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Hudson Community Advisory Group (CAG) Operating Procedures Revision



May 14, 2019

Purpose

1. Update operating procedures last revised in 2005
2. Simplify the document
3. Make the document accurately reflect how the CAG works

This is the final part of the CAG revamp that started 2 years ago and led to renewed CAG membership

Document Contents



- I. **Purpose of the CAG**
- II. **CAG size and membership**
- III. **CAG roles and responsibilities**
 - I. General
 - II. Members and alternates
 - III. Liaisons
 - IV. EPA
 - V. Facilitation team

Document Contents, continued



IV. Public attendance

V. Planning CAG meetings

VI. Managing CAG meetings

- I. Facilitation
- II. Sitting at the CAG table
- III. CAG member ground rules
- IV. CAG member interactions with the media
- V. Recording
- VI. Media rules of conduct

Document Contents, continued



VII. CAG meeting materials

VIII. CAG subcommittees and working groups

IX. Communication with the CAG

X. CAG Review

Major differences from previous version

- Section I – Added floodplains to the purpose
- Changed the annual CAG review to “every few years”
- Clarified attendance requirements for members
- Meeting notices shared via email & mail (not fax, posting & newspaper)
- Grouped roles & responsibilities in one section
- New sections about website & contacting the CAG

Suggestions before we finalize?

In particular, any thoughts on:

- Section I (p1) – Geographic scope
- Section IX (p6) – Communicating with CAG members.
 - Which of the 3 options are people most comfortable with?
- Section Va (p4) – Meeting frequency & location
- Section III (p2-4) – Roles and Responsibilities