



## **Boating Education Advisory Panel (BEAP) Rules**

*Approved November 8, 2022*

### **PART I. INTRODUCTION**

The National Association of State Boating Law Administrators (NASBLA) is a professional community leading the recreational boating safety initiative through innovation and collaboration. As a national nonprofit organization, NASBLA represents federal, state, and territorial recreational boating authorities responsible for administering and enforcing recreational boating laws. NASBLA provides national leadership in reducing the risks associated with recreational boating by curating and developing policy, national standards, and best practices, thereby promoting consistency amongst the states and territories. Throughout its history, NASBLA has fostered partnerships and coalitions with key stakeholders in the boating community to ensure safe and secure boating environments.

To promote NASBLA's national leadership in recreational boating safety, the Education and Outreach Committee (hereinafter referred to as "Committee") is tasked with providing guidance, support, and expertise to advance boating safety and develop national education and outreach program recommendations. The Boating Education Advisory Panel (BEAP) was developed as an ongoing project of the Committee to advise and strengthen Committee objectives. In 1980, Committee leadership tailored the function of the BEAP to meet the needs of current and future state Education Coordinators. Significant efforts were made to reformat the BEAP meetings to allow states to provide information on their programs. The BEAP utilized their online forum in the NASBLA Connect Community to advance information sharing and promote a collaborative discussion amongst the states.

In 2022, the NASBLA Executive Board redefined the role of the BEAP. BEAP will no longer be a charge or project of the Committee. The Panel would work as a counterpart to the Committee, with both bodies reporting to the NASBLA Executive Board. The Education and Outreach Committee provides the national, unified state voice through its development of policy and program recommendations. The Boating Education Advisory Panel serves as the implementation arm of the Committee's policies and recommendations.

As it now operates, the Boating Education Advisory Panel is designed to strengthen state voices through professional development opportunities for recreational boating educators. Using a consensus-based process, the Boating Education Advisory Panel administers events, credentialing programs, and trainings for boating educators.



## **PART II. DEFINITIONS**

As used in these Rules, unless otherwise stated:

1. “*Consensus*” means that substantial agreement has been reached by directly and materially affected interests. Consensus requires that all views and objections be considered, and that an effort be made toward their resolution.
2. “*Executive Board*” or “*Board*” means the Executive Board of the National Association of State Boating Law Administrators.
3. “*In good standing*,” for a duly appointed Education Panel member, means remaining in compliance with this Panel’s attendance, conduct, and performance requirements.
4. “*Meeting*” means any gathering of members in person or virtually to conduct official business.
5. “*NASBLA*” means the National Association of State Boating Law Administrators.

## **PART III. GUIDING REFERENCE MATERIALS**

Nothing in this Boating Education Advisory Panel Rules document shall be construed to supersede the authority of the NASBLA Executive Board and the NASBLA Bylaws. The following documents may be read alongside these Panel rules to guide their interpretation and utility: NASBLA Bylaws, NASBLA Policy on Committees, NASBLA Conflict of Interest Policy, NASBLA Volunteer Code of Ethics, and NASBLA Code of Ethics and Conflict of Interest Disclosure Form. All documents may be accessed on the NASBLA website.

## **PART IV. BOATING EDUCATION ADVISORY PANEL PURPOSE AND SCOPE OF WORK**

1. **Purpose.** The purpose of the Boating Education Advisory Panel is to implement the program recommendations of the Education and Outreach Committee as approved by the NASBLA Executive Board specifically through professional development initiatives in support of a national unified state educator voice.
2. **Scope of Work.** The Boating Education Advisory Panel scope of work shall include but is not limited to:
  - a. maintaining a consensus-based process for considering the perspectives and priorities of recreational boating safety educators and stakeholders
  - b. administering new Education Coordinator training and training materials
  - c. developing and planning educational programs and professional development opportunities, which may include collaboration with other partners
  - d. designing, implementing and maintaining an RBS instructor credentialing program



**PART V. BOATING EDUCATION ADVISORY PANEL AUTHORITY,  
ORGANIZATION, SELECTION, AND INTEREST CATEGORIES**

1. The Boating Education Advisory Panel shall be a consensus body and have such authority as shall be granted to it by the NASBLA Executive Board.
2. The Panel shall operate under annual charges as prescribed by the NASBLA Executive Board. The charges will be developed by the Executive Board in collaboration with the Panel and the NASBLA Education and Outreach Committee.
3. The Boating Education Advisory Panel Chair, Vice Chair and members shall be appointed by the NASBLA Executive Board.
4. A Chair who is relieved of duties by the NASBLA Executive Board, or who is otherwise unable to serve in that leadership position, may remain a Panel member, if in good standing, until the completion of their term of office.
5. NASBLA shall designate staff to provide administrative, research and technical support to the work of the Boating Education Advisory Panel. NASBLA staff may provide additional assistance at the request of the Chair of the Boating Education Advisory Panel.
6. Appointments for Panel member terms will expire at the end of the NASBLA annual conference and shall be made by the NASBLA Executive Board no later than the first meeting of the Board following the conference. Appointments to fill vacancies in unexpired terms created by the resignation or removal of a Panel member shall be made by the Board as soon as practicable. Appointments to fill partial terms of less than 12 months shall not count against the limit of two consecutive terms.
7. Appointments to the Panel shall be made by the Board from among eligible identified individuals through an ongoing application process open to all persons directly and materially affected by the work associated with the objectives of this Panel. Applications shall be advertised and made available through multiple outlets, and shall be accepted by NASBLA year-round.
8. Applications to the Panel shall request the applicant's name, organization (if any), interest category (see Part V, Section 10), and expertise and interest in the work associated with the Panel's purpose.
9. The chairperson may assign task group(s) to facilitate the Panel's work. Non-members of the Panel may be assigned to serve on such task group(s).



10. Membership to the Boating Education Advisory Panel shall total nine (9) voting members, including the Chair. Panel membership should promote diversity by making all reasonable efforts to seek membership across the interest categories enumerated below. If such diverse membership cannot be achieved across all categories, the Panel membership positions may be filled by representatives from the other identified categories, upon approval by the NASBLA Executive Board:
  - a. (4) state Education Coordinators
  - b. (1) Marine Law Enforcement Officer /Recue Personnel member
  - c. (2) state BLA member
  - d. (1) state member agency representative
  - e. (1) industry or non-governmental organization (NGO) representative.

There are also three (3) ex officio, non-voting permanent positions on the Boating Education Advisory Panel:

- a. one (1) U.S. Coast Guard liaison
  - b. one (1) NASBLA Executive Board liaison
  - c. one (1) NASBLA staff representative.
11. The regular term for a member of the Boating Education Advisory Panel shall be three (3) years, and the members' terms shall be staggered such that one-third (1/3) of the Panel membership shall expire at the conclusion of the NASBLA annual conference each year.
12. The tenure of committee chairs and board liaisons is approximately one (1) year from their appointment date, coinciding with the cycle described in Part V, Section 11. Chairs that retain their eligibility as NASBLA members are eligible for reappointment as committee leaders chair.
13. Boating Education Advisory Panel members in good standing are eligible for reappointment. Members shall be limited to two (2) consecutive terms and may be reappointed after a minimum one (1) year break.
14. Panel members may resign at any time by submitting written notice to the Boating Education Advisory Panel Chair. If the resigning member is the Chair, then written notice shall be submitted to the NASBLA Executive Board. Any resignation shall be effective immediately unless a certain date is specified for it to take effect.
15. While Panel members provide stakeholder representation across the interest categories identified in Part V, Section 10 of these Rules, appointment to the Panel is an individual appointment. When engaged in Panel work, members shall make all reasonable efforts to serve in their individual capacity, exclusively promoting the national interest of the Boating Education Advisory Panel.



16. Much of the Panel's work must be conducted virtually. As such, Panel members must have reliable access to phone and internet services that will accommodate these Panel activities.

## **PART VI. GENERAL**

1. Panel members shall adhere to the NASBLA Volunteer Code of Ethics and Conflict of Interest policies as approved by the NASBLA Executive Board. Panel members shall abide by and interpret these policies independently as individuals and not as agents or representatives of organizations with which they are or may be associated or employed when engaged in the work of the Panel.
2. To be considered in good standing with the Panel, members are expected to be responsible, fully engaged, knowledgeable and active participants in the work of the Panel. Members are also expected to attend and participate in all Panel meetings. If a Panel member must be absent from a meeting, they are expected to notify the Panel Chair.
3. A Panel member may be determined to no longer be in good standing for one or more of the following reasons:
  - a. member has unexcused absences from two (2) consecutive meetings of the full Panel
  - b. member has engaged in conduct that did not abide by these Boating Education Advisory Panel Rules
  - c. member violated the NASBLA Code of Ethics
  - d. member is otherwise disruptive to the conduct of the Panel's business.

The Panel chairperson shall state the case for a Panel member's dismissal in writing to the Board. The member shall be provided an opportunity to respond in writing to the Panel chairperson and to the NASBLA Executive Board. Upon review of the dismissal action, the NASBLA Executive Board may decide to retain the member, request the member's resignation, or remove the member from the Panel.

4. The only public record of the Panel meetings shall be contained in the minutes prepared by the NASBLA-designated staff for the Panel and distributed to the Panel members. All discussion, materials, and data associated with the Panel's work are considered proprietary to NASBLA and are not for public use. Written consent must be obtained from NASBLA before the minutes can be used beyond the scope of Boating Education Advisory Panel activity. The minutes shall reflect the Panel's actions on any comment submitted for review and shall reflect the general discussion of other Panel action based upon the official motions made at Panel meetings.

## **PART VI. MEETINGS**

1. The Panel shall meet at least annually to conduct official business and may meet additional times subject to the call of the Panel chairperson. Meetings, and any needed votes, may be conducted in-person or electronically using communication methods open



and accessible to all Panel members.

2. Only members of the Panel shall have the right to vote at Panel meetings. Proxies shall not be permitted.
3. The Panel chairperson shall preside at meetings of the full Panel. If the chairperson is not present, the vice chairperson shall preside. If a vice chairperson has not been appointed or is not present, a member of the Panel agreed upon by consensus of Panel members shall preside.
4. A quorum is required for the Panel to conduct official business. For purposes of this policy, a quorum is a majority of Panel members present either physically or virtually by means of electronic communication (see NASBLA Bylaw III, Sections 2, 5, 8, for similar procedures applied to association business).