

HUDSON RIVER SAFETY, OPERATIONS, AND NAVIGATION COMMITTEE BYLAWS

As adopted April 11, 2018

HUDSON RIVER SAFETY, NAVIGATION & OPERATIONS COMMITTEE
(HRSNOC) BYLAWS

MISSION

The Hudson River Safety, Navigation, and Operations Committee (HRSNOC) mission is to provide a forum to facilitate outcomes that enhance and promote safety of property and personnel, environmental protection, and operational effectiveness unique to the Hudson River Region and its associated activities. The HRSNOC is an inclusive, cooperative, and open forum for coordination, collaboration, and decision-making, in a non-regulatory context, between relevant private and public stakeholders concerning local waterways management. The HRSNOC works to ensure prudent management practices, and a reliable and efficient marine transportation system, for all stakeholders on the Hudson River.

HUDSON RIVER REGION

The Hudson River Region encompasses the Hudson River from the George Washington Bridge to Lock C7 at Fort Edward and the navigable tributaries (i.e., to Rome on the Mohawk).

1. MEETINGS

HRSNOC **General Meetings** are held twice annually. The Steering Committee will announce the meeting schedule, and any changes to that schedule as soon as possible via email distribution. Additional meetings may be held if a need is determined by the Steering Committee.

The **Steering Committee** will meet prior to HRSNOC General Meetings or as needed to conduct the business of the committee, and the Chair and Vice-Chair shall preside over the HRSNOC General Meetings. The Steering Committee Officers will announce the meeting schedule, and any changes to that schedule as soon as possible via email distribution.

Sub-Committees meet as needed to complete work assignments within time periods set by the Steering Committee.

Meetings should be held in locations that equitably spread financial and time obligations among the participants.

A Meeting Secretary will be appointed by the Steering Committee to provide notes for both Steering Committee and General Membership meetings.

2. CONSENSUS AND MANAGEMENT

The HRSNOC strives to work by consensus. All members are encouraged to participate and bring issues to the Steering Committee for discussion. All meetings will be conducted in accordance with Robert's Rules of Order. HRSNOC decisions are voted on by Steering Committee members or by their duly designated proxy set forth in section 5.b.2.

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Steering Committee members are elected by a simple majority vote of a quorum of the Steering Committee and serve for two-year terms. If a member is unchallenged upon completion of the term, the Steering Committee member may serve until replaced.

Steering Committee members may assign an alternate to serve as their proxy at any meeting provided notification is given to the Chair prior to the commencement of the meeting. This action may be completed via e-mail or other form of communication.

3. STANDING OFFICERS

Officers are nominated and elected by vote of a simple majority of a quorum of the Steering Committee. Candidates for Officers are selected from the membership of the Steering Committee. Standing Officer positions include Chair, Vice Chair, and Sub-Committee Chairs as needed.

The Steering Committee may remove or replace a Standing Officer at any time by a simple majority vote of a quorum of the Steering Committee. Removal or replacement may be for:

- Malfeasance (or the appearance of malfeasance)
- Non-attendance that is detrimental to the functions of the Committee and its Sub Committees
- Retirement
- Resignation

a. Chair Duties

- Preside over all HRSNOC meetings in accordance with the HRSNOC Bylaws
- Facilitate discussion and work toward solutions for waterway safety, navigation, and operations issues in an appropriate and timely manner to the satisfaction of the Steering Committee
- Develop and manage execution of meeting agendas
- Foster a fully representative Steering Committee and general Membership as envisioned in the Mission section of the bylaws

b. Vice Chair Duties

- Serve as Chair understudy
- Assume the duties of the Chair in his or her absence, resignation or upon his or her request
- Ensure that Sub-Committee work assignments are documented and tracked so that waterway safety, navigation, and operation issues may be resolved in an appropriate and timely manner to the satisfaction of the Steering Committee
- Assist the Chair with the development and management of the meeting agendas

c. Sub-Committee Chair(s) Duties

- 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 Steering Committee as required
- Present oral reports on Sub-Committee progress at HRSNOC meetings.
- Provide a written synopsis of status reports (in electronic format) to the HRSNOC meeting secretary at least one week prior to such meetings

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- Appoint a Meeting Secretary to take sub-committee minutes and/or other such persons as needed to assist in the duties of the Sub-Committee.

4. STRUCTURE AND MEMBERSHIP

The HRSNOC is comprised of three sets of bodies described as follows:

a. General Membership

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:

- Vessel Owners and Operators
- Pilots and Pilot Association
- Marine Exchanges
- Tug Operators
- Shipping Agents
- Terminal Operators
- Shipyards
- Port Authorities
- Commercial Fishing
- Industry Associations
- Organized Labor
- Environmental organizations and representatives
- Hudson Valley Land Trusts
- Research Institutions
- Citizen Groups
- Commercial passenger vessel owners and operators
- Recreational boaters
 - a) Human Powered Operators (both commercial outfitters and recreational paddlers)
 - b) Yacht Clubs/Marinas/Boat Clubs/boating & rowing associations
- State and Local Government Agencies
 - a) New York State Department of Environmental Conservation
 - b) New York State Department of State
 - c) New York State Department of Homeland Security and Emergency Services
 - d) New York State Energy Research and Development Authority
 - e) New York State Parks, Recreation and Historic Preservation
 - f) New York State Canal Corporation
 - g) The Hudson River Estuary Program
 - h) County and municipal level officials that surround the Hudson River region
- Federal Government representatives
 - a) U.S. Coast Guard
 - b) Maritime Administration
 - c) National Ocean and Atmospheric Administration

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- d) U.S. Army Corps of Engineers
- e) Federal Emergency Management Agency
- Members of the General Public

b. Steering Committee

Membership in the Steering Committee 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. The size of and composition of the Steering Committee membership shall be adjusted by a simple majority vote of a quorum of the Steering Committee. The current representation of organizations is listed below in section 5.b.2.

Each organization represented on the Steering Committee is limited to one vote cast by either the member or designated alternate.

Representatives from government agencies act in an advisory non-voting capacity. Because a quorum is required for voting purposes, if a Steering Committee member, or their alternate, does not attend three consecutive Steering Committee 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 may be removed as a Steering Committee member. If the Steering Committee member, or their alternate, does not attend the following meeting, the issue will be presented to the Steering Committee for a vote.

Duties of the Steering Committee include:

- Addressing issues requiring short term solutions and/or extensive research and investigation, developing alternative solutions, and making resolution recommendations to be put to a vote by a Steering Committee quorum
- Assess the need for change in priority issues
- Serve as sounding board for new ideas and opportunities
- Facilitate innovative problem solving and open communications across multidisciplinary members and groups
- Examine and recommend approaches to promote HRSNOC activities both internally and externally, to include creation of sub-committees

i. Steering Committee Member Organizations

- Towing Vessel and Barge Industry
- State Pilots
- Shipping Agents
- Albany Port District
- Recreational Boaters
- Oil Spill Response Organization
- Human Powered Boaters

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- Terminal Operators
- Marine Environmentalist
- Riverfront Community Group

ii. Steering Committee Government Agency (non-voting) Members

- U.S. Coast Guard
- U.S. Army Corps of Engineers
- National Ocean and Atmospheric Administration
- New York State Department of Environmental Conservation
- New York State Department of State
- Maritime Administration
- New York State Department of Homeland Security and Emergency Services
- New York State Parks, Recreation, and Historic Preservation
- New York State Canal Corporation
- The Hudson River Estuary Program

c. Sub-Committee(s)

Sub-Committees are made up of members with interests and expertise in specific and enduring waterway management or HRSNOC management issues. Sub-Committees can be stood up or retired by simple majority vote of a quorum of the Steering Committee. When a Sub-Committee is stood up, the Steering Committee will create a succinct charter, or guidance document, for that Sub-Committee to establish clear expectations, objectives, and functions.

A list of Sub-Committees, and their associated members and Chair, is maintained by the Meeting Secretary in a format and location approved by the Steering Committee. The Sub-Committee structure used by HRSNOC is flexible enough to provide meaningful input on specific projects and stable enough to ensure long term continuity.

5. Amendments

These bylaws can be amended through a two-step process. Amendments must be circulated prior to a Steering Committee meeting where the proposed changes will be reviewed. At the following meeting amendments can be passed if approved by a 2/3 vote of a quorum of the Steering Committee.

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ADOPTED on April 11, 2018 by unanimous vote of the Members of the Steering Committee at a duly noticed Meeting of the Steering Committee convened at Norrie Point Environmental Center, Staatsburg, New York.