



SCIENCE AND TECHNICAL ADVISORY SUBCOMMITTEE STRUCTURE AND OPERATING PROCEDURES

MASSACHUSETTS BAYS NATIONAL ESTUARY PARTNERHSIP MISSION

The mission of the Massachusetts Bays National Estuary Partnership is to empower coastal communities to protect, restore, and enhance their coastal habitats. To fulfill this mission, MassBays engages local, state, and federal entities to advance the use of scientific information and provide technical support for decision making. MassBays is guided by its Comprehensive Conservation and Management Plan (CCMP), which expresses region-wide, shared goals and priorities for maintaining and improving the health of the Ipswich Bay, Massachusetts Bay, and Cape Cod Bay, and outlines key elements of our holistic approach to achieving those goals.

ARTICLE I. PURPOSE AND FUNCTION

The Science and Technical Advisory Subcommittee (STAC) is an advisory subcommittee of the MassBays National Estuary Partnership (MassBays). STAC includes regional scientific and technical professionals involved in estuarine- and coastal-related research and management. The STAC reviews and provides guidance on technical and scientific issues related to MassBays projects or other initiatives relevant to the MassBays mission. STAC works to bring a high level of technical expertise and relevance to implementation of the CCMP.

The specific functions of STAC members are as follows:

- Attend and participate in STAC meetings; members who cannot attend a meeting will notify the Chair and/or staff in advance;
- Serve as advisors to MassBays and the Management Committee on the use of sound science for implementation of the goals of the CCMP;
- Serve as advocates for MassBays within their organizations and with the public;
- Bring knowledge about estuarine and coastal processes to STAC discussions to inform decisionmakers on the practicality of action items for implementing the CCMP using sound science;
- Stay current with MassBays activities and be willing to work on specific programs;
- Review and provide guidance on technical and scientific issues related to MassBays projects or other initiatives relevant to the MassBays mission.

i. Authority

The STAC was created by the MassBays Management Committee in 2013. The STAC responds to MassBays and Management Committee technical and scientific information needs.

ii. Roles and Responsibilities

The STAC shall, among others:

- 1) Nominate and elect a Chair and Vice Chair;
- 2) Provide a forum for MassBays and its partners to examine, discuss, and exchange existing and emerging scientific issues to integrate sound science into effective management of the MassBays planning area;
- 3) Assist and advise, as appropriate, on the implementation of relevant priorities established by the Management Committee; these priorities will be put together in a “STAC work plan” to help implement the CCMP;
- 4) Support, review, and advise on the development and implementation of the MassBays Monitoring Plan and other research and assessment priorities as needed;
- 5) Review monitoring data and scientific study findings to track the status and condition of ecosystems in the Bays, and advice on progress towards long-term goals for the implementation of the CCMP;
- 6) Review, comment on, and serve in an advisory capacity for content generated by MassBays such as the State of the Bays report, the “STAC work plan”, the Monitoring Plan, the Restoration Plan, and other scientific and technical products;
- 7) Provide advice on the development of requests for proposals and in the evaluation of proposals submitted as appropriate; and
- 8) Review materials for and provide input to the Management Committee as needed.

ARTICLE II. COMPOSITION

i. Officers

STAC is led by a Chair and a Vice Chair selected by consensus of the members. The Chair develops meeting agendas with the MassBays staff, leads the meetings, consults as needed with the staff on issues between meetings, and otherwise serves to facilitate the activities of the STAC. The Vice Chair will support the Chair and serve in place of the Chair as needed.

The Chair and Vice Chair will be elected for two-year terms. The Chair and Vice Chair shall not serve more than two consecutive terms. A previous Chair may be re-elected as Vice Chair or Chair after at least four years have passed since their previous term.

The Chair shall have the following responsibilities:

- 1) Lead and facilitate meetings;
- 2) Serve as member of the Management Committee and attend Management Committee meetings;
- 3) Develop meeting agendas in coordination with MassBays staff;
- 4) Receive requests from, and communicate recommendations and concerns of, the STAC to the Management Committee;
- 5) Submit nominations for new STAC members to the Nominating and Governance Subcommittee; and
- 6) Report on STAC activities to the Management Committee at its quarterly meetings.

The Vice Chair shall:

- 1) Serve as alternate to the Chair in the absence of the Chair;
- 2) Assist the Chair in the general management of the STAC; and
- 3) Help in the development and review of STAC's agenda.

ii. Membership

STAC membership is comprised of scientists and subject matter experts that align with the priorities of MassBays as outlined in the CCMP. Members represent the partners on the Management Committee including federal, state and local governments, academia, NGOs, industry, and others. Additional experts may be invited to participate even if they are not represented on the Management Committee if they represent expertise on specific focus areas including estuarine habitats (eelgrass and marsh, fisheries), water quality, emerging contaminants, innovative technology and other topics.

iii. Work groups

The STAC may form *ad hoc* work groups to focus on specific issues and will involve specific subject-matter experts as needed. Work groups shall report regularly to the STAC Chair and maintain open communication throughout the duration of a project. Work groups will be formed to assist and advise MassBays staff (including Regional Coordinators) and STAC on specific issues and to review specific products. Additional experts may be invited to join a work group if specific expertise is needed.

ARTICLE 3. OPERATING PROCEDURES

i. Meetings

STAC will meet at least three times each year or as needed. The meeting schedule for the following year shall be established at the end of each calendar year. Any member of the STAC and Management Committee may request an item be placed on the agenda by contacting the Chairperson and MassBays staff.

ii. Meeting Agendas and Summaries

An agenda will be distributed to STAC members at least one week before a meeting. Summaries of the meetings and additional relevant materials will be provided within the two weeks after the meeting.

ii. Conflict of Interest Rules

The Conflict-of-Interest Rules of the MassBays Management Committee will apply to STAC.

iv. Policies and Amendments

The STAC maintains its own Standard Operating Procedures which are reviewed every five years and endorsed by the Management Committee. Procedures and any amendments shall be effective immediately upon adoption. All STAC decisions will be made by consensus.

Adopted by the MassBays Science and Technical Advisory Subcommittee:

Date