



# Coos Bay Harbor Safety Committee



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# Charter

## **1. Background**

The Interagency Committee for the Maritime Transportation System (ICMTS) and the MTS National Advisory Council (MTSNAC) were created following a report to congress from the Maritime Transportation System (MTS) Task Force in September of 1999. The Task Force was appointed to assess the adequacy of the nation's marine transportation system. The ICMTS and MTSNAC recommended the establishment of Harbor Safety Committees (HAC) to improve local coordination and leadership within the nation's ports.

The Coos Bay Harbor Safety Committee (CBHSC) is a volunteer committee comprised of industry stakeholders; local, state and federal agencies; and waterway user groups. There is no funding provided or available to administer or operate this committee.

## **2. Mission**

The purpose of the CBHSC is to recommend actions to improve the safety, security, mobility, and environmental protection of Coos Bay and its waterways through:

- Effective communication and coordination between stakeholders.
- Alignment with local, state and federal laws and regulations.
- Identification and mitigation of hazards to navigational safety.
- Collaboration with governmental agencies to improve and promote maritime and environmental safety within the committee's area of responsibility.

## **3. Geographical Area**

The CBHSC's area of responsibility begins at the seaward approaches into Coos Bay and continues into the bay, and includes navigable tributaries within the bay.

## **4. General Membership**

The Committee General membership is responsible for providing recommendations, direction and support within the committee's area of responsibility.

General Membership is intended to include all interested representatives of waterway user groups, other interested members of the public who may wish to participate, and may include representatives from the following specific groups:

1. Vessel Owners and Operators
2. Pilots and Pilot Associations
3. Shipping Agents
4. Stevedores
5. Terminal Operators
6. Shipyards
7. Port Authorities
8. Industry Associations
9. ILWU
10. Commercial Fishing Industry Associations
11. State and Local government agencies from the State of Oregon including:
  - Oregon State Marine Board
  - Law Enforcement Agencies
  - Oregon Department of Environmental Quality
  - Oregon Department of State Lands
12. Federal government agency representatives including:
  - United States Coast Guard
  - National Oceanic and Atmospheric Administration
  - U. S. Army Corps of Engineers
13. Environmental Citizens Groups
14. Other interested Citizens Groups
15. Waterfront Developers
16. Recreational Waterway Users
17. Environmental Response Organizations
18. Members of the General Public
19. Local Tribes

## **5. Managing Board**

The Managing Board shall be five members with representation from the General Membership and be limited to a size determined to be necessary to manage the Committee's affairs as described in this Charter. The size and composition of the Managing Board membership shall be adjusted by a simple majority vote of a quorum of the Managing

Board and serve for two year terms. If a member is unchallenged upon completion of the term, the Managing Board member may serve in continuum on a yearly cycle. Each organization represented on the Managing Board is limited to one vote cast by either the member or alternate. A Managing Board member may assign up to two alternates to serve as their proxy at meetings (see section 6).

Representatives from Federal and State agencies act in an advisory non-voting capacity and do not serve on the Managing Board.

The Managing Board recommends initiatives, evaluates general membership initiative recommendations, prioritizes and selects the initiatives to be addressed and approves final products for release by the Committee. Initiative selections and their relative priority are determined by simple majority vote of a quorum of Managing Board members.

Because a Quorum is required for voting purposes, if a Managing Board member, or their alternate, does not attend three consecutive Managing Board meetings, the Chair will send them a notice by email. The email will notify the member that if they, or their alternate, are not able to attend the next meeting, they may be removed as a Managing Board member. If the Managing Board member, or their alternate, does not attend the following meeting, their membership status will be presented to the Managing Board for a vote. This action does not restrict either person from being re-elected to the Managing Board in the future.

## **6. Officers**

Officers are nominated and elected by vote of a simple majority of a quorum of the Managing Board. Candidates for Officers are selected from the membership of the Managing Board. Officer Positions include Chair, Vice Chair and Secretary. The Vice-Chair serves one year and then serves the next year as Chair (in order to assure continuity of management and direction of purpose). The Chair and Secretary serve for one year terms. The Managing Board may change these requirements by a simple majority vote of a quorum of the Managing Board

The Managing Board may remove or replace a standing officer at any time by a simple majority vote of a quorum of the Managing Board. Removal or replacement may be for:

- Malfeasance (or the appearance of malfeasance)
- Non-attendance that is detrimental to the functions of the Committee and its
- Early retirement
- Resignation by written or verbal notification

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 simple majority vote of a quorum of the Managing Board.

Officers will be nominated and elected at the last meeting of the year. New officers are seated at the close of the last meeting.

**Chair Duties:**

- Run all CBHSC Meetings in accordance with the requirements of the Charter.
- Foster a fully representative Managing Board and General Membership as envisioned in the Charter.
- Ensure waterway issues are addressed in an appropriate and timely manner, to the satisfaction of the Managing Board.

**Vice-Chair Duties:**

- Serve as understudy for Chair.
- Assume the duties of the Chair in their absence, upon their request, or resignation.
- Ensure that the status, responsibility for completion and scheduled completion dates for Sub-Committee (see section 7) work assignments are documented and tracked so that waterway issues are resolved in an appropriate and timely manner, to the satisfaction of the Managing Board.

**Secretary Duties:**

- Monitor and report to the Managing Board on the status and adequacy of the performance for any tasks required under contract.
- Assist the Chairman with the development of the meeting agendas.

## **7. Sub-Committees**

Sub-Committees consist of members with interests and expertise in specific waterway management or HSC management issues. Sub-Committees can be stood-up or retired by simple majority vote of a quorum of the Managing Board. A sub-committee chair will be appointed by the Managing Board when the sub-committee is formed.

## **8. Meetings**

CBHSC meetings will be held quarterly. The meeting schedule will be posted on the Oregon International port of Coos Bay's (OIPCB) website. A Managing Board Officer will announce any schedule changes as soon as practicable via email and notices will be posted on the OIPCB website. A special meeting may be called to address safety and environmental hazards that need the committee's immediate attention.

## 9. Consensus Management

The CBHSC will strive to work by consensus. All members are encouraged to participate and to bring issues to the CBHSC for discussion. Any official action, publication, or Charter amendment requires adoption by 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. CBHSC managing board quorum consists of 3 out of 5 board members.

### **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. CBHSC Voting Member quorum consists of two thirds of the voting member population.

### Ref

10. NAVIC Circular 1-00. USCG