



Water Quality Protection Program Bylaws

*Florida Department of Environmental protection
South District*

February 10, 2021



Background

- **11/16/1990 - FKNMS & Protection Act (Public Law 101-805)**
- **11/4/1992 – Act was amended to create the Water Quality Protection Program (WQPP) and the WQPP Steering Committee (SC)**
- **The WQPP SC sets the guidance and policy for implementation of the WQPP**



WQPP SC Meetings

General Meeting Rules

- **The Committee will hold meetings as necessary to carry out its responsibilities**
- **Meetings will be called by the Co-Chairpersons**
- **Meetings will be held in the Florida Keys area. No travel expenses paid for members to attend**
- **Meetings will follow the Robert's Rules of Order**
- **Meetings will be noticed to the public and will conform with public access requirements**



WQPP SC Meetings

Recommended Updates

- **Include an option for virtual meetings**
- **Keep the language for holding meetings “as necessary”, but also stipulate a minimum number of meetings per year**



WQPP SC Meetings

Attendance and Quorum

- **Members are expected to attend all meetings or designate a representative to act on their behalf**
- **A quorum shall be at least 2/3 of the members**
- **A SC member or designated representative who is unable to attend 2 or more consecutive meetings may be asked to resign**
- **In that case, the member's agency will be asked to designate another representative to serve**



WQPP SC Meetings

Attendance and Quorum

Recommended Updates

- **Clarify that a quorum requires at least 2/3 of the members present at the meeting**
- **Vacant seats or non-voting members shall not be counted towards the quorum**
- **Need to add a protocol for replacing a vacant seat if a citizen member resigns**
- **SC members should RSVP and confirm who will be their representative at each meeting**



WQPP SC Meetings

Consensus and Voting

- **The goal of the SC is to operate by consensus**
- **If consensus cannot be reached, resolution shall be by simple majority vote**
- **Individual votes and abstentions shall be recorded in the minutes**



WQPP SC Meetings

Adoption/Amendment of Bylaws

- **The Bylaws are adopted upon an affirmative vote of at least 2/3 of the SC**
- **Amendments shall be proposed in writing and circulated to the SC members at least 14 days in advance of any meeting**
- **the proposed amendments must be included on the agenda and distributed in written form**
- **The amendments must be approved with a 2/3 affirmative vote**



WQPP SC Meetings

Staff and Public Participation

- **SC members can bring staff to the meetings to participate in discussions, but staff shall not vote**
- **All SC meetings will be open to the public**
- **A portion of time will be allocated at each meeting for public comment**



WQPP SC Meetings

Meeting Agenda

- **The Co-Chairpersons will be responsible for the meeting agenda**
- **The agenda will be distributed to members at least one week prior to the meeting date**
- **Agenda items may be added by any SC member at the beginning of a meeting, if approved by the majority of SC members**



WQPP SC Meetings

Conflict of Interest

- **SC members must clearly state any potential conflicts of interest prior to any discussion and/or action relating to such conflicts**
- **No member of the SC or their staff representatives shall participate in any discussion, decision or vote which would constitute a conflict of interest or the appearance of a conflict of interest**



WQPP SC Membership

1996 Bylaws

USEPA

FDEP

NOAA

USFWS

National Park Service

US Army Corps of Engineers

FDHRS (AKA FDOH)

FDCA (AKA FDEO)

SFWMD

FKAA

3 local gov. representatives

3 knowledgeable citizens

Note : We have 5 citizen representatives and 5 local government representatives. We also added FWC, FK Mosquito Control and the KLWTD



WQPP SC Membership

SC Members/Representatives

- **The USEPA and FDEP members/representatives shall serve as Co-Chairpersons of the SC and shall alternate chairing the committee meetings**
- **Changes in representation at any meeting can be made by the respective SC member upon written notification to one of the Co-Chairpersons**
- **The designated representative will have full voting authority on behalf of the absent member**
- **Additional representatives/members may be added to the SC by a two-thirds affirmative vote of the SC**



WQPP SC Membership Recommended Updates

- **Update Bylaws to reflect current membership**
- **Invite additional members (Marine Industries Association and fishing industry)**
- **Invite the City of Layton to have representative in the SC to include all municipalities in Monroe Cty.**
- **SC member representative list should be confirmed at least every 2 years**
- **Articulate how non-agency representatives (e.g., citizens) may be identified and selected**



WQPP Subcommittees

- **The Steering Committee may establish ad hoc subcommittees, as necessary, to expedite and carry out the purpose and responsibilities of the Committee.**



WQPP Subcommittees

Recommended Updates

- Add clarification that subcommittees can/should be composed of SC and non-SC members.
- SC representatives identified to serve on a subcommittee should be selected by 2/3 affirmative vote
- Add a new section to the bylaws to provide guidelines for the selection and composition of the Technical Advisory Committee (number of seats, member qualifications, disciplines represented, etc.)



Gus Rios, Program Administrator
South District Marathon Office
(305) 289-7081

Gus.Rios@FloridaDEP.gov