



NCT CASA WX Executive Council Operating and Policy Guidelines

Mission: The mission of the North Central Texas Collaborative Adaptive Sensing of the Atmosphere (CASA) WX Program is to create and sustain a network of low elevation, high resolution radars for life safety, protection of property and economic prosperity within the North Central Texas Council of Governments region.

I. Authority

- a. The CASA WX Executive Council advises on the CASA WX Program
- b. The CASA WX Executive Council is appointed by and reports to the NCTCOG Executive Board to provide financial, contractual and policy recommendations
- c. Program Management and operational decisions will be made by the CASA WX Executive Council when appropriate
- d. The CASA WX Executive Council will brief the Emergency Preparedness Planning Council (EPPC) on the project status when needed and the EPPC will have liaison representation on the CASA WX Executive Council

II. Officer Positions

- a. The CASA WX Executive Council shall be led by two co-chairs
- b. Chairs shall be approved by a vote consisting of a simple majority (51%) of the quorum
- c. Other officer positions may be created for the Council as needed
 - i. A simple majority vote of the quorum (51%) is required to create a new Council position(s)
 - ii. Subcommittee chair positions are not considered Council officers
- d. Council officer tenure
 - i. Officers will be subject to re-election annually
 - ii. A simple majority vote of the quorum (51%) will be required to re-elect officers to current or new positions
 - iii. Members will be notified of intent to hold officer elections a minimum of 28 days prior to the meeting in which voting occurs

III. Membership

- a. Members on the Executive Council must be active members of the CASA WX Program or equivalent once dues are assessed
 - i. Nominations for members on the Executive Council come from CASA WX Program members
 - ii. NCTCOG Executive Board will appoint Executive Council members
- b. CASA WX Executive Council seats will be based on the population breakdown of the CASA WX Program

- c. Membership on the CASA WX Executive Council shall include representatives from:
 - i. Host Sites
 - ii. Local Jurisdictions
 - iii. Private Sector
 - iv. National Weather Service
 - v. Broadcast Meteorologists
 - vi. Special Districts
 - vii. Ad-hoc members as voted on by Council
 - viii. CASA Staff – Non-voting
 - ix. NCTCOG Staff – Non-voting
 - d. CASA WX Executive Council leadership will appoint voting and non-voting members to the Executive Council when appropriate (ex: subject matter experts)
- IV. Council Member Attendance
- a. Council members are encouraged to attend all meetings or designate an alternate
 - b. Members must designate their authorized alternate via an CASA WX approved alternate form. Only the designated alternate is approved to vote in place of a CASA WX Executive Council member.
- V. Council Voting
- a. Council quorum shall consist of 1/3 of the current approved Council members or designated alternates
 - i. Designated alternates have all voting privileges of the Council member represented
 - b. Voting results obtained through a simple majority vote of the quorum (51%) will be deemed binding
 - c. Council members or their designated alternates must be in attendance to vote
 - d. Electronic voting by email will be deemed binding in the event that a decision must be made before a meeting can be called
- VI. The CASA WX Funding Subcommittee and/or other subcommittees
- a. CASA WX Executive Council leadership shall direct the formation of subcommittees as needed
 - b. Subcommittees will meet separately to address specific CASA issues and report recommendations to the CASA WX Executive Council
 - c. Subcommittee voting for Council recommendations shall be deemed binding by a simple majority vote of Subcommittee members present
- VII. All changes to the guidelines or roster must be approved by the Executive Council as well as NCTCOG Executive Board. administrative changes, once approved by the Executive Council can be reviewed and approved by the NCTCOG Executive Director. NCTCOG Executive Board will be notified of all changes made.