



**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.*

About the 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, collectively referred to as the York River System (System). The Roundtable is not an advocacy or political group. Membership on the Roundtable itself is open to all watershed stakeholders.

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.

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

The Executive Board recognizes that this is a living document that will evolve with the Roundtable's needs.

Executive Board Member Roles, Expectations and Decision Making

Board Members Roles

- Acting as Roundtable advisors by taking a broad view of activities.
- Representing the diversity of people, interests and geography of the Roundtable and its associated York River System.
- Guiding the Roundtable's long-term sustainability as a collaborative network.
- Helping shape Roundtable meeting agendas and discussion topics.
- Contributing to organizational planning (e.g. updates to strategic plan and annual action plans to achieve goals).
- Reviewing and contributing to the development of Roundtable reports, public communications, and other products.
- Reviewing Roundtable partners' requests for letters of support to be signed by the Roundtable Coordinator, and promptly provide a decision about the request to the Coordinator according to the [Letter of Support Protocol](#).
- Establishing new, and/or participating in existing, Steering Committees or ad-hoc groups to accomplish Roundtable goals.
- Evaluating the progress toward Strategic Plan goals on an annual basis.

Expectations

Commitment to participation on the Board is an agreement to fulfill all of the Board member expectations:

- Meetings
 - The Executive Board meets monthly for approximately one hour to allow for regular

coordination and exchange among Board members, and conducting Roundtable business in a timely and responsive manner.

- The Coordinator may call a special meeting if a Board decision is needed before the next regularly scheduled meeting.
- Board members are expected to attend at least 75% of meetings per year to fulfill their role and responsibilities.
- Board Member Nominations
 - Board members will be nominated and appointed on a rolling basis.
 - No more than 15 Roundtable members may take part on the Executive Board at the same time.
- Board Member Terms
 - Board members commit to at least a one-year term.
 - A Board member may decide to step down or choose to continue as a Board member at the end of their one-year term.
 - 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 (including geographic representation).
 - Board members are confirmed or reconfirmed annually at an All-Hands meeting.

Values

- Upholding shared values in decision making will help ensure that Executive Board meetings proceed equitably, inclusively, and efficiently. The following shared value is agreed to by Executive Board members, and is particularly relevant in situations wherein a formal vote may not be necessary:
 - Consensus: A decision to move forward on a course of action requires majority support and every Board member's tolerance. Tolerance means that no Board member will stop the collective from moving forward with a given decision.

Decision Making

For decisions that affect the whole Roundtable partnership, or any funding of projects under the auspices of the Roundtable, letters of support included, **affirmative answers** from a majority of the current Board member count plus one is required. A **dissenting** member may **recuse** themselves from participating in any decision or vote if they feel it is necessary to avoid conflict of interest or otherwise best represent their organization. All recusals and absences are recorded in meeting minutes and/or a tracker.

In the event that a decision needs to be made by email, Board members will be expected to provide a response in accordance with any timeframe determined by the Coordinator.

Board members can respond to a call for a decision in the following manners:

- **Affirmative agreement** -signifying approval and/or consent to an action, request, or position; no conflict or issue.
- **Dissent** - signifying that a Board member cannot agree to, consent or tolerate the decision due

to substantial disagreement, and must oppose the Roundtable moving forward with the action, request or position.

- **Recusal** - signifying the withdrawal of participation in any decision or vote if a Board member feels it necessary to avoid conflict of interest or otherwise best represent their organization.