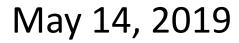


Hudson Community Advisory Group (CAG) Operating Procedures Revision





Purpose

- 1. Update operating procedures last revised in 2005
- 2. Simplify the document
- 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
 - . 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
 - . 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

