

NARRAGANSETT BAY ESTUARY PROGRAM

Process for Adding New Steering Committee Members and Officers December 4, 2019

Goal: By the close for 2019, nominate around 4-6 new Steering Committee members (to replace the 4 that we know are departing after the December meeting), reappoint existing members whose terms are expiring in 2019 (6 are expiring), and seat a new Chair and Vice-Chair for the Steering Committee.

Why is a Process Needed?: The Guiding Principles indicate that nominations may be accepted from any current or former members of the Management Conference, partners working in the study area, and the general public. However, the principles are inconsistent about whether the Executive Committee and/or the Steering Committees are responsible for recruiting, nominating, reviewing, and approving candidates and what process should be used for doing so. The steps below are intended to offer an interim approach prior to approval of a new set of Guiding Principles.

Process: The 10-step process below will be used for bringing on new Steering Committee members, reappointing existing members, and seating officers.

1. **Potential Member Solicitation.** Provide an opportunity for existing NBEP Steering Committee members and NBEP staff to offer input on potential new members and reappointments ("nominees") in-person at meetings, via email to the Program Director, or via an on-line Google document.
2. **Nominee Matrix.** NBEP Program Director assembles matrix of nominees that lists their name, affiliation, senior official who would receive the formal nomination letter, and expertise in specific subject areas relevant to the position. The matrix will be annotated to show existing members, those with terms expiring in 2019, and potential new members.
3. ***Executive Committee Nominee Screening.** The Executive Committee screens all nominees against the following four criteria for each individual: (a) commits in writing to comply with the most recently approved Guiding Principles, (b) commits in writing their intention to serve out at least one three-year term and to begin service at the March 25, 2020 Steering Committee meeting, (c) fills a specific gap in expertise shown in the member matrix, and (d) are fit to serve as a member per the best professional judgment of members of the Existing Committee. Note that existing members being considered will not participate in their own evaluation. The screening will result in a list of individuals that should be subjected to further vetting and who will conduct the vetting (EC member, Program Director, etc.).
4. ***Executive Committee Vetting.** Executive Committee vetting shall involve an in-person meeting or phone call that includes at minimum a description of the NBEP, member and officer roles, confirmation of interest and willingness to provide required written commitments, verification of the party that should receive a nomination letter if one is to be offered, and otherwise answer questions. See page 2 of this document for a table that identifies officer roles.
5. ***Executive Committee Nominee Slate.** Following vetting, the Executive Committee will develop a slate of nominees, including any officers, to bring to the next appropriate Steering Committee meeting for consideration. If consensus cannot be reached on any one individual, a majority vote via voice will be conducted.
6. **Steering Committee Review.** The Steering Committee will receive and review the slate of nominees provided by the Executive Committee against the same criteria used by the Executive Committee and any other factors they collectively agree are relevant at the time.
7. **Steering Committee Approval.** The Steering Committee will seek consensus on nominees and any officers to formally invite. If consensus cannot be reached on any one individual, a majority vote via voice will be conducted.
8. **Formal Letter to Nominees.** The Chair of the Steering Committee and NBEP Program Director will collaboratively develop a nomination letter and commitment document, sign the letter, and the NBEP Program Director will send out the package to the nominee.
9. **Follow-Up.** The NBEP Program Director will follow-up with each nominee within 3 weeks after sending the package to address any questions or needs.
10. **Seating Members.** Nominees that return a signed commitment document will be formally seated at the next Steering Committee meeting.

*Note that the Executive Committee may accelerate the process by conducting Steps 3-5 at one meeting if necessary, to fill an urgent void in members or officers.

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Steering Committee Officer Roles Taken from NBEP Guiding Principles

Role	Chair	Vice Chair
In consultation with the NBEP Program Director schedule meetings and develop meeting agenda's for NBEP Steering and Executive Committee.	X	
Attend and lead 4 Steering Committee and 6 Executive Committee meetings per year and ensure they are conducted per the agenda, Guiding Principles, and standard professional decorum.	X	
Call for majority votes on issues where consensus on a specific issue is not achieved by a committee.	X	
Provide input to NEIWPC on the NBEP Program Director's annual performance review.	X	
Chair the Host Entity Review Subcommittee that is formed every five years to evaluate the performance of the Host Entity.	X	
At their discretion or when asked by a committee member, call for the committee to determine whether the specifics of a situation constitute a violation of NBEP's conflict of interest policy, and if determined necessary by the committee, ask the committee member to recuse themselves from the discussion or action.	X	
Call for committee meetings to close to the public for Executive Session to discuss personnel or conflict of interest issues.	X	
Provide direction for NBEP action on issues specific to their state within the purview of the Steering and Executive Committee meetings.	X	X
Assist in agenda development, lead meetings, call for votes, and otherwise provide leadership in the Chair's absence.		X
Chair the CCMP Subcommittee that is developing a new NBEP CCMP by 2022.		X
Ascend to the Chair position upon the departure of the existing Chair.		X
Participate in ad hoc brainstorming with the NBEP Program Director and committee members as time allows.	X	X