

# GRAYS HARBOR SAFETY COMMITTEE CHARTER

## 1. PURPOSE

The purpose of the Grays Harbor Safety Committee (GHSC) is to provide an open forum of public and private stakeholders with vital interests in assuring safe navigation to protect personnel, property and environment on the waterways of Grays Harbor. The GHSC shall:

- Provide a proactive forum for identifying, assessing, planning, communicating and implementing operational and environmental measures that promote safe and efficient use of Grays Harbor.
- Act as an education and resource network through which ideas, materials and procedures can be provided to persons interested in marine safety and operations.
- Develop standards and guidelines that promote improved operational and environmental safety for Grays Harbor.
- Act as a resource at the request of governmental bodies and individual legislators regarding issues related to marine operational and environmental safety.
- Promote and sustain the goals of marine and environmental safety programs.
- Ensure that marine safety and environmental measures are coordinated with security initiatives.

## 2. GEOGRAPHIC AREA OF CONCERN

The GHSC area of concern encompasses Grays Harbor and its navigable tributaries from the seaward approaches to Cosmopolis.

## 3. CONSENSUS AND MANAGEMENT

The GHSC strives to work by consensus. All members are encouraged to participate and to bring issues to the GHSC for discussion. *Any official action, publication, or Charter amendment requires adoption by a two-thirds vote of a quorum of the Managing Board.*

### *Managing Board Quorum:*

*A Managing Board quorum is the minimum number of board members who must be present at any of its meetings to make the voting results carried out by the board at that meeting valid. GHSC managing board quorum consists of 3 out of 3 board members (Chair, Vice Chair, and Secretary).*

### *Voting Member Quorum:*

*A Voting Member quorum is the minimum number of voting members who must be present at any meeting to make the voting results carried out by the members at that meeting valid. GHSC Voting Member quorum consists of two thirds of the voting member population.*

## 4. MEMBERSHIP

Members shall be persons who represent a definable segment of the community (*class*) or a business with an interest in marine operations and environmental safety. Each *class* member shall be entitled to: vote (in person, by email, or by proxy), participate in meetings, and hold elected or appointed offices and positions.

*Anyone with interest can become a member of the "general non-voting membership", attend meetings and speak their opinion.*

*Each voting member has to be a representative of one of the “classes” or segments designated below. Each class of the general non-voting membership then chooses representatives for their particular class. Each class representative then has one vote thus creating a “voting member.”*

*Designated voting classes of the maritime community, each class has only one representative who has one vote:*

- a. Commercial Fishing (Non-Tribal)*
- b. Environmental Advocacy*
- c. Liquid Bulk Terminal Operator*
- d. Local Government*
- e. Port of Grays Harbor*
- f. Pilots*
- g. Public at Large*
- h. Recreational Boaters*
- i. Shipping agent representative*
- j. Tribal representative*
- k. Tug representative*
- l. Stevedoring company*
- m. “Other members shall be persons who represent a definable class or segment of the community or a business with an interest in marine operations and environmental safety, as reviewed and approved by the Managing Board.*

*Advisors:*

- a. U.S. Coast Guard*
- b. U.S. Army Corp of Engineers*
- c. U.S. National Oceanic and Atmospheric Administration (NOAA)*
- d. Washington State Department of Ecology (DOE)*

Membership of the GHSC is voluntary. Applicants for membership must be approved by a two thirds vote of a quorum of voting members. New members will be assigned by the Managing Board to a definable segment of the committee for representation. Membership can be terminated at any time by the member.

A member may designate an alternate to serve in the absence of the primary member. An alternate will carry the same representation and voting rights as the primary member but will not necessarily carry the same committee responsibilities as the primary member.

Representatives from Federal agencies *or other interested government officials can* act in an advisory non-voting capacity. They may participate in meetings and be appointed to sub-committees or special projects. Advisors are not entitled to vote or to hold positions as officers.

## **5. GOVERNANCE**

**Managing Board.**

*Officer Positions include Chair, Vice Chair and Secretary. The Chair, Vice-Chair and Secretary serve two year terms. The Managing Board may change these requirements by a two thirds vote of a quorum of*

*the managing board. A standing officer on the Managing Board may be removed at any time by a two thirds vote of a quorum of the voting members.*

*Removal may be for:*

*a) Malfeasance (or the appearance of malfeasance).*

*b) Non-attendance that is detrimental to the functions of the Committee and its Sub-Committees.*

*The Chair may replace an Officer who retires in mid-term after consultation with the Managing Board. Such replacements shall serve for the balance of the term only and may be elected for another term by a two thirds vote of a quorum of the voting membership. Officers will be nominated and elected at the last meeting of the year, and new officers are seated on January 2nd of the following year.*

*The Managing Board is nominated and elected by a two-thirds vote of quorum of voting members. Officers are selected from the voting membership of the GHSC. Officers will be nominated and elected at the last meeting of the year and the elected officer will assume office on January 2 of the following year. Officers will be elected for a period of two years. Election of officers will be held in odd numbered years. Should an office be vacated during term, the Chair may appoint a replacement for the remainder of the term.*

The three elected officers of the GHSC are Chair, Vice Chair, and Secretary.

a) Chair Duties:

- Set dates and locations for meetings at least *one* week in advance of the meeting.
- Establish and distribute the agenda to the GHSC members.
- Chair meetings in accordance with the Charter.
- Act as a liaison between the GHSC and other entities.
- Foster a fully representative committee as envisioned in the Charter.

b) Vice Chair Duties:

- Preside either at the request of or in the absence of the Chair.
- Assist the Chair as required.
- Ensure that the work done by sub-committees is documented and tracked so that waterway issues are resolved in an appropriate and timely manner.

c) Secretary Duties

- Manage, record, and publish notes and records of the business of the GHSC.
- Conduct correspondence for the GHSC.

## 6. SUB-COMMITTEES

Standing Sub-Committees will be established by the GHSC and will report to the Sub-Committee Chair. Sub-Committee Chairs shall determine committee membership appropriate to the subject matter. Sub-Committee Chairs are responsible for populating their committees with individuals who will provide expertise, perspective and a diversity of viewpoints.

Sub-committees may also be formed for specific tasks. These ad hoc committees will terminate at the completion of the project, time allotted or other as determined by the GHSC.

a) Sub-Committee Chair Duties

- Lead and supervise the functions of the sub-committee.
- Organize and advertise all meetings of the sub-committee
- Provide sub-committee meeting notes to the GHSC as required.
- Present status reports at GHSC meetings.

## 7. MEETINGS

A minimum of two regular meetings will be held annually. Quarterly meetings are encouraged and anticipated. The Annual Meeting of the GHSC shall be the first meeting of each calendar year.

## 8. FUNDING

All members of the GHSC will serve at their own expense.

## 9. Amending Charter

This charter may be amended or revised by action of the Managing Board.

A quorum must be present in order to vote on a proposed amendment to the charter.

A two-thirds vote of Managing Board is required to amend the charter.

Notice of a proposed amendment to the charter, and the nature of the proposed amendment must be given to all members at least two weeks prior to the vote.

**APPROVED - 02-17-2015**

(02/17/2015 – Added definition of quorum for voting members and managing board, definable segments, amendment listing.)