



BOAT Program Advisory Panel Rules

Revised - November 8, 2022

PART I. INTRODUCTION

The National Association of State Boating Law Administrators (NASBLA) is a professional community leading recreational boating safety through innovation and collaboration for excellence in policy development, national standards, and best practices. As a national, nonprofit organization NASBLA represents federal, state, and territorial recreational boating authorities responsible for administering and enforcing recreational boating laws.

Throughout its history, NASBLA has provided national leadership to focus policies and resources on reducing risks associated with recreational boating; fostered partnerships and coalitions among key stakeholders in the boating community to ensure safe and secure boating environments; and strived to provide models and standards that support best practices and consistency among the states and territories.

The Boat Operations and Training (BOAT) Program establishes a U.S. Coast Guard recognized national standard for the training, qualification, credentialing and typing of marine law enforcement and emergency first responders. Adoption and implementation of the program provides a true national standard for maritime interoperability at all government levels. Standardization ensures maritime agencies can interact together and will bolster their ability to act as force multipliers nationwide. The BOAT Program is designed to enhance the active relationship between the U.S. Coast Guard, NASBLA and state, local, county, and tribal maritime public safety, and rescue personnel.

In keeping with the Association's mission, the NASBLA BOAT Program Advisory Panel was created in 2011 to function as a consensus body relating directly to NASBLA's BOAT Program.

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 BOAT Program Advisory Panel member, means remaining in compliance with the Panel's attendance, balloting, 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.
6. "*BOAT*" means Boat Operations and Training.
7. "*MLEO/RP*" means Marine Law Enforcement Officer/Rescue Personnel.



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PART III. BOAT PROGRAM ADVISORY PANEL PURPOSE AND ROLE

- A. Purpose.** The purpose of the BOAT Program Advisory Panel is to ensure alignment between BOAT Program and U.S. Coast Guard policies and practices in support of the national standard for training and credentialing of state, local, county, and tribal maritime law enforcement officers, and rescue personnel.
- B. Role.** The role of the BOAT Program Advisory Panel is to:
1. Maintain a consensus-based process for considering the perspectives and priorities of BOAT Program stakeholders in sustaining and implementing the national standard.
 2. Recommend to the NASBLA Executive Board proposed policy changes and modifications to the national standard.
 3. Recommend to the NASBLA Executive Board methods for improving the delivery and efficacy of the national standard through NASBLA, the states and other BOAT Program partners.

PART IV. BOAT PROGRAM ADVISORY PANEL AUTHORITY, ORGANIZATION, SELECTION, AND INTEREST CATEGORIES

1. The BOAT Program Advisory Panel shall be a consensus body and have such authority as shall be granted to it by the NASBLA Executive Board.
2. The BOAT Program Advisory Panel Chair, Vice-Chair, and members shall be appointed by the NASBLA Executive Board.
3. 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 his/her term of office.
4. NASBLA shall designate staff to provide technical, research and administrative support to the work of the BOAT Program Advisory Panel. Staff may provide additional assistance at the request of the Chair of the BOAT Program Advisory Panel.
5. Appointments for Panel member terms that will expire at the end of the NASBLA annual conference shall be made by the NASBLA Executive Board not 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.



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6. Appointments to the Panel shall be made by the Board from among eligible individuals identified through an ongoing application process open to all persons who are directly and materially affected by the Standards. Applications shall be advertised and made available through multiple outlets and shall be accepted by NASBLA year-round. The application shall request the applicant's name, organization (if any), interest category (as described in paragraph 8 of this Part), and expertise and interest in the work associated with the Panel's objectives (as described in Part III of these Rules).
7. 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).
8. Membership on the BOAT Program Advisory Panel shall total nine (9) members, including the Chair. There are five interest groups that require a nomination for appointment to the BOAT Program Advisory Panel:
 - a. two (2) MLEO/RP members
 - b. two (2) State BLA members
 - c. one (1) NASBLA Program Manager
 - d. one (1) Accredited Agency Program Manager
 - e. one (1) Commercial towing representative
 - f. one (1) NASBLA BOAT Program Instructor

The remaining membership may be distributed amongst any of the groups with no more than one (1) additional member from any of the groups.

There are also six ex officio, non-voting, permanent positions on the BOAT Program Advisory Panel:

- a. one (1) U.S. Coast Guard (USCG) Office of Boat Forces representative
 - b. one (1) USCG Boating Safety Division Representative
 - c. one (1) USCG Station representative
 - d. one (1) Federal law enforcement training representative
 - e. one (1) NASBLA Executive Director
 - f. one (1) NASBLA Executive Board Liaison
9. All members of the BOAT Program Advisory Panel shall be appointed by NASBLA's Executive Board. Appointments to the BOAT Program Advisory Panel will expire at the conclusion of the NASBLA annual conference.
10. The regular term for a member of the BOAT Program 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.



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11. The term of office for a Chair or Vice-Chair shall be one year term. A Chair or Vice-Chair shall serve no more than two, one-year terms upon appointment by the NASBLA Executive Board. Chairs are eligible for reappointment.
12. BOAT Program Advisory Panel members in good standing may be reappointed. Members shall be limited to two (2) consecutive terms and may be reappointed after a minimum one (1) year break.
13. Any BOAT Program Advisory Panel member may resign at any time by submitting written notice to the BOAT Program Advisory Panel Chair. If the resigning member is the Chair, 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.
14. While Panel members provide stakeholder representation across the six interest categories, appointment to the Panel is an individual appointment. When engaged in the Panel's work, members should strive to function as individuals, serving the national interest of the BOAT Program.
15. Much of the Board's work must be conducted in virtual meetings and deliberations, through teleconferences, webinars, and e-mails. As such, members must have reasonable access to phone and Internet service that will accommodate these activities.

PART V. GENERAL

1. Members of the Panel shall adhere to the NASBLA Volunteer Code of Ethics as approved by the NASBLA Executive Board. Panel members shall function 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, members are expected to be responsible, fully engaged, knowledgeable about and active participants in the work of the Panel. Members are expected to attend and to participate in all Panel meetings and in the event they cannot participate, are expected to notify the Panel chairperson or the chairperson's designee.
3. A member of the Panel 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 consecutive meetings of the full Panel; b) member engaged in conduct that did not abide by these Rules; c) member violated the NASBLA Volunteer Code of Ethics;



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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 in question shall be provided the opportunity to respond in writing to the Panel chairperson and NASBLA Executive Board. Upon review of the case, 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 NASBLA-designated staff for the Panel and distributed to Panel members. All discussion, materials, and data associated with the Panel's work are considered proprietary to NASBLA and are not appropriate for public use. Written consent must be obtained from NASBLA before the minutes can be used outside the scope of Panel activity. The minutes shall reflect the Panel's actions on any comments submitted for its consideration and shall reflect the general discussion of other Panel actions based on official motions made at its 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).