



*Lower Columbia Region*  
*Harbor Safety Committee*

# Charter



## Table of Contents

<b>1. Mission</b> .....	<b>3</b>
<b>2. The Lower Columbia Region</b> .....	<b>3</b>
<b>3. Meetings</b> .....	<b>3</b>
<b>4. Consensus and Management</b> .....	<b>3</b>
<b>5. Officers</b> .....	<b>4</b>
a. Chair Duties .....	4
b. Vice Chair Duties .....	4
c. Secretary Duties.....	5
d. Sub-Committee Chair .....	5
<b>6. Structure and Membership</b> .....	<b>5</b>
a. General Membership .....	5
b. Managing Board.....	6
c. Sub-Committees .....	6
d. Executive Steering Committee.....	7
<b>7. Funding</b> .....	<b>7</b>
<b>Amendment History</b> .....	<b>8</b>



## 1. Mission

The **Lower Columbia Region Harbor Safety Committee (LCRHSC)** is an open forum comprised of public and private stakeholders with vital interests in assuring safe navigation to protect the environment, property and personnel on the waterways within the Lower Columbia Region. LCRHSC stakeholders accomplish the mission by adopting or developing appropriate standards and guidelines that address environmental and operational elements of maritime operations unique to the Lower Columbia Region. The LCRHSC provides an inclusive, cooperative and equitable venue for addressing waterways issues to ensure the continuation and improvement of prudent management practices for our local waterways. Throughout the process, the LCRHSC strives to ensure reliable and efficient marine transportation.

## 2. The Lower Columbia Region

The **Lower Columbia Region** encompasses the Columbia River and its navigable tributaries from the seaward approaches to the Columbia River Entrance to Bonneville Dam.

## 3. Meetings

**LCRHSC Meetings** are held every two months on a regularly recurring schedule. The schedule is posted on the organization's website: [www.lcrhsc.org](http://www.lcrhsc.org). A Managing Board Officer will announce any required meeting schedule changes as soon as possible via email distribution and notices posted on the website.

The **Managing Board** meets prior to LCRHSC General Membership Meetings or as needed to conduct the business of the committee and its Officers preside over the LCRHSC Meetings.

**Sub-Committees** meet as needed to complete work assignments within time periods set by the Managing Board.

## 4. Consensus and Management

The LCRHSC strives to work by consensus. All members are encouraged to participate and to bring issues to the Managing Board for discussion. Any official action, publication, or Charter amendment requires adoption by a simple majority of a quorum of the Managing Board.

Managing Board members are elected 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.



Managing Board members may assign up to two alternates to serve as their proxy at meetings. A Managing Board member may also appoint a General Member to serve as their proxy at a single meeting. The Managing Board member must notify the presiding Officer of such proxy arrangement prior to the commencement of the meeting.

A Quorum is defined as one more than 50% of the Managing Board membership.

## 5. 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:

- a) Malfeasance (or the appearance of malfeasance)
- b) Non-attendance that is detrimental to the functions of the Committee and its Sub-Committees
- c) Early retirement
- d) 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.

### a. Chair Duties

- Run all LCRHSC 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 resolved in an appropriate and timely manner, to the satisfaction of the Managing Board.

### b. Vice Chair Duties

- Serve as understudy for Chair.
- Assume the duties of the Chair in their absence, resignation, or upon their request.



- Ensure that the status, responsibility for completion and scheduled completion dates for Sub-Committee 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.

**c. 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

**d. Sub-Committee Chair**

- Lead and supervise the functions of the Sub-Committee.
- Organize and advertise all meetings of the Sub-Committee.
- Provide Sub-Committee meeting minutes for the record and to the Managing Board as required.
- Present oral reports on Sub-Committee progress at LCRHSC meetings.
- Provide a written synopsis of status reports (in electronic format) to the LCRHSC Secretary at least one week prior to such meetings.

**6. Structure and Membership**

The LCRHSC is comprised of ~~three~~ four sets of bodies described as follows:

**a. General Membership**

The LCRHSC General Membership is responsible for providing direction and support in all areas of the LCRHSC endeavor.

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 representatives from the following specific groups:

- a) Vessel Owners and Operators
- b) Pilots and Pilot Associations
- c) Marine Exchanges
- d) Shipping Agents
- e) Stevedores
- f) Terminal Operators
- g) Shipyards
- h) Port Authorities
- i) Industry Associations
- j) Organized Labor
- k) Commercial Fishing Industry Associations
- l) State and Local government agencies from both Oregon and Washington including:  
State Marine Board



Concerned Law Enforcement Agencies  
WDOE  
ODEQ

- m) Federal government agency representatives including:
  - United States Coast Guard
  - National Oceanic and Atmospheric Administration
  - U. S. Army Corps of Engineers
- n) Environmental Citizens Groups
- o) Other interested Citizens Groups
- p) Waterfront Developers
- q) Recreational Waterway Users
  - Power Squadrons
  - Boaters
  - Rowing Clubs
  - Yacht Racing Associations
- r) Environmental Response Organizations
- s) Members of the General Public

### **b. Managing Board**

Membership of the Managing Board shall be an equitable representation of the General Membership and be limited to a size determined to be necessary to manage the Committee's affairs as described in the 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.

Each organization represented on the Managing Board is limited to one vote cast by either the member or alternate.

Representatives from Federal agencies act in an advisory non-voting capacity.

The Managing Board recommends initiatives, evaluates general membership initiative recommendations, prioritizes, selects the initiatives to be addressed and approves final products to be released by the LCRHSC. 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 warning email. The email will notify the member that if they, or their alternate, are not able to attend the next meeting, they will be removed as a Managing Board member. If the Managing Board member, or their alternate, does not attend the following meeting, the issue will be presented to the Managing Board for a vote. This action does not restrict either person from being reelected to the Managing Board in the future.

### **c. Sub-Committees**

Sub Committees are made up of members with interests and expertise in specific and enduring waterway management or LCRHSC management issues. Sub-Committees can be stood-up or retired by simple majority vote of a quorum of the Managing Board.



A list of Sub-Committees is maintained on the website. The Sub-Committee structure used by LCRHSC is flexible enough to provide meaningful input on specific projects and stable enough to ensure long term continuity.

#### **d. Executive Steering Committee**

The executive steering committee members are past LCRHSC Chairs, along with the seated Chair and Vice-Chair. Working together they will advise the Officers and managing board.

Duties of the Executive Steering Committee will include:

- a. Addressing issues requiring short term solutions and/or extensive research and investigation, developing alternative solutions, and making resolution recommendations to the Managing Board.
- b. Assess the need for change to priority areas.
- c. Serve as sounding board for new Ideas and opportunities for growth.
- d. Facilitate innovative problem solving and open communications across multidisciplinary members and groups.
- e. Examine and recommend approaches to promote the LCRHSC activities both internally and externally

### **7. Funding**

Services to be covered by funding as approved by the Managing Board may include:

- a. Administrative oversight provided under contract by the Merchants Exchange, including:
  - Accounting
  - Website maintenance
  - Record and publish meeting minutes
  - Update the membership list and email information as needed to reflect changes in membership
- b. One social event per year
- c. Misc travel cost for chair to attend the National HSC Conference and West Coast Chair Summit



### Amendment History

No.	Issue Date	Amendments	
		Page	Description
1.	07.23.07	All	Amended to include 07.23.07 Charter Committee Meeting comments
2.	12.04.07	11 12	Added Appendix 4: Email Contact List Moved Amendment History to document end, deleted Appendix label for Amendment History.
3.	02.01.08	8 -12 7	Extracted Appendices and Published as separate documents. Section d. Deleted "The Ad Hoc Committees are listed in Appendix 4."
4.	10.15.08	All	Extensive revision as detailed in the Charter Revision Worksheet 08.15.08 and as ratified on 10.15.08 by a majority of a quorum of the Managing Board.
5.	11.03.08	5	Amended General Members to include "Port Authorities" add bullet point for National Oceanic and Atmospheric Administration in response to comment received during Managing Board meeting of 10.30.08.
6.	01.14.09	3, 5 and 6	Charter Subcommittee made further revisions since 11.23.08. Revisions presented to Managing Board and approved.
7.	11.10.09	3 - 4	Revise nomination and election dates of Managing Board members and officers.
8.	03.14.12	3,4, 5, and 7	Added information on the website and its use, ability to select two alternates, process for removal of a member for non-attendance, and changes to responsibilities of the Secretary and Sub-Committee Chair positions.
9.	03.11.15	2,4,5,6,7 and 8	Added Executive Steering Committee, and their duties, annual meeting and change of officers, replacement of officers, modified Secretary duties, Funding