

# Review of the Fort Hancock Advisory Committee Charter and Operating Protocols

# Purpose of this Discussion

- Review the Charter and Operating Protocols (OP)
  - What are they? What do they say?
- Identify areas for further discussion (at next mtg)
  - Questions about the meaning or implications of components of the Charter or OP
  - Topics in OP needing further discussion, revisitation or revision
  - Issues not addressed in OP that could be useful to clarify

# What is a Charter?

- Formal document - required before the Committee can meet, operate, or take any action
- To specify the Committee's mission, goals, objectives, and general operational characteristics
- Developed by the Agency, filed with Agency Head, Standing Committees in House and Senate, Library of Congress, and Secretariat
- Includes statutorially and regulatorially required components
- Changes require consultation with the Secretariat and refiling charter

# Key Points from our Charter

## OBJECTIVES AND SCOPE OF ACTIVITIES

The Committee provides advice to the Secretary of the Interior (Secretary), through the Director of the National Park Service (Director), on the development of a reuse plan and on matters relating to future uses of the Fort Hancock Historic District of Gateway National Recreation area.

# Key Points from our Charter

## DESIGNATED FEDERAL OFFICER

The DFO is the Superintendent, Gateway National Recreation Area, National Park Service, who is a full-time Federal employee appointed in accordance with Agency procedures.

The DFO will approve or call all Committee and subcommittee meetings, prepare and approve all meeting agendas, attend all Committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Secretary.

# Key Points from our Charter

**MEMBERSHIP:** The Committee will consist of representatives from among, but not limited to, the following interest groups to represent a range of interests concerned with the management of Fort Hancock within the Park and its impact on the local area:

- Natural resource community
- Business community
- Cultural resource community
- Real estate community
- Recreation community
- Education community
- Scientific community
- Hospitality organizations

The Committee will also include representatives from the following municipalities:

- Borough of Highlands
- Borough of Sea Bright
- Middletown Township
- Borough of Rumson
- Monmouth County Freeholders

# Key Points from our Charter

## ETHICS RESPONSIBILITIES OF MEMBERS

No Committee or subcommittee member will participate in any specific party matter including a lease, license, permit, contract, claim, agreement, or related litigation with the Department in which the member has a direct financial interest.

# Key Points from our Charter

## SUBCOMMITTEES

Subject to the DFO's approval, subcommittees may be formed for the purposes of compiling information or conducting research. However, such subcommittees must act only under the direction of the DFO and must report their recommendations to the full Committee for consideration. Subcommittees must not provide advice or work products directly to the Agency.

The Committee Chair, with the approval of the DFO, will appoint subcommittee members. Subcommittees will meet as necessary to accomplish their assignments, subject to the approval of the DFO and the availability of resources.

# What are Operating Protocols?

- Committee by-laws
- Developed and approved by the Committee
- Contents determined by experience, best practices, and needs of the group
- Includes roles and responsibilities, decision-making rules, logistical expectations, behavioral guidelines
- Can be changed by consensus of the group

# Operating Protocol Sections

I. Introduction

II. Objective and Scope

III. Membership, Alternates, DFO, and Co-Chairs

IV. Decision-Making, Addressing Impasse, Agreement

V. Committee Meetings

VI. Committee Member Responsibilities

VII. Facilitator Responsibilities

VIII. Committee Duration and Termination

IX. Consistency