

## **Lake Michigan Coastal Program Overview**

The purpose of the Indiana Lake Michigan Coastal Program (LMCP) is to enhance the State's role in planning for and managing natural and cultural resources in the coastal region and to support partnerships between federal, state, and local government agencies and organizations. The LMCP relies upon existing laws and programs as the basis for achieving its purpose. The coastal program boundary is the Lake Michigan watershed, consisting of the communities located in the northern portions of Lake, Porter and LaPorte counties in Northwest Indiana.

The Indiana Department of Natural Resources (DNR) is the lead agency to implement the LMCP. Within the DNR, the LMCP is located within the Division of Nature Preserves. The LMCP supports and promotes activities that achieve the following goals in the coastal program area:

- Protect and restore significant natural resources;
- Minimize the loss of life and property in coastal hazard areas;
- Improve public access for recreational purposes;
- Protect and restore important historic and cultural resources;
- Improve government coordination and policy and decision making on issues impacting the coastal area;
- Prevent, reduce, or remediate nonpoint source pollution that affects coastal waters;
- Revitalize urban waterfronts and ports; and
- Provide for priority water dependent uses.

Indiana's Coastal Program is achieved through a cooperative partnership with the federal Coastal Zone Management Program (CZMP), through the U.S. Department of Commerce, National Ocean and Atmospheric Administration, Office of Coastal Management. The Coastal Zone Management Act of 1972 was enacted by Congress to create a voluntary partnership between federal, state, and local governments. The national program seeks to sustain coastal ecosystems, communities, and improve government efficiency.

## **Based on Existing Policies and Laws**

The LMCP, approved in 2002, was developed on the strength of Indiana's existing policies and laws that address land and water uses and resource protection. These policies and laws can be found within the Coastal Program Document, which serves as the comprehensive reference document that identifies entities that carry out existing programs, policies, and laws to manage coastal resources. The Coastal Program Document also serves as the reference for the identification of partnership and coordination opportunities. By utilizing the combined resources of federal, state, and local governments and organizations, the need for sustainability and balance between resource protection and economic growth can be addressed.

For a copy of the Coastal Program Document please contact any LMCP staff member.

## **Program Areas**

- LMCP Coastal Grants Program
- Section 309 – Needs Assessment and Enhancement Strategy
- Section 312 – Review of Performance
- CELCP – Coastal Estuarine Land Conservation Program
- Section 6217 – Coastal Nonpoint Source Pollution Control Program
- Coastal Areas of Significance and Areas of Particular Concern
- GLRI / LAMP Coordination

## **Coastal Program Area**

The Coastal Program Area defines the lands and waters eligible for financial and technical assistance through the LMCP. After public participation and comment, the proposed program boundary was established to approximate the region's watershed. The watershed encompasses most of the area that drains into Indiana's portion of Lake Michigan through its rivers, streams, ditches, wetlands, lakes, and groundwater. A watershed approach provides a comprehensive approach to planning for and managing natural resources. It focuses on producing positive environmental results while involving the communities that depend on those natural resources. A watershed approach can also leverage financial and other resources, improve coordination among intergovernmental jurisdictions, and reduce duplication of efforts and conflicting actions.

The program boundary is in the northern portion of Lake, Porter, and LaPorte counties and extends into the Lake to the jurisdictional border with Illinois and Michigan. It excludes lands owned, leased, or held in trust for the federal government.

## **County / City / Town**

Lake County	Porter County	LaPorte
<ul style="list-style-type: none"><li>• Whiting</li><li>• East Chicago</li><li>• Hammond</li><li>• Lake Station</li><li>• New Chicago</li><li>• Gary</li><li>• Merrillville</li><li>• Hobart</li><li>• Highland</li><li>• Munster</li><li>• Dyer</li><li>• Schererville</li><li>• Griffith</li><li>• Crown Point</li></ul>	<ul style="list-style-type: none"><li>• Ogden Dunes</li><li>• Dune Acres</li><li>• Beverly Shores</li><li>• Portage</li><li>• Chesterton</li><li>• Town of Pines</li><li>• South Haven</li><li>• Valparaiso</li><li>• Burns Harbor</li></ul>	<ul style="list-style-type: none"><li>• Michigan City</li><li>• Long Beach</li><li>• Trail Creek</li><li>• Michiana Shores</li></ul>

## **COASTAL ADVISORY BOARD**

*The Coastal Advisory Board provides a public forum for diverse stakeholders to assist with the implementation of the Lake Michigan Coastal Program.*

The Lake Michigan Coastal Program (LMCP) is guided by the Coastal Program Document, which was developed through a combined effort of federal, state, and local agencies, non-governmental organizations, and the public. Originally the Coastal Program Document established an advisory group role primarily for the Coastal Grants Program.

The DNR is designated as the lead agency for administration of the LMCP, including the Coastal Grants Program. As a state participating in the federal Coastal Zone Management Program (CZMP), Indiana is eligible to annually receive funds from the National Oceanic & Atmospheric Administration (NOAA). Indiana determines what percentage of those funds will be used to administer the LMCP and what percentage will be available for competitive grants. Grants will be made to further the goals and objectives of the LMCP and assist in the implementation of the priorities and guidance developed annually through a public process.

*To accomplish this, the LMCP will host an annual public planning meeting to collect input on the next grant cycle's priorities and to identify emerging issues. The planning meeting will include agencies and organizations eligible to receive grants. The DNR will also form a stakeholder advisory group to provide input for the Coastal Grants Program. The stakeholder advisory group will consist of representatives from Northwest Indiana. The Board will be both geographically representative, as well as representative of the broad range of interests and experience in the coastal region.*

- excerpt from *Coastal Program Document*

The Lake Michigan Coastal Program also seeks input and guidance from the Coastal Advisory Board for many other aspects of the program. The Board provides the forum for public input on regional issues affecting Lake Michigan coastal resources. The following outlines the general responsibilities of the CAB:

- Make recommendations to the DNR Director on priorities and guidance for the Coastal Grants Program with the assistance of the Lake Michigan Coastal Program staff and the public
- Serve as informed advisors to both the LMCP and their representative stakeholder group on regional issues affecting Lake Michigan coastal resources to assist the LMCP on its purpose

The Coastal Advisory Board (CAB) performs several roles including:

- Stakeholder Representation:  
CAB members will provide a diverse perspective on coastal issues and serve as a close connection between the LMCP and local communities and citizens
- Priority Setting:  
CAB members will assist the LMCP in setting priorities for the Coastal Grants Program through Board meetings, public meetings, and by recommending grant program guidance and project evaluation criteria updates. CAB members will also provide input on applications to the Coastal Grants Program.
- Public Involvement:  
The CAB provides the public forum for input on the Coastal Grants Program, Program activities, and coastal issues.

The Board is comprised of 15 voting members representing a variety of coastal stakeholder groups. All members serve two-year appointments. The individual nominated and who chooses to serve represents not only their organization but the interests and priorities of their representative stakeholder group. It is expected that the Member can communicate with other members in their Stakeholder group to provide input on grant priorities and LMCP initiatives.

Membership includes:

- Citizen member
- Youth Leadership Organizations – participant
- Lake County, City, Town Elected Official or Staff
- Porter County, City, Town Elected Official or Staff
- LaPorte County, City, Town Elected Official or Staff
- Economic Development, Business, and Industry Representative – NWI Forum, Chambers of Commerce, Redevelopment Commission, Economic Development Corporation, Manufacturing, Energy, Building Trades, Information Technology etc.
- Tourism Agency – Staff or Board member
- Environmental Advocacy Organization – Staff or Board member
- Local Parks and Recreation – Staff or Board member
- Land Trust Organization – Staff or Board member
- Watershed Management – Urban Waters Partnership representation, Watershed Management project leaders, Water Quality professionals, Soil Water Conservation District staff or Board member
- Indiana Landmarks or Historical Society/Museum Staff or Board members
- Education – Secondary, Post-Secondary Educator
- Local/Regional Environmental Justice/Diversity Commissions or Committees
- Regional Cultural Heritage Organization - Cultural Heritage staff/Board members

Regional, State and Federal Government Agency participants:

- Northwestern Indiana Regional Planning Commission Staff
- Illinois-Indiana Sea Grant / Purdue Extension Staff
- Indiana Dunes National Park Staff
- US Fish and Wildlife Staff
- US EPA Staff
- Indiana Department of Environmental Management Staff
- Indiana Department of Natural Resources Staff
- Department of Homeland Security Staff

Coastal Advisory Board Structure:

The CAB will consist of 15 voting members. Nominations are accepted by citizens and stakeholders. Final appointments are made by the Director of the Indiana Department of Natural Resources. Regional, State and Federal Agency participants are considered technical advisers, are non-voting and allowed multiple representatives.

**Meetings:**

Meetings are held quarterly in-person or virtually. The Chair or a simple majority of the Board can call a special meeting of the board. Meetings are held the third Wednesday of every quarter at 10:00am unless otherwise scheduled. All meetings are open to the public.

**2021**

July 21<sup>st</sup>, 2021  
October 20<sup>th</sup>, 2021

**2022**

January 19<sup>th</sup>, 2022  
April 20<sup>th</sup>, 2022  
July 20<sup>th</sup>, 2022  
October 19<sup>th</sup>, 2022

**2023**

January 18<sup>th</sup>, 2023  
April 19<sup>th</sup>, 2023

July Meeting – Grant Funding Priorities Meeting

October Meeting – Preproposal Review Meeting

**CAB Committees/Project Working Groups:**

There are opportunities for CAB members to participate on committees. Committees can be created to address a specific program or plan that the LMCP is developing that requires additional input and assistance from the CAB. CAB committee membership includes both voting members and state and federal agency participants.

**CAB Orientation:**

LMCP Staff will hold an orientation to the LMCP and the CAB prior to the July Meeting. The staff will cover background of the program, current initiatives and answer any questions of CAB members.

**Coastal Advisory Board Operations:****Officers**

- The Coastal Advisory Board will elect a Chairperson and Vice Chair from among its membership by a simple majority vote at the July CAB Meeting.

**Officer Responsibilities Chair**

- Ensures the effective action of the Coastal Advisory Board
- Develops agendas for meetings in concert with the DNR LMCP
- Presides at board meetings
- Makes sure each committee has a chairperson, and stays in touch with chairpersons to be sure that their work is carried out; identifies committee recommendations that should be presented to the full board
- Determines whether special Board meetings are necessary and convenes the Board accordingly
- Ensures that board matters are handled properly, including preparation of pre- meeting materials, committee functioning, and coordination with DNR LMCP

**Vice Chair**

- Serves as the Chair, in the Chair's absence
- Assists the Chair in Board operation

## Officer Terms

- Terms for the Chair and Vice Chair will be one year. Members are limited to two consecutive terms for any one position.

## Media Relations Guidelines

Board meetings are open to the public, which includes the media. When there are requests from the media, the chair, staff, or a Board member may be designated spokesperson. The DNR LMCP will be the primary media contact. As needed, staff will draft statements for release to the media in cooperation with the Board. No Board member shall speak for the entire Coastal Advisory Board without being designated spokesperson by a simple majority vote.

## Board Meetings

### Conducting Meetings

In general, a simplified Robert's Rules of Order and this operating agreement will be used to conduct meetings. These rules are designed to facilitate the business of the Board and to ensure an equal opportunity for all group members to contribute and participate in conducting business. The Simplified Rules of Order address the principles of parliamentary procedure to make it easier for people to work together effectively and to help groups accomplish their purposes. These rules of procedure should assist a meeting, not inhibit it. It is also important to appreciate the purpose for the principles of parliamentary procedure that governs the running of a meeting, voting, the rights of the minority, having full discussion and understanding of matters. In general, information that requires action by the Board should be received by the members seven days prior to a meeting. The Board will use common sense if there are items that require action that have not been received within that timeframe. New items added to the agenda will not have any action taken at the next meeting. Special meetings may be called if action needs to be taken on items that have short review times.

### Attendance Policy

Meetings will be held quarterly. Specials meetings may be held on the call of the Chair or a simple majority of the Board. Board members should make every effort to attend each meeting. Voting members may assign proxies; however, these proxies are not afforded voting status and may only observe the proceedings of the meeting. It is recommended that members avoid this practice as proxies do not count towards quorum. Attendance is taken at every Board meeting. If a Board Member cannot attend a meeting, please notify the Chair or a LMCP Staff member. If a Board Member is absent for more than two meetings, the DNR Director may be consulted for removal and replacement. Members that no longer serve in the category capacity that enabled him or her to serve on the board, shall resign from their board position.

### Meeting Notice

Meetings will be open to the public, and at least two weeks' notice will be made to the public for regular meeting times and locations through the DNR website. Special meetings may be held on call of the Chair or simple majority vote of the Board with seven days written notice to group members seven days' notice to the public through the DNR website.

### Agendas and Other Meeting Materials

An agenda will be developed for each Board meeting by LMCP staff in coordination with the Chair and Vice-Chair. The agenda is used as an official working guide from which the Board conducts its meetings. Matters may be placed on the agenda by any Board member or the LMCP. The agenda will be posted on the LMCP webpage at least five days prior to each regularly scheduled meeting.

The LMCP will prepare and distribute meeting materials for Board members at least seven days in

advance of each meeting.

The DNR will provide technical assistance to the Coastal Advisory Board. A simple majority vote of the Council shall be required to direct staff to develop meeting materials such as reports, initiate staff research, or respond to requests for information or service generated by an individual Board member.

#### Public Comment

Interested persons may address the Coastal Advisory Board on any relevant issues during the period assigned to Public Comment. Each person addressing the Board shall first give their name in an audible tone of voice for the record. All remarks shall be addressed to the Coastal Advisory Board as a body and not to any member thereof.

#### Minutes

Minutes of all Board meetings will be recorded and provided for Board approval. The DNR LMCP will provide a staff person to record minutes and will distribute minutes to Board members prior to the subsequent meeting. The DNR LMCP staff will maintain a record of Board minutes and provide clarification of board actions as needed. Minutes will contain sufficient information to indicate actions taken by board members and how board members came to their decisions.

#### Special Board Meetings

A special Board meeting may be called for by vote or by the Chair. Special meetings may be scheduled to finish items on a long agenda or to consider one long and involved piece of business. Special meetings will be open to the public and with at least seven days' notice made on the DNR LMCP website. The agenda will state "Special Meeting" rather than "Regular Meeting" and will be posted on the DNR LMCP website. Minutes will be kept in the same manner as those for regular meetings.

#### Procedures for Handling a Motion

- Obtaining and Assigning the Floor
- A member raises their hand when no one else has the floor and addresses the chair: "Mr./Madam Chairman" or by other proper title.
- In a large assembly, the member gives name and identification.
- The member awaits recognition by the chair.
- The chair recognizes the member by announcing their name or title, or in a small assembly, by nodding to them.

#### How the Motion is Brought Before the Board

- The member makes the motion: "I move that (or 'to')..." .
- Another member seconds the motion: "I second the motion" or "I second it" or even "second."
- The Chair states the motion: It is moved and seconded that ... we have a motion, is there any comment or discussion?"

#### Consideration of the Motion

- Members shall debate the motion.
- Before speaking in debate, members obtain the floor as stated above.
- The maker of the motion has first right to the floor if they claim it properly.
- All remarks must be addressed to the Chair.
- Debate must be confined to the merits of the motion.

- Debate can only be closed by order of the assembly (2/3 vote) or by the Chair if no one seeks the floor for further debate.

#### A Motion Can Be:

- Withdrawn
- Tabled
- Amended with the agreement of the mover and the seconder

#### Rules of Debate

- A member, once recognized, shall not be interrupted when speaking unless it is to call him/her to order. If a member, while speaking, is called to order, they shall cease speaking until the question of order is determined, and, if in order, they shall be permitted to proceed.
- A motion to "lay on the table" shall preclude all amendments or debate of the subject under consideration. If the motion to "lay on the table" passes with a simple majority, the consideration of the subject may be resumed only upon a motion of a member voting with the majority and with consent of two-thirds of the members present.

#### The Chair puts the motion to a vote

- The Chair asks: "We have a motion and a second, any further discussion, hearing none, we will take a vote." If no one claims the floor, the Chair proceeds to take the vote.
- The Chair says: "States the motion. Those in favor, say 'Aye'. [Pause for response] Those opposed, say 'Nay'. [Pause for response]
- The Chair announces the result of the vote.
- "The ayes have it, the motion is adopted, and ... [indicating the effect of the vote]" or
- "The nays have it, and the motion is lost."
- In the event of a tie, the motion will be tabled to the next meeting for members to review and reconsider their vote. When the motion is voted on again and if another tie results, the motion is defeated, and a new motion would be required.
- Once a motion has been approved, it cannot be "post-amended".
- The recording of motions in the minutes of the meeting will indicate approval or non-approval only ("Carried"/"Not Carried").
- Members can request that abstentions be recorded. However, the number of votes for or against a motion will not be recorded.

#### Actions requiring a vote

- Proxy votes or delegated votes will not be accepted.

#### The following actions require a vote:

- Approval of meeting minutes
- Motions correctly brought before the Board by a voting member

#### Quorum

A quorum will be required for voting. A quorum is achieved with at least 51% of voting board members present. The CAB is made up of 15 voting members, a quorum, consists of 8 members.

#### Votes needed for action

A simple majority of the voting members present is required to take action on most measures.

## Ethics and Rules of Conduct

No member of the Council shall pledge or promise to vote in any particular manner.

### Conflict of Interest Policy

No member of the Coastal Advisory Board, or any of its committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. Each individual shall disclose to the Coastal Advisory Board any personal interest which he or she may have, or their immediate family may have, in any matter pending before the Board and shall refrain from participation in any decision on such matter. Immediate family is defined as the Member's spouse, partner, housemate, or un-emancipated dependent.

In the matter of grant application review and vote, any Member that is employed by or serves in any capacity, such as Board Member, Committee Member, Volunteer or simply member of the organization must make that known to the Board during the comment and voting process. This disclosure requirement would also apply if the Member has any immediate family members serving in such capacities. Immediate family is defined as the Member's spouse, partner, housemate, or un-emancipated dependent.

### Voting Disqualification

A Board member is disqualified from voting if they, or their immediate family, have a conflict of interest with the matter under consideration. Immediate family is defined as the Member's spouse, partner, housemate, or un-emancipated dependent. No member of the Board who is disqualified shall vote upon the matter on which he/she is disqualified. Any member shall openly state or have the Chair announce the fact and nature of such disqualification in open meeting and shall not be subject to further inquiry. Where no clearly disqualifying conflict of interest appears, the matter of disqualification may, at the request of the member affected, be decided by the other members of the Council, by motion, and such decision shall determine such member's right and obligation to vote. Any member having a "remote interest" in any matter shall divulge the same before voting.

Board members may visit sites and properties that are subject of pending proceedings, as long as such visits and any pertinent observations are disclosed on the record prior to the taking of any action affecting that site. Board members wishing to visit a site should consult with LMPC staff prior to doing so.

### Expenses and Reimbursement

Board meetings will be held in Northwest Indiana and virtually; therefore, mileage or other expenses associated with serving on the Coastal Advisory Board will not be reimbursed.

### Revisions

Recommendations to change or revise this Manual may happen at any board meeting, after a full discussion of the Coastal Advisory Board and approved by an affirmative vote of a simple majority of members present at a regular Board meeting where quorums are met, provided that all members not able to be present have seen the revisions and have had a chance to comment on them. The recommended changes will be reviewed by the DNR for any conflicts with state policies or laws and reviewed and approved by the DNR Director prior to their implementation.

### Resignation process

If a Board member chooses to resign, they should provide written notice of their resignation to the Chair and the DNR LMCP.