

# **CITIZENS ADVISORY COMMITTEE OF THE SOUTHERN EDWARDS PLATEAU HABITAT CONSERVATION PLAN**

## **AGENDA**

**DATE:** March 1, 2010

**TIME:** 3:45pm – 5:45pm Open Meetings/Open Records Act Training Workshop  
(training session only; no action will be taken)

6:00pm – 8:00pm CAC Meeting

**LOCATION:** Casa Helotes Senior Citizens Center  
12070 Leslie Road Helotes, Texas 78023

**MATERIALS:** Back-up materials for this meeting are posted on the SEPHCP project website at [www.sephcp.com/committees](http://www.sephcp.com/committees)

1. Call to Order – Kirby Brown or Jonathan Letz (CAC Co-chairs)
2. Review and approve minutes, with any appropriate changes, from the January 19 and February 18, 2010 meetings.
3. Public Comments (3 minutes per speaker)
4. Report from consultant team – Clifton Ladd or Amanda Aurora (Loomis Partners)
5. Report on Texas Open Meetings Act questions – Allison Elder (Braun & Associates)
6. Discussion and appropriate action on adopting operational procedures – Kirby Brown or Jonathan Letz (CAC Co-chairs)

BREAK (10 minutes)

7. Discussion and appropriate action on adopting a charge – Kirby Brown or Jonathan Letz (CAC Co-chairs)
8. Discussion regarding coordination with Comal County – Kirby Brown or Jonathan Letz (CAC Co-chairs)
9. Report from the BAT and discussion on draft recommendations for species to address in the SEPHCP – Richard Heilbrun (BAT Chair)
10. Next Meeting and Requested Agenda Items – Kirby Brown or Jonathan Letz (CAC Co-chairs)
11. Adjourn - Kirby Brown or Jonathan Letz (CAC Co-chairs)

Backup Materials

- Draft minutes from January 19 and February 18, 2010 CAC meetings (distributed via email to CAC members)
- Revised draft operational procedures for the CAC
- Revised draft charge to the CAC

## DRAFT CHARGE TO THE SEP-HCP CAC

Bexar County proposes to charge the Citizens Advisory Committee (CAC) of the Southern Edwards Plateau Habitat Conservation Plan (SEP-HCP) with the following tasks:

- The landowner members of the CAC will appoint one member of the Biological Advisory Team.
- Provide recommendations for the overall vision, goals, and objectives of the SEP-HCP, to include assisting with the recovery of threatened and endangered species to help reduce the associated pressures on Camp Bullis and aid in maintaining its training mission.
- Recommend a preferred alternative for each of the SEP-HCP major framing issues, including:
  - Boundaries of the Plan Area
  - Species to be Covered for Incidental Take
  - Activities to be Covered for Incidental Take
  - Conservation Strategy, and
  - Funding Strategy.
- Provide recommendations for the form and level of mitigation required of plan participants, and the methods for determining such requirements.
- The CAC will approve the draft plan submitted to a proposed permit applicant as the basis for permit application.

## DRAFT OPERATIONAL RULES FOR THE SEP-HCP CAC

### Actions of the CAC

- A quorum of 11 CAC members must be present to deliberate or take action.
- Due to the provisions of the Texas Open Meetings Act, unappointed alternates or proxies for appointed CAC members will not be recognized.
- A motion and second from the CAC is required before action is taken on an issue.
- The CAC will follow Roberts Rules of Order.
- Any CAC member can call for a roll-call vote.
- The CAC will strive for consensus, but a super-majority of 65% of the CAC members present for a vote is sufficient to carry a motion.
- Dissenting opinions may be submitted for the record, at the discretion of the dissenter.
- Bexar County and the City of San Antonio will be informed of the vote count for CAC actions.

Deleted: Committee

Formatted: Bullets and Numbering

Deleted: , and

Deleted:

Formatted: Bullets and Numbering

Deleted: /

### Minutes and Records

- The consultant team will take notes at meetings and prepare draft minutes for CAC consideration, amendment (if necessary), and approval at the subsequent meeting.
- Approved minutes will be posted on the SEP-HCP website.
- An audio recording of CAC meetings will be captured and archived for the record.
- All materials will be distributed to the CAC for consideration via email or the SEP-HCP website.

### Public Comments

- Each CAC meeting will include an opportunity for public comment identified on the agenda.
- Individuals will be limited to 3 minutes of speaking time per meeting during dedicated public comment agenda items. Citizens will be asked to sign a sign-in sheet.
- The CAC will not engage in discussion during the public comment agenda item.

- At the Chairs's discretion, the public can be recognized to speak on any item under discussion during the meeting.
- The public may provide written comments to the CAC at any time via [info@sephcp.com](mailto:info@sephcp.com), and all comments will be posted on the web site.

Deleted: Public comments at meetings will not be received outside of the posted agenda item.

### Communications

- Less than a quorum of CAC members may discuss SEP-HCP business outside of a posted meeting, provided that they have not been delegated decision-making authority and further provided that they are not meeting with an intent to circumvent the Texas Open Meetings Act.
- Email to and among CAC members will only be used to disseminate information.
- Comments, suggestions, and other communications from CAC members regarding SEP-HCP business outside of a posted meeting should be sent to the CAC Co-Chairs, Bexar County and City of San Antonio SEP-HCP representatives, and/or the consultant team.

Formatted: Bullets and Numbering

Deleted: <#>The CAC will refrain from

Deleted: <#>discussing

Deleted: <#>deliberating SEP-HCP business outside of a posted meeting.

Deleted: /

# *Parliamentary Motions Guide*

Based on *Robert's Rules of Order Newly Revised (10<sup>th</sup> Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

<b>YOU WANT TO:</b>	<b>YOU SAY:</b>	<b>INTERRUPT?</b>	<b>2ND?</b>	<b>DEBATE?</b>	<b>AMEND?</b>	<b>VOTE?</b>
§21 Close meeting	I move to <b>adjourn</b>	No	Yes	No	No	Majority
§20 Take break	I move to <b>recess</b> for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a <b>question of privilege</b>	Yes	No	No	No	None
§18 Make follow agenda	I call for the <b>orders of the day</b>	Yes	No	No	No	None
§17 Lay aside temporarily	I move to <b>lay</b> the question <b>on the table</b>	No	Yes	No	No	Majority
§16 Close debate	I move the <b>previous question</b>	No	Yes	No	No	2/3
§15 <b>Limit or extend debate</b>	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 <b>Postpone to a certain time</b>	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 <b>Refer</b> to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to <b>amend</b> the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be <b>postponed indefinitely</b>	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a <b>main motion</b> )	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

# *Parliamentary Motions Guide*

Based on *Robert's Rules of Order Newly Revised (10<sup>th</sup> Edition)*

**Incidental Motions** - no order of precedence. Arise incidentally and decided immediately.

<b>YOU WANT TO:</b>	<b>YOU SAY:</b>	<b>INTERRUPT</b>	<b>2<sup>ND</sup>?</b>	<b>DEBATE?</b>	<b>AMEND?</b>	<b>VOTE?</b>
§23 Enforce rules	<b>Point of order</b>	Yes	No	No	No	None
§24 Submit matter to assembly	<b>I appeal</b> from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to <b>suspend the rules</b> which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	<b>I object to the consideration</b> of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to <b>divide the question</b>	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a <b>division</b>	Yes	No	No	No	None
§33 Parliamentary law question	<b>Parliamentary inquiry</b>	Yes	No	No	No	None
§33 Request for information	<b>Point of information</b>	Yes	No	No	No	None

**Motions That Bring a Question Again Before the Assembly** - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to <b>take from the table</b> ...	No	Yes	No	No	Majority
§35 Cancel previous action	I move to <b>rescind</b> ...	No	Yes	Yes	Yes	2/3 maj. w/ notice
§37 Reconsider motion	I move to <b>reconsider</b> the vote ...	No	Yes	Varies	No	Majority