of Ethics**

All CAC activities are to be conducted with professionalism. We foster a forum for fair and open dialogue, a culture of inclusion, and endeavor to hear from all members who wish to share their insights and opinions. We share our perspectives in a language that is accurate and respectful. We respect the Committee’s leadership and staff, honor the meeting ground rules and the aspiration of consensus. We conduct our mission as an advisory committee with positive leadership exemplified by open communication, creativity, dedication and compassion.