

Bylaws of Lake Ouachita Citizens Focus Committee

ARTICLE I – MEMBERS

1.01 Number, Appointment, and Term:

The Lake Ouachita Citizens Focus Committee (LOCFC) consists of 15 Members, appointed for an indefinite term by the Vicksburg District, U.S. Army Corps of Engineers (COE), Park Manager, Lake Ouachita Field Office (Park Manager).

1.02 Qualifications:

Members must be 18 years old and must have filed a LOCFC application with the Park Manager.

1.03 Standby List:

LOCFC applicants will be placed on a Standby List from which Members will be selected and which will serve as a source for Subcommittee members. The Park Manager will annually review the Standby List to maintain accuracy.

1.04 Resignation:

Any Member may resign by filing a written resignation with the Park Manager or Chairman.

1.05 Removal:

If any Member misses three (3) consecutive regular meetings, a vote will be held to determine whether or not the individual will continue to be a Member. The Chairperson will notify any Member who has missed two (2) consecutive regular meetings of this provision.

1.06 Vacancy Appointments:

The Park Manager will fill vacancies from the Standby List established in 1.03. LOCFC Members may recommend applicants for existing vacancies.

1.07 Compensation:

Members and Subcommittee members will serve without compensation.

ARTICLE II – OFFICERS**2.01 Election and Tenure:**

Officers will be nominated and elected annually at the June and July meetings, respectively. Elections shall be by secret ballot. (Amended May 3, 2003)

2.02 Chairperson:

The Chairperson will:

- (A) Preside at LOCFC meetings;
- (B) Prepare and disseminate meeting agenda as hereinafter provided;
- (C) Counsel with Members about meeting attendance; and
- (D) Make suggestions and recommendations to the LOCFC.

2.03 Vice Chairperson:

The Vice Chairperson will:

- (A) Substitute for the Chairperson as needed; and
- (B) Make suggestions and recommendations to the LOCFC.

2.04 Vacancy:

Should a vacancy occur in any office, an election to fill the vacancy will be held not later than the regular meeting immediately following the occurrence.

ARTICLE III – MEETINGS**3.01 Regular Meetings:**

Regular meetings will be held each month, except December, at the Corps of Engineers' Lake Ouachita Project Management Office. The LOCFC may change the meeting time and date as necessary in order to best accommodate the schedules of its members and of the Corps of Engineers sponsors. In lieu of any necessary changes or cancellations, regular meetings will be held on the first Monday of each month, except December, at 6:00 pm.

3.02 Special Meetings:

Special meetings may be held at the discretion of a majority of all Members and/or the Park Manager.

3.03 Meeting Agenda:

The Chairperson will prepare an agenda for each meeting after consultation with Members and the Park Manager. A copy of the agenda will be mailed to Members at least three (3) days prior to each meeting. Anyone wanting to place an item on the agenda should submit the request and supporting documents to an Officer or the Park Manager at least 14 days before the requested action date.

3.04 Participation:

If a personal appearance is on an agenda, identified individuals may make a presentation and discuss relevant matters at the pleasure of the LOCFC; otherwise, participation is limited to Members and the COE.

3.05 Voting:

Only Members may vote on matters before the LOCFC. If a Member cannot attend a specific meeting, he/she may vote on any agenda item by proxy, provided such proxy is either in writing (email acceptable) or by giving oral permission to another Member or the Park Manager prior to the vote.

3.06 Quorum and Necessary Majority:

Any meeting may be conducted without a quorum, but a minimum of eight (8) affirmative votes is required to carry any nonprocedural motion. Other matters will be determined by a majority of Members present.

3.07 Nonprocedural Matters:

Nonprocedural matters include:

- (A) elections,
- (B) policy establishment,
- (C) Bylaw amendment, and
- (D) other matters as determined by a majority of all Members.

ARTICLE IV – SUBCOMMITTEES

4.01 Purpose:

In order to

- broaden the range of citizen participation,
- enhance the collection and evaluation of information relevant to certain projects, and
- improve deliberations,

the LOCFC may delegate certain matters to Subcommittees for their review and recommendation.

4.02 Assignment:

Concurrent with Subcommittee creation, the LOCFC will appoint a Member to serve as Chairperson. The Subcommittee may be requested to provide a statement of proposed activity for review and consideration by the LOCFC.

4.03 Composition:

Generally, the composition of each Subcommittee will include a minimum of two (2) Members. The Subcommittee Chairperson will select Subcommittee members with consideration given to, but not limited to, Members and individuals on the Standby List who have an interest in the Subcommittee's activity.

4.04 Subcommittee Meetings:

Subcommittee meetings will be held at the call of and subject to procedures promulgated by the Subcommittee Chairperson.

4.05 Reports:

Each Subcommittee will make periodic progress reports and submit a final report to the LOCFC in the COE Staff Study Format.

ARTICLE V – MISCELLANEOUS

5.01 Bylaw Amendment:

These Bylaws may be amended. Proposed Bylaw amendments must be mailed to Members at least 14 days prior to a regular meeting or a special meeting called to consider Bylaw amendment(s).

5.02 Secretariat:

The Park Manager will serve as LOCFC secretariat.

5.03 Repository of Records:

The Park Manager will serve as repository for LOCFC records. Records will be available for review during normal business hours at the Lake Ouachita Administrative Office, 1424 Blakely Dam Road, Royal, AR 71968.

5.04 Advisor:

The LOCFC will rely on the COE, Vicksburg District Operations Division for advice. The Park Manager will serve as the point of contact for inquiries.

5.05 Adoption and Effective Date:

These Bylaws as amended are adopted and become effective on the 5th day of August 2013.