



## **NCT CASA WX Executive Council Operating and Policy Guidelines**

**Mission: The mission of the North Central Texas Collaborative Adaptive Sensing of the Atmosphere (CASA) WX Executive Council is to create and sustain a network of low elevation, high resolution radars for life safety, protection of property and economic prosperity within the North Central Texas Council of Governments region under the direction of the NCTCOG Executive Board.**

### **I. Authority**

- a. The CASA WX Executive Council will report directly to the NCTCOG Executive Board to provide financial, contractual and policy recommendations
- b. Program Management and operation decisions will be made by the CASA WX Executive Council when appropriate
- c. The CASA WX Executive Council will brief the Emergency Preparedness Planning Council (EPPC) on the project status when needed and EPPC will have liaison representation on the CASA WX Executive Council

### **II. Officer Positions**

- a. The CASA WX Executive Council shall be led by two co-chairs
- b. Chairs shall be approved by a quorum
- c. Other officer positions may be created for the Council as needed
  - i. A simple majority vote of the quorum (51%) is required to create a new Council position(s)
- d. Council officer tenure
  - i. Officers will be subject to re-election annually
  - ii. A simple majority vote of the quorum (51%) will be required to re-elect officers to current or new positions
  - iii. Members will be notified of intent to hold officer elections a minimum of 28 days prior to the meeting in which voting occurs

### **III. Membership**

- a. Membership on the CASA WX Executive Council shall include representatives from:
  - i. Host Sites
  - ii. Local Jurisdictions
  - iii. Private Sector
  - iv. National Weather Service
  - v. Broadcast Meteorologists
  - vi. Special Districts
  - vii. CASA Staff – Non-voting

viii. NCTCOG Staff – Non-voting

IV. Council Member Attendance

- a. Council members are encouraged to attend all meetings or designate an alternate
- b. If teleconference or video conference is provided for the meeting members are counted as present for attendance. All members should attend at least 2 of the 4 quarterly meetings in person.
- c. If a member does not attend at least 2 meetings a year in person formal written communication will be sent to that member to determine if there is still interest in remaining on the Council and reminding the member of the requirement to attend 2 meetings in person.
- d. Council members who receive formal written communication for lack of attendance should respond within 30 days indicating their interest or intent.
- e. A Council member should send an email to the NCTCOG staff liaison in order to designate an alternate or alternates. Each Council member may designate one alternate but no more than two.

V. Council Voting

- a. Council quorum shall consist of 1/3 of the current approved Council members or designated alternates
  - i. Designated alternates have all voting privileges of the Council member represented
- b. Action items requiring Council vote shall be decided through a simple majority of those counted as present at the meeting in which the vote takes place. Every act or decision made by a majority vote of the Council present at a meeting is the act of the Council.
- c. If a teleconference or video conference is available, members are counted as present and may vote via teleconference or video conference.
- d. Electronic voting by email will be deemed binding in the event that a decision must be made before a meeting can be called

VI. The CASA WX Funding Subcommittee and/or other subcommittees

- a. Will meet separately to address specific CASA issues and report recommendations to the CASA WX Executive Council
- b. Subcommittee voting for Council recommendations shall be deemed binding by a simple majority vote of Subcommittee members present
- c. NCTCOG will be the fiduciary agent for the CASA project