



**YORK RIVER &
SMALL COASTAL BASIN
ROUNDTABLE**

York River and Small Coastal Basin Roundtable

Executive Board Charter

*Promoting community, coordination and collaboration on watershed issues of mutual concern
and interest.*

Executive Board

The York River and Small Coastal Basin Roundtable (Roundtable) is a forum for information sharing and collaboration among water quality and conservation-minded stakeholders within the York River, Mobjack Bay and Piankatank River watershed areas. The Roundtable is not an advocacy or political group.

The Roundtable Executive Board meets regularly throughout the year to provide consistency and continuity to the group. The Executive Board is composed of Roundtable members, as defined below.

The Executive Board is currently coordinated by the Chesapeake Bay National Estuarine Research Reserve-Virginia (CBNERR-VA), with backbone staff provided through the National Oceanic and Atmospheric Administration (NOAA).

The Executive Board meets monthly for approximately one hour. This frequency allows for regularity of coordination, exchange among Board members, and conducting Roundtable business in a timely and responsive manner. Board members are expected to attend at least 75% of meetings per year to fulfill their role and responsibilities. Notably, the Coordinator can call a special meeting if a Board decision is needed before the next regularly scheduled meeting.

We recognize that this is a living document, meant to evolve with the group.

Executive Board Member Roles

Specifically, Executive Board members' roles include:

- Act as Roundtable advisors by taking a broad view of activities
- Represent the diversity of people, interests and geography of the larger Roundtable
- Guide Roundtable partnership's financial wellness, diversity and equity, and long-term sustainability as a collaborative network
- Help shape Roundtable meeting agendas and discussion topics
- Contribute to organizational planning (e.g. updates to strategic plan, and annual action plans to achieve goals)
- Review and contribute to the development of Roundtable reports, public communications, and other products
- Sign shared letters of support for Roundtable grant proposals by the Board or Roundtable Steering Committees
- Establish and participate in new Steering Committees or ad-hoc groups to accomplish Roundtable goals
- Evaluate the progress toward Strategic Plan goals on an annual basis.

Decision Making

The Executive Board makes decisions by consensus. For Roundtable, consensus is characterized by all present Board members agreeing with a mutual decision. At a minimum, consensus means that every member can live with a decision and although they may not be actively participating in subsequent actions stemming from that decision, no member will stop the group from moving forward.

For decisions that affect the whole Roundtable partnership or its finances, a quorum (75%) of Board members is required. If consensus cannot be reached, a dissenting member may have it recorded in the meeting minutes that they cannot be a part of the consensus decision(s); the group may then decide to take a simple majority vote to move forward.

A member may recuse themselves from participating in any decision if they feel it is necessary to avoid conflict of interest or otherwise best represent their organization.

Executive Board Member Terms

Board members commit to a one-year term and can reconfirm commitment to participation on the Board annually at an All-Hands meeting. Commitment to participation on the Board is an agreement to fulfill all of the Board member expectations.

A Board member may decide to step down or continue from the Board at the end of their one-year term.

All-Hands members may self-nominate themselves to join the Board at any time, as long as they are able to commit to the role and expectations.

There are no term limits at this time in order to support sustainability and continuity in the Roundtable partnership, but this may change in the future as Board member turnover may become important for equity and inclusion.