

## ***Lone Star Harbor Safety Committee***

### **CHARTER**

#### **MISSION STATEMENT**

The *Lone Star* Harbor Safety Committee (HSC) provides a public forum to address Marine Transportation System (MTS) issues with particular emphasis on navigation safety-related matters involving the ports of Houston, Galveston, Texas City, and Freeport including the associated waterways of the Gulf Intracoastal Waterway and offshore lightering zones.

As a vehicle facilitating communications between and among public and private sector entities, the Committee draws upon regional expertise and insight to address such issues as vessel traffic management, anchorage management, communications, security, significant/heavy weather preparations, maritime traffic disruption/restoration, process improvements, and any other related topics dealing with the MTS. The Committee will conduct periodic comprehensive assessments of the local safety and environmental risks and may consider other needed actions in and adjacent to the waterways.

#### **SCOPE**

As recognized by the U. S. Coast Guard and the Department of Homeland Security, HSCs have been identified as a key to safe, efficient and environmentally sound operations. As such, the Committee shall be responsible for specific assignments and may conduct studies, inquiries, workshops and any related fact finding initiatives for the port complex or to provide advice and recommendations to various federal, state and local agencies with responsibility for or familiarity with MTS matters within the HSC's geographic area of interest.

Harbor Safety Committees are discussed in the U. S. Department of Transportation's September 1999 Report to Congress, "An Assessment of the U.S. Marine Transportation System" and in subsequent Coast Guard guidance on the establishment and development of Harbor Safety Committees. *Lone Star* was chartered on February 17, 2012 by various industry members within the region.

#### **ORGANIZATIONAL STRUCTURE**

***Committee:*** The Committee is comprised of Government (Non-Voting) and Term (Voting and elected for a specific term) Members. The Term Members will be elected by a majority vote of the Committee. Each person nominated as a Term Member must be associated with the organizational group they represent and operating in the Captain of the Port (COTP) zone. In order to maintain active voting eligibility, Term Members must attend at least two *Lone Star* meetings in the calendar year preceding the vote.

A Chairperson and Vice Chairperson are elected by the Term Members of the Committee. The Committee shall elect by a majority vote at its first meeting following the expiration of the previous Chairperson's term, one member of the Committee to serve as Chairperson and one

member as the Vice Chairperson. The Chairperson shall conduct meetings in general accordance with *Robert's Rules of Order*; however, the Chair may deviate from such rules when necessary or desirable to more efficiently or effectively conduct the meeting. In those instances where there is a deviation from *Roberts Rules of Order* and the respective business involves a vote, a 2/3rds majority shall be required for passage. This same majority shall be required for any changes to the HSC's charter including the composition of the Committee membership. Otherwise, the passage of any such business of the HSC shall be by a simple majority so long as a quorum is on hand.

The Chairperson will be responsible for the management of the Committee as well as the conduct of all its activities, including calling of meetings and the preparation of agendas and reports. The Vice Chairperson shall act as Chairperson in the absence, incapacity or event of vacancy in the Office of the Chairperson.

**Committee Membership:** Shall consist of individuals from the below-listed entities

Government Agency Members (Non-Voting)

Maritime Administration (MARAD)*	U.S. Coast Guard (COTP)*
National Oceanic & Atmospheric Administration*	U.S. Customs and Border Protection*
U.S. Army Corps of Engineers (ACOE)*	

Term Members (Voting)

Barge/Tow Boat Operators	Maritime Trade Organization
Barge/Tow Boat Organizations	Non-Liquid/Dry Cargo Vessel Operators
Brazos Pilot's Association*	Non-Liquid Terminal Operators
Bulk Liquid Storage	Passenger Vessels
Chemical Tank Vessel Owner/ Operators	Port Freeport*
Chemical Terminals	Port of Galveston*
Commercial Fishing Vessels	Port of Houston Authority*
Container Ships	Port of Texas City*
Galveston – Texas City Pilot's Association*	Recreational Boaters
Harbor Tug Operators	Refineries
Houston Pilot's Association*	Shipping Agents
Line Handlers	Shipyards/Vessel Repair Facilities
Marine Exchange	Stevedore/Labor
Marine Salvage/Dredging Operators	Tank Vessel Owner/Operators
Maritime Education	

\* Denotes a designated representative elected internally to the organization or authority

Members serve as volunteers subject to their respective term limits. Other persons may seek membership by submitting a membership application to the Executive Secretary. Members are

not bound by decisions or recommendations of *Lone Star* or its Subcommittees or liable for the same.

*Alternate Members:* If practicable, each Term Member position shall have a designated alternate. Alternate Members shall be designated by the respective Term Member to assume the position of the primary Term Member if that member is absent from HSC meetings. Alternate Members must be designated by the Committee prior to Committee meetings, and may not be a Term Member on the Committee, in order to be recognized by the Committee. Alternate Members shall have the same authority as the Term Member for voting purposes.

*Executive Board:* Shall consist of five Term Members and the Executive Secretary. Two of the five Term Members will be the Chairperson and Vice Chairperson and the remaining three will be elected by the Committee. Alternate Members cannot serve on the Executive Board. Duties include:

- Overseeing management of the HSC
- Determining agenda content
- Selecting Subcommittees, terms of service and membership
- Conducting internal audits of program and negotiating any membership issues

*Executive Secretary:* An unelected, non-voting member of the Executive Board who may be employed by any represented organization, but may best be served if employed by the same organization as the serving Chairperson. Such person shall be designated by the Executive Board under the recommendation of the Chairperson to provide administrative support at no charge. Duties include:

- Attending Executive Board and Committee Meetings
- Distributing announcements, setting agendas and any other materials for meetings
- Maintaining the membership listing
- Posting of information to the *Lone Star* HSC web page
- Recording and electronically mailing meeting minutes

*Terms of Service:* The Chairperson and the Vice Chairperson serve a term of no more than two years upon nomination and election by the voting members of the Committee. Nothing shall preclude the Vice Chairperson from standing for election to the Chairperson position. Members of the Executive Board serve a two year term. Members of the Committee serve an initial two-year term and are eligible to serve two additional two-year terms if nominated and re-elected by the Committee - subject to the voting criteria outlined under the Committee section. Members serving three consecutive terms will be ineligible to compete for any position for a period of one year.

At the initial meeting of the Committee, members draw lots so that half of the board will be up for re-election after one year. This year shall not count against the aforementioned term limits. Members of the Committee or their designated alternate are expected to attend and participate in

scheduled meetings and may be subject to replacement if absent for more than two consecutive meetings. Members of the Committee can be replaced prior to the expiration of their terms on the recommendation of the Chairperson as evaluated by the Executive Board and after a majority vote of the Committee. Member replacements may transpire due to resignation, incapacitation or lack of participation in *Lone Star*. Committee members shall remain in position at the end of their terms until properly replaced during the transition period.

Subcommittees: The Committee may authorize and establish such permanent and ad hoc Subcommittees or working groups as it may determine for any purpose consistent with this Charter. Subcommittees will work within the guidance of the Committee and will periodically report their progress, recommendations and advice to the full Committee.

Subcommittee Chairpersons are selected by their Subcommittee membership. Subcommittee Chairpersons need not be voting members of the Committee. Subcommittee meetings will be held as scheduled by the Subcommittee Chairperson and will be open to the public unless otherwise specifically decided by the Committee.

Meetings: Meetings of *Lone Star* will be scheduled by the Executive Board and shall be in an open forum to allow the general public to attend and voice any concerns. Meetings will be held on a quarterly basis or more frequently if needed. Meetings of the Committee and Subcommittees will be held on an as-needed basis as determined by the Executive Board or respective Subcommittee Chairperson. In order to conduct business or vote on matters brought before the Committee, a quorum must be on hand. There are currently twenty-nine voting members in *Lone Star* as such in order to maintain a body representative of its parts, no less than fifteen of the Term Members must be present in order to vote on any topic.