

**SOUTHERN EDWARDS PLATEAU HABITAT CONSERVATION PLAN
COORDINATING COMMITTEE
ESTABLISHMENT AND GOVERNANCE**

FUNCTION:

The Southern Edwards Plateau Habitat Conservation Plan Coordinating Committee is established to carry out the purposes and goals of the SEP-HCP. Roles and responsibilities are identified in the Interlocal Agreement (ILA) approved by City Council on January 19, 2017 and Commissioners Court on February 21, 2017.

RULES AND REGULATIONS:

The Committee shall observe the following rules and regulations:

- The Chair shall be appointed in accordance with Section 2.2 (b) of the ILA.
- The Chair shall preside over all meetings of the committee. The Committee, from its own membership, shall appoint a Vice-Chair who shall preside in the absence or at the request of the Chair.
- A quorum of the Coordinating Committee is four (4) voting members. A majority vote of such quorum is required to enact Coordinating Committee motions. The conduct of Coordinating Committee meetings is governed by the latest edition of Robert's Rules of Order Newly Revised.
- Any motion by a member shall require a second. After a motion has been made and duly seconded, discussion of the motion may be held for a reasonable time. Discussion by members of a question before the Committee shall terminate whenever a member shall call for a vote upon the question or whenever the Chair shall so rule.
- Whenever any question of procedure or qualification may be raised at a meeting, the Chair shall rule thereon. A member may move to overrule the Chair's decision which may be done only by a majority vote of the members present.
- Voting on all matters may be by voice vote provided that a roll call vote shall be taken upon demand of any member.
- A member shall not vote or participate as a member in any matter before the Committee if the member has any financial interest in the matter, whether such interest is direct or indirect, as defined in Section 2-52 of the Ethics Code. A member who feels that he/she has a conflict of interest on any matter that is on the agenda shall voluntarily excuse himself/herself, vacate their seat, and refrain from discussing and voting on the matter.
- The Committee shall take no final action on any matter before it without first obtaining a recommendation from the Secretary and/or reports from the County, City departments concerned, and/or any other agencies, as determined by the Committee.

- Releases and statements to the public and press in the name of the Committee shall be made only by the Chair or by the presiding officer, if applicable.
- Any question of order or procedure not covered by these rules shall be decided according to the latest edition of Robert's Rules of Order, insofar as they may be applicable.
- Minutes shall be made of each meeting and retained within the City Clerk's Legistar System. The minutes shall be made available for public review online through the Legistar System.

TECHNICAL ADVISORY COMMITTEE

The Committee may appoint members to serve on a Technical Advisory Committee. The Technical Advisory Committee may be appointed, organized, charged, and/or directed for a particular purpose as deemed by the Coordinating Committee.

The Technical Advisory Committee may:

1. Include individuals with expertise in:
 - Covered Species
 - Conservation Biology
 - Land Management
2. Provide guidance on matters concerning the biological goals and objectives of the SEP-HCP
3. Provide input and recommendations to the Coordinating Committee (recommendations are non-binding and the Coordinating Committee will not be required to act on their recommendations)
4. Responsibilities will include:
 - Review Preserve Evaluation and Establishment Opportunities
 - Provide guidance on Preserve Management and Preserve Monitoring
 - Review and recommend Education and Outreach Efforts
5. Membership should include:
 - COSA Departments - Parks/Prop Lands, Development Services, Department of Planning and Community Development, Office of Military Affairs, and Transportation and Capital Improvements.
 - CPS Energy
 - SAWS
 - Military
 - USFWS
 - TPWD
 - Bexar County Departments - Parks, Environmental Services, and Development Services.

Staff support shall be provided to the Committee by the Development Services Department within limitations imposed by budgetary and personnel considerations. The Committee may request advice and assistance from other City and/or County departments, public agencies, and private individuals with expertise in areas under consideration by the committee. In all instances, such requests shall be made through the Director of Development Services.

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