NCDENR

North Carolina Department of Environment and Natural Resources
Division of Coastal Management
Beverly Eaves Perdue, Governor | **James H. Gregson, Director** | Dee Freeman, Secretary

November 3, 2010

MEMORANDUM

TO: Coastal Resources Commission & Coastal Resources Advisory Council

FROM: Tancred Miller

SUBJECT: CRC/CRAC Meeting Format Subcommittee Report

At your September meeting Chairman Emory appointed a subcommittee to examine the format of CRC and CRAC meetings and come up recommendations to improve the efficiency and interaction. The subcommittee held two conference calls and came up with a number of ideas that Chairman Emory will discuss in more detail at the meeting. The following are the key recommendations.

1. Establish two new committees along the lines of CRC's AECs, 1. Estuarine & Ocean System (EOS) committee, and 2. Ocean Hazard Areas (OHA) committee.
   - EOS committee will deal primarily with issues related to AECs within that category: coastal wetlands, estuarine waters, public trust areas, and coastal shorelines.
   - OHA committee will deal primarily with issues related to AECs in that category: ocean erodible area, high hazard flood area, inlet hazard area, unvegetated beach area.

2. Issues related to issues in an AEC for which there is not a standing committee can be handled by an ad hoc committee or assigned to a standing committee.

3. CRC chair will have the latitude to assign cross-cutting issues to either committee based on an assessment of workload and member expertise.

4. The CRC would not act on committee discussion items at the same meeting that the committee reports out, unless there are extenuating circumstances, e.g. the item is time-sensitive, or is straightforward and non-controversial.

5. CRC and CRAC members will be asked to indicate their preference for committee assignment. The executive committee will make final assignments.

6. The committees would not meet simultaneously, so that all members would not have to miss discussions.

7. All CRC and CRAC members will have the right to participate in committee discussions, but committee chairs at their discretion may limit participation to committee members only.

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8. Committee members should sit at the front of the room to help make it clear who is on the committee and should be participating.

9. Committee chairs should begin each meeting by going over ground rules.

10. CRAC members should wear nametags that DCM will provide.

11. The CRAC would generally not meet if the committees are meeting.

12. Land use plan certifications will be kept as a consent item on the CRC's agenda unless there are specific issues that would be better discussed in committee.

13. In rare cases a committee may reach a point on an issue where they think the issue should be sent to the CRAC for further discussion. This should be an option.

14. Committee reports need to be clear and detailed, including strikethrough/underline rule language if applicable, to give the full CRC a complete picture of the committee's discussion.

15. CRC has been praised for having open meetings and giving the CRAC and public the opportunity to be heard. It is important to keep the sense that there are opportunities for everyone to be a part of the process. Committees may consider setting aside some time for public input.