



Lone Star Harbor Safety Committee

CHARTER

MISSION STATEMENT

The *Lone Star* Harbor Safety Committee (*Lone Star* or the *Committee*) 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, Harbor Safety Committees (HSC's) 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 last meeting prior to the expiration of the previous Chairperson's term, one member of the Committee to serve as Chairperson and one member as the Vice Chairperson. Should the Chairperson or Vice Chairperson (or both) resign or be removed for any reason prior to expiration of their current term, the Committee shall elect a new Chairperson and/or Vice Chairperson by a majority vote at the next meeting. Any time served to complete the term of a prior

Chairperson and/or Vice Chairperson shall not count towards the two-year term limit for the elected member.

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)* National Oceanic & Atmospheric Administration* U.S. Army Corps of Engineers (ACOE)*	U.S. Coast Guard (COTP)* U.S. Customs and Border Protection*
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* Representative is appointed by the Organization

Term Members (Voting)

Barge/Tow Boat Operators Barge/Tow Boat Organizations Brazos Pilot’s Association ¹ Bulk Liquid Storage Chemical Tank Vessel Owner/Operators Chemical Terminals Commercial Fishing Vessels Container Ships Galveston-Texas City Pilot’s Association ¹ Harbor Tug Operators Houston Pilot’s Association ¹ Line Handlers Marine Exchange ² Marine Salvage/Dredging Operators Maritime Education	Maritime Trade Organizations ² Non-Liquid/Dry Cargo Vessel Operators Non-Liquid Terminal Operators Passenger Vessels Port Freeport ¹ Port of Galveston ¹ Port of Houston Authority ¹ Port of Texas City ¹ Recreational Boaters Refineries Shipping Agents Shipyards/Vessel Repair Facilities Stevedore/Labor Tank Vessel Owner/Operators
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- (1) **Named Organization** – Organization is specifically named to fill the position, with a Designated Representative appointed by the Organization
- (2) **Appointed Organization** - Organization is elected to fill the position, with a Designated Representative appointed by the Organization

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 and are eligible to serve for no more than three consecutive two-year terms on the Executive Board, after which they are ineligible to serve on the Executive Board for a period of one year. Members of the Committee, other than Designated Representatives, 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, other than Designated Representatives, will be ineligible to compete for any representative position for a period of one year. Should there be no nomination to fill a position for a Term Member, by simple majority vote, the Committee may grant an exception to term limits for a Member of the Committee to allow a new two-year term.

Named Organizations are not subject to term limits. The Organization will elect and/or appoint a Designated Representative. The Designated Representative is not bound by term limits.

Appointed Organizations, upon nomination and election by the voting members of the Committee, serve as a Term Member for a two-year term to fill the appointed position on the Committee. The Organization will elect and/or appoint a Designated Representative. The Designated Representative is not bound by term limits.

Elections: At the initial meeting of the Committee, members draw lots so that half of the Committee 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, including members of the Executive Board, 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, inability to continue representing the organizational group they were elected to represent, no longer operating in the Captain of the Port (COTP) zone or lack of participation in *Lone Star*. Committee members shall remain in position at the end of their terms until properly replaced by a newly elected member. ~~during the transition period.~~

Elections are held during the November meeting of the Committee. Terms for newly elected or re-elected Members commence on January 1st of the following year, and normally expire 2 years later on the same date. The Chairperson, upon approval by the Executive Board, may alter the date for elections and/or commencement of terms due to extenuating circumstances. The Chairperson will solicit nominations for seats up for election, and the Executive Board will recommend candidates to fill open positions that are up for election. Candidates are elected by simple majority vote by the Committee.

Upon removal or resignation of a Member prior to expiration of their term, the Chairperson (or the Vice Chairperson in the absence of the Chairperson) will solicit nominations for the open seat, and the Executive Board will recommend a candidate to fill the open position at the next meeting of the Committee. Candidates are elected by simple majority vote by the Committee. Any time served to complete the term of a Member who removed or resigned does not count towards term limits.

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. Official actions on behalf of Lone Star are made with the approval of the Committee, generally after efforts of Subcommittees and working groups.

Subcommittee Chairpersons are nominated by the Executive Committee and ratified by simple majority vote by the Committee 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.

Alternate Approval Process: At times, it will be necessary for the Committee to address urgent or time-critical matters outside of the normally scheduled meetings. At the discretion of the Chair, the Committee may hold a meeting and/or vote via online means or e-mail.