

Summary of Pompton Lakes Environmental CAG Administrative Committee Meeting
February 5, 2011

The Administrative Committee met by conference call on Saturday, February 5, 2011 to consider a request by CAG member Lisa Riggiola to add an additional member to the CAG.

Attendees: Liz Kachur (chair), Steve Grayberg, Tim Troast, Michele Belfiore, and facilitators Bill Logue and Melinda Holland.

- It was noted that the Administrative Committee's responsibility in this matter is to ensure that the Operating Procedures are executed properly. After review of the Operating Procedures, it was determined that the first step regarding Lisa Riggiola's nomination would be for the CAG to determine if a new stakeholder interest should be added.
 - From Operating Procedures Section 5(b) *"Process for addition of new stakeholder interests to the CAG – Nominations to add new stakeholder interests to the CAG may be made by any CAG member, and the nominees should represent a stakeholder interest not currently represented on the CAG.*
- It will be up to the CAG to determine through a majority vote of the members present that it wishes to add a stakeholder interest which is not currently represented, and what that interest is.
 - It is recommended that this item be added to the agenda at the March CAG meeting.
- If the CAG determines a new stakeholder interest is needed, the nomination and voting will follow the process prescribed in items 5(a) iii – vii, beginning with a nomination process.
 - *"iii. Nominations shall be accepted in writing by an announced deadline. Nominations shall be submitted to the Administrative Committee only. Each nomination shall include the nominee's full name and contact information as well as the nominee's connection to a stakeholder interest as described herein. Nominations shall also include a resume or similar biographical data.*
 - iv. The chair of the Administrative Committee shall contact each nominee to confirm that the nominee is willing to serve on the CAG. The chair of the Administrative Committee shall also notify the facilitator that the CAG is ready to hold a vote at the next scheduled meeting so that time can be set aside. The chair of the Administrative Committee shall circulate to all CAG members and designated alternates the names and background information on the nominees as submitted by the candidate.*
 - v. At the CAG meeting where the vote will be held, each nominee will give a two to three minute statement or presentation explaining his/her interest in serving on the CAG and what s/he can offer to the CAG. CAG members shall be allotted time to ask questions. Following the statements/presentations and any questions from the CAG members, the CAG shall go into Executive Session. Discussion will be held during Executive Session.*
 - vi. Voting shall be by written ballot. In order to vote, a CAG member or his/her designated alternate must be present at the meeting. The written ballots shall be provided by the Administrative Committee and the Administrative Committee shall count the votes.*
 - vii. A nominee shall need a majority vote of the members present and voting in order to be seated as a new CAG member; however, if a majority is not reached on the first ballot, a runoff vote between the two nominees receiving the most votes shall be immediately held, and the nominee with the most votes in the runoff vote shall be seated as a CAG*

member."

- Michele mentioned that she was considering requesting the addition of 2 members to the Property Valuation Work Group (which she chairs) that are not CAG members or CAG member backups. Liz is considering making a similar recommendation for the Outreach Work Group. They recognize that this requires discussion and a vote by the CAG.
 - They decided to wait until we knew more about the re-scheduling of the canceled meeting, and the agenda, before moving forward with these requests.