



Lower Columbia Region Harbor Safety Committee, Inc.

Operations Manual



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1. Mission

The **Lower Columbia Region Harbor Safety Committee, Inc. (LCRHSC)** is an open forum comprised of public and private entities with vital interests in assuring safe navigation to protect people, the environment, and property on the waterways within the Lower Columbia Region. LCRHSC accomplish the mission by adopting or developing appropriate standards and guidelines (Harbor Safety Plan) that address environmental and operational elements of maritime transportation 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 commerce.

2. The Lower Columbia Region

The **Lower Columbia Region** encompasses the Columbia River, lower Willamette, and their 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. A Board of Directors will announce any required meeting schedule changes as soon as possible via email distribution and notices posted on the website.

The **Board of Directors** 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 Board of Directors.

4. Consensus and Management

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

Board of Directors are elected by a simple majority vote of a quorum of the then existing Board of Directors and serve for two year terms.

5. Officers

Officers are nominated and elected by vote of a simple majority of a quorum of the Board of Directors. Candidates for Officers are selected from the Board of Directors. Officer

Positions include **Chair**, **Vice Chair** and **Secretary/Treasurer**.



Officers will be nominated and elected at the last meeting of the year, and new officers are seated on January 2nd of the following year.

a. Chair Duties

- Run all LCRHSC Meetings in accordance with the requirements of the Operations Manual.
- Foster a fully representative Board of Directors and General Membership as envisioned in the Operations Manual.
- Ensure waterway issues are resolved in an appropriate and timely manner, to the satisfaction of the Board of Directors.

b. Vice Chair Duties

- Serve as understudy for Chair.
- Assume the duties of the Chair in their absence 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 Board of Directors.

c. Secretary Duties

- Manage, record, and publish meeting minutes for the Board of Directors meetings.
- Ensure that active Sub-Committees record and present their minutes as required.
- Manage the LCRHSC website, www.lcrhsc.org. Update the website as needed with information provided by Officers and Sub-Committee Chairs.
- Update the membership list and email information as needed to reflect changes in membership.

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 Board of Directors 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 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. Board of Directors

Membership of the Board of Directors 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 Operations Manual. The size and composition of the Board of Directors shall be adjusted by a simple majority vote of a quorum of the Board of Directors.

Due to articles of incorporation, individuals and not organizations are elected to the Board of Directors. Each board member is entitled to one vote.

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



The Board of Directors 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 Board of Directors.

Because a Quorum is required for voting purposes, if a Director does not attend three consecutive Board of Director meetings, the Chair will send a warning email. The email will notify the Director that if they are not able to attend the next meeting, they will be removed as a Director. If the Director does not attend the following meeting, the issue will be presented to the Board of Directors for a vote. This action does not restrict the Director from being re-elected to the Board of Directors 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 Board of Directors.

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.

7. Funding

All members of the LCRHSC will serve at their own expense. However, directors may receive reimbursement upon approval of the board of directors for (a) travel expenses or (b) services provided other than as a member of the LCRHSC.



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 Board of Directors.
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 Board of Directors 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 Board of Directors and approved.
7.	11.10.09	3 - 4	Revise nomination and election dates of Board of Directors 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.	2016	All	Extensive revision in preparation of hosting the 2016 National Harbor Safety Conference.
10.	2019	All	Extensive revision changing Charter to Operations Manual during Incorporation process.