

Draft Constitution of the Okavango Basin Management Committee (OkBMC)

List of Acronyms and Abbreviations

BWF	Basin Wide Forum
CBNRM	Community Based Natural Resource Management
DoF	Directorate of Forestry
DRFN	Desert Research Foundation of Namibia
DRM	Directorate of Resource Management
DRWS	Directorate of Rural Water Supply
DWAF	Department of Water Affairs
ERP	Every River Project
ESC	Environmental School Club
IWRM	Integrated Water Resource Management
GRN	Government Republic of Namibia
KRFU	Kavango Regional Farmers Union
KRC	Kavango Regional Council
KTF	Kavango Tourism Forum
KCTC	Kavango Craft and Tourism Centre
MAWF	Ministry of Agriculture, Water and Forestry
MLR	Ministry of Lands and Resettlement
MET	Ministry of Environment and Tourism
MFMR	Ministry of Fisheries and Marine Resources (Inland Fisheries)
MME	Ministry of Mines and Energy
MoA	Memorandum of Agreement
MoHSS	Ministry of Health and Social Services
MoU	Memorandum of Understanding
NC	Nature Conservation
NCCI	Namibia Chamber of Commerce and Industry
NkuTC	Nkurenkuru Town Council
OBSF	Okavango River Basin Stakeholders Forum
OKACOM	Permanent Okavango River Basin Water Commission
OkBMC	Okavango Basin Management Committee
RTC	Rundu Town Council
ToR	Terms of Reference
WPC	Water Point Committee

Constitution of the Okavango Basin Management Committee

1. NAME OF THE COMMITTEE AND AREA OF RESPONSIBILITY:

- 1.1. The name of the Committee shall be the Okavango Basin Management Committee, hereinafter in the Constitution referred to as “OkBMC”.

Basin map to be attached at the end of the document

- 1.2. The “Okavango basin” represents the area of districts of the OkBMC as depicted on the map attached to this Constitution. The Okavango Basin drainage system lies within the greater Kalahari Basin- a huge but shallow, sand covered depression stretching from the Northern Cape in Southern Africa to just south of the Equator in Gabon. The filling of the greater Kalahari Basin took place after the break up of the super-continent, known as Gondwana, between 150 and 130 million years ago. The Okavango River starts its journey on the Bie Plateau in Angola, where it is known as the Cubango River. It descends quite steeply from this rocky plateau, flattening out onto the Kalahari sands that form the greater part of its Catchment. The gradient becomes shallow and the river meander slowly through swampy floodplains in a broad valley. Where it forms the northern border of Namibia, it becomes the Okavango River, taking on its main tributary the Cuito River which also rises in the Angolan highlands. Three main channels emerge from the panhandle to distribute water across the fan, the Nqoga, Jao and Thaoge channels. These are separated by floodplains, swamps and sandy islands, spreading out to form a vast alluvial fan (12,000sqm) known as the Okavango Delta. The Okavango River Basin is also a trans-boundary river involving three countries Angola, Namibia and Botswana with a population of over 600,000 dependent on the river for their livelihoods, in Namibia the river supports just over 200,000 people.

2. DEFINITIONS:

In this Constitution the words below shall have the meanings given hereunder:

- 2.1. “Communal farmer” refers to a person to whom a right has been granted to occupy and engage in farming practices on shared, communal land. This person could also be referred to as a farmer in the Freehold Sector, whom is not afforded individual private ownership over the land in question. Communal land is any area which is declared to be communal land under section 16 of the Communal Land Reform Act and described in schedule one of such act.
- 2.2. Commercial farmer” means a person who is engaged in agricultural practices on any land registered in his/her name. Such farmers could also be referred to as Title Deed Farmers. The Commercial farmer does not have to be restricted to agricultural livelihood but may supplement income with alternative endeavours.
- 2.3. “Core stakeholder” means an organisation identified during the stakeholder workshop sessions as representing people, industry, commerce, animals or plants depending on the Okavango basin for their livelihood and survival, or affecting the availability and quality of the water in Okavango basin.
- 2.4. “Ecological integrity” means the unimpaired ability of an ecosystem to respond to environmental changes without losing key elements, processes or services. An ecosystem is recognised as healthy when indicators, such as those relating to productivity or biodiversity, do not cross threshold limits. This is determined through monitoring.

- 2.5. “EE” means Environmental Education in the Kavango and refers to established Environmental School Clubs, youth Interactive Environmental in World Water Day and implement basin management within the Kavango Basin.
- 2.6. “Kavango Basin Wide Forum” means the basin wide organisations that are involved in implementing the transboundary basin local initiatives on enhancing the capacity and promote local stakeholder to be involved and participate in decision making process.
- 2.7. “Leading agency” refers to the Water Resources Management Agency within the Ministry of Agriculture, Water and Forestry (MAWF)
- 2.8. “Member” means a person duly nominated by and representing a core stakeholder organisation.
- 2.9. “Minister” shall refer to the Minister of Agriculture, Water and Forestry.
- 2.10. “OKACOM” Permanent Okavango River Basin Water Commission refers to...
- 2.11. “Private Sector” refers to all non-government area, eg. any business (commercial enterprise or venture), all Non-Government Organisations and Volunteer services.
- 2.12. “Responsible institution” means an organisation specifically responsible for or mandated to implement, operate, control or monitor an issue where that specific issue falls within the jurisdiction of that organisation.

3. LEGAL STATUS:

- 3.1. The OkBMC is established as a pilot project in terms of Clause 21 (1) (a) of the Draft Water Resources Management Bill, November 2001 with reference to Water Supplies and Sanitation Policy 2008
- 3.2. The OkBMC shall act in an advisory capacity to the leading agency and the Minister on all water related issues affecting the Okavango River Basin and directly liaising with OKACOM programmes/ project and key stakeholders.
- 3.3. Members shall only have such rights and privileges as are expressly conferred upon them in terms of the Constitution and the Water Resources Management Bill.
- 3.4. The OkBMC may advise and represent stakeholders based on their consent.
- 3.5. In case of a discrepancy between the Constitution and the Act, the Act will prevail.

4. VISION, FUNCTIONS AND STRATEGIC PLAN:

- 4.1. The Vision of the OkBMC:
 - The ecologically sustainable natural resource management and integrated development of the Okavango River Basin towards the socio-economic benefits, sensitisation and sharing responsibilities regarding utilization of this river basin.

- 4.2. The **Functions** of the OkBMC as provided for in terms of the Water Resources Management Bill are as follow:
- 4.2.1. To promote community involvement and participation in the protection, use, development, conservation, management and control of water and wetland resources, including groundwater in its water management area through awareness, education and other appropriate activities;
 - 4.2.2. To prepare a water resources plan for the basin which plan shall be submitted to the Minister for consideration in the development of the National Water Master Plan provided for in Chapter 6 of the Water Resources Management Bill;
 - 4.2.3. To make recommendations regarding the issuance of licenses and permits under the Water Resources Management Bill;
 - 4.2.4. To promote community self-reliance, including the recovery of costs for the operation and maintenance and replacement of waterworks;
 - 4.2.5. To facilitate the establishment of an operation and maintenance system of waterworks and the accessing of technical support for associations within its water management area;
 - 4.2.6. To monitor and report on the effectiveness of policies and actions in achieving sustainable management of the water management area;
 - 4.2.7. Under the direction of the OkBMC Executive Committee, to collect, manage and share such data as are necessary to properly manage the basin in coordination with the agency provided for in Section 17 of the Water Resources Management Bill;
 - 4.2.8. To develop a water research agenda, together with the Water Resources Management Agency, appropriate to the needs of water management institutions and water users within its water management area; and
 - 4.2.9. To exercise any such additional functions as the Minister may delegate under Sections 14 (1) (d) and 15 of the Water Resources Management Bill.
- 4.3. Additional **Functions** of the OkBMC are as follow:
- 4.3.1. Liaise on a local, regional and national level with all stakeholders, thus embodying full consultation and participation by local communities and stakeholders;
 - 4.3.2. Identify and resolve natural resource conflicts, where the OkBMC will act in a facilitative capacity;
- 4.4. For the purposes of attaining its vision and functions, the OkBMC will put in place, review and execute a **Strategic Plan** on an annual basis, of which the Plan shall be in line with National Policies and Plans.

5. MANDATE OF THE COMMITTEE:

- 5.1. The OkBMC shall administer the development that suites the natural resource policies and strategies regarding the Okavango River Basin and be the guideposts upon which development proposals will be evaluated to ensure basin sustainability.

- 5.2. Any development plans or other envisaged action by responsible authorities that will have a significant impact on the natural resources in the Okavango River Basin must be forwarded to the OkBMC for review and discussion. The respective authorities may be requested to make a full presentation to the OkBMC if so required and to clarify specific issues. The purpose of the discussions will be to establish:
 - 5.2.1. Whether additional information is required;
 - 5.2.2. Whether the proposed plans will contribute to the sustainable development of the Okavango River Basin, or
 - 5.2.3. Whether the proposed plans will be contrary to this.

The OkBMC will act in an advisory capacity to the development of such plans.

- 5.3. In addition, the OkBMC should also discuss:
 - 5.3.1. Any development or potential development within the basin states;
 - 5.3.2. The reports on monitoring and remedial actions; and
 - 5.3.3. Other relevant activities within the Okavango River Basin.
- 5.4. Recommendations shall be made to the Minister, the leading agency, or a responsible institution, on the route to follow regarding the sustainable development of the Okavango, including the execution of development plans.
- 5.5. The OkBMC shall annually forward an assessment of the ecological health of the Okavango basin, together with the comments and recommendations to the key stakeholder or the Minister.
- 5.6. The OkBMC may establish sub-committees, referred to as Working Groups below. The OkBMC may delegate any of its powers to the Working Group on such terms and conditions it may seem fit. The OkBMC may vary or cancel any such delegations.

6. MEMBERSHIP:

- 6.1. Membership shall be restricted to core stakeholder organisations as defined in paragraph two (2) of the Constitution.
- 6.2. Members from such core stakeholder groups shall have the full competence and mandate to represent these broad groups of stakeholders and should keep effective liaison with them.
- 6.3. The core stakeholder groups may change from time to time based on organisational developments or changes in the Okavango River Basin or its decision-making bodies.
- 6.4. Members nominated from government departments and local authorities must be in a senior position and have a responsibility in the field of natural resource management and community based natural resource management.
- 6.5. Representatives from the Kavango Regional Council shall be automatic members.
- 6.6. The following core stakeholder organisations were identified to form the basis of the OkBMC:
 - 6.6.1. Basin Wide Forum
 - 6.6.2. Commercial farmers
 - 6.6.3. Conservancy Association
 - 6.6.4. Communal farmers

- 6.6.5. Directorate of Forestry
 - 6.6.6. Directorate of Resource Management
 - 6.6.7. Directorate of Rural Water Supply
 - 6.6.8. Kamtjonga Fisheries Institute
 - 6.6.9. Kavango Regional Council
 - 6.6.10. Kavango Tourism Forum
 - 6.6.11. Kavango Craft and Tourism
 - 6.6.12. Kavango Farmers Union
 - 6.6.13. Ministry of Agriculture Water and Forestry
 - 6.6.14. Ministry of Environment and Tourism
 - 6.6.15. Ministry of Fisheries and Marine Resources
 - 6.6.16. Ministry of Lands and Resettlement
 - 6.6.17. Ministry of Health and Social Services
 - 6.6.18. NamWater
 - 6.6.19. Nkurenkuru Town Council
 - 6.6.20. Namibia Nature Foundation
 - 6.6.21. Namibia Chamber of Commerce and Industry
 - 6.6.22. Rundu Town Council
 - 6.6.23. Rundu Tourism Forum
- 6.7. Individual persons shall be nominated as members by each core stakeholder organisation. A secundus shall also be nominated for each member and shall attend meetings in the absence of the nominated member. It shall remain the prerogative of the core stakeholder organisation to replace the nominated member or secundus if so required.
- 6.8. A member or his/her secundus shall cease to be a member of the OkBMC when such member or secundus for whatever reason leaves the organisation he / she represents. The affected core stakeholder organisation shall within three (3) months nominate a replacement member. Should a member or his/her secundus not be present for three (3) consecutive meetings, the Chairperson will request the member's organisation to nominate another member.
- 6.9. Membership of the OkBMC is not closed, but shall be limited to a maximum of eighteen (18) members, with the provision that persons may be identified to be called upon to attend meetings to discuss specific issues where their expertise is required. New core stakeholder organisations shall apply to the OkBMC for membership.
- 6.10. Members have the responsibility to give feedback to the organisation they represent.

7. OkBMC EXECUTIVE COMMITTEE FUNCTIONS:

7.1. CHAIRPERSON:

- 7.1.1. A Chairperson shall be elected by the members of the OkBMC.
- 7.1.2. For each nomination there must be a seconder. Elections shall be done by the secret ballot paper with only the core stakeholders having voting rights. Should only one person be nominated, this person will automatically be elected as Chairperson.
- 7.1.3. To ensure continuity, the term of office of the Chairperson shall be two (2) years. Any person may be re-elected as Chairperson, but shall not serve more than one (1) consecutive three (3) year term.

- 7.1.4. The Chairperson shall be in charge of the routine functioning of the OkBMC on local, regional and national levels including attending workshops, chairing meetings, press statements, liaison with the Ministry, OKACOM and other stakeholders, etc.

7.2. VICE CHAIRPERSON:

- 7.2.1. A Vice Chairperson shall also be elected by the members of the OkBMC.
- 7.3. For each nomination there must be a seconder. Election shall be done by way of secret ballot papers with only the core stakeholders having voting rights. Should only one person be nominated, this person will automatically be elected as Vice Chairperson.
- 7.3.1. To ensure continuity, the term of office of the Vice Chairperson shall also be two (3) years. Any person may be re-elected as Vice Chairperson, but shall not serve more than one (1) consecutive 3 year term.
- 7.3.2. The Vice Chairperson shall act as Chairperson in his/her absence. Should the position of Chairperson become vacant as outlined above, then the Vice Chairperson shall automatically act as Chairperson until a new Chairperson is elected.

7.4. SECRETARY:

- 7.4.1. The Secretary will perform all the agenda and minute taking duties as outlined elsewhere in the Constitution.
- 7.4.2. The Secretary must confirm with all members of the OkBMC one (1) week prior to each meeting regarding their attendance and receipt of all the documentations.
- 7.4.3. The Secretary shall at all times keep a register of the members of the OkBMC and of the broader Okavango River Basin Forum and the said register shall at all times be open for inspection.
- 7.4.4. Should a meeting of the OkBMC be adjourned due to a quorum not being present, the Secretary shall within forty eight (48) hours inform all members not present of the adjournment of the said meeting.

7.5. TREASURER:

- 7.5.1. A Treasurer shall be appointed from amongst the members. Any person may be re-elected as Treasurer, but shall not serve more than three (3) consecutive terms.
- 7.5.2. The Treasurer shall be responsible for the financial management of the OkBMC and report back quarterly to the OkBMC on the financial status thereof. All accounting records of the OkBMC shall at all times be open for inspection by member when the need arise.
- 7.5.3. A banking account shall be opened by the Treasurer and all monies received shall be deposited into the OkBMC banking account.
- 7.5.4. The Treasurer with the approval of the OkBMC shall be responsible for the investment of funds.

7.5.5. Signing powers are given to the Chairperson, Vice Chairperson and the Treasurer, of which any two (2) may co-sign cheques.

7.5.6. The Treasurer shall prepare annual financial statements according to generally accepted accounting principles and have these statements audited. The auditors shall be appointed by the OkBMC. The audited report shall annually be submitted to the broader Okavango River Basin Forum for information.

7.6. ADDITIONAL MEMBERS:

7.6.1. Four additional members can be tasked to carry out any appropriate functions as deemed by the executive committee.

8. MEETINGS:

8.1. The Secretary will inform all members in writing at least four (4) weeks in advance of meetings to take place. The date, time and venue of the next meeting will be determined at each meeting.

8.2. The OkBMC will meet at least quarterly, unless more urgent matters will necessitate more frequent extra-ordinary meetings.

8.3. A quorum at meetings will be five (5) members of the core stakeholder organisations. Should a quorum not be present within a scheduled/ agreed time, those present should decide whether the meeting should take place or not, while those absent should communicate that to the committee. The Secretary shall be responsible to notify all members of such adjourned meeting. A quorum at any such adjourned meeting shall be the members present at the meeting.

8.4. If the Chairperson is not present at a meeting, the Vice Chairperson will preside over the meeting. Should both not be present, while a quorum is present, then the members present must elect a temporary Chairperson from amongst those members present.

8.5. Voting when required to nominate someone, shall be done as follows:

8.5.1. If not already elected, the Chairperson shall be elected first and will thereafter count the votes and declare the results;

8.5.2. For each position nominated, there must be a seconder;

8.5.3. Voting shall be by means of a show of hands, with the Chairperson having only a casting vote should the ballot papers be in equal number;

8.5.4. Each member of the OkBMC shall have only one (1) vote;

8.5.5. Should there be only one nomination, the person will be elected without any further voting taking place;

8.6. Decisions / recommendations should preferably be taken on consensus, but should voting be required to obtain a decision at a meeting, the voting shall be done as follows:

8.6.1. By means of secret ballot papers, with the Chairperson having only a casting vote should the votes be in equal number;

8.6.2. The Chairperson shall count the votes and declare the results;

8.6.3. Each member of the OkBMC shall have only one (1) vote;

8.6.4. Should there be a major objection to the decision taken, the case shall be referred to the Minister for arbitration;

- 8.6.5. Should the relevant parties not be satisfied with the finding / decision of the Minister, the matter shall be referred to the Ombudsman for final arbitration.
- 8.6.6. The cost involved will be split on an equal basis between the conflicting parties.
- 8.7. Should a decision / recommendation be urgently required from the OkBMC between quarterly meetings, the Chairperson may call an extra-ordinary meeting to discuss the problem and effect a decision / recommendation. A notice will be served in this regard as per the provisions of the Constitution. Should voting be required on the subject at the meeting, the following procedure will be followed:
- 8.8. Should a decision / recommendation be urgently required between meetings and it is not possible to call an extra-ordinary meeting, the following procedure shall be followed:
 - 8.8.1. The Chairperson shall inform all members of the OkBMC on the decision to be taken / recommendation to be made by sending out an appropriate notice;
 - 8.8.2. Each member shall respond or comment on the issue at stake within forty eight (48) hours of receiving the notice and forward such comments to the Chairperson via electronic mail (e-mail) or fax;
 - 8.8.3. The Chairperson in consultation with the Secretary shall formulate the final decision / recommendation and return it electronic mail (e-mail) or fax or fax to the members for final approval.
 - 8.8.4. The final decision / recommendation will contain a page for each member to sign that they are in agreement. Such signed copy shall be returned to the Chairperson by fax or scanned documents as it should contain a signature of the member.
 - 8.8.5. All decisions taken in this manner shall be presented to the next scheduled meeting for review.
- 8.9. One stakeholder shall not dominate or restrict the freedom of another stakeholder to express an opinion at any meeting.

9. AGENDA AND MINUTES TAKING:

- 9.1. Items for the Agenda shall be submitted to the Secretary by members in writing at least two (2) weeks prior to the meeting. The Secretary will in return forward such finalised Agenda to members at least one (1) week prior to the meeting. Items may be added to the Agenda at the meeting under General if all members present are in agreement.
- 9.2. Apart from the customary introduction and confirmation of minutes, standing items on the Agenda shall be;
 - 9.2.1. Feedback from each core stakeholder organisation on activities / developments in its area;
 - 9.2.2. Financial report back; (depending on activity quarterly)
 - 9.2.3. Feedback from Working Groups;
 - 9.2.4. Progress on the Strategic Plan
- 9.3. The Secretary shall take minutes to reflect every decision taken. Decisions taken and recommendations to the leading agency or the Minister shall clearly spell out the decision that was resolved.
- 9.4. Minutes shall be circulated within fourteen (14) days after the meeting and shall be submitted to the next meeting for confirmation as to the correctness thereof. A copy of the minutes shall be submitted to the Minister's office.

- 9.5. Should the Secretary not be present at the meeting, then the Chairperson may appoint a member from the meeting to compile the minutes.
- 9.6. Any notice, albeit the Agenda for the next meeting, circulating the Minutes, confirming attendance, etc., shall be deemed to have been received by a member:
 - 9.6.1. If such notice was forwarded to the address given by a member in Namibia, and which is recorded in the database of the Secretary;
 - 9.6.2. If it is hand delivered, faxed or electronic mailed or fax, on the date on which it is so hand delivered, faxed or electronic mailed; or
 - 9.6.3. If it is sent by post, five (5) business days after the date on which it is posted.

10. WORKING GROUPS

- 10.1. The OkBMC may from time to time establish a Working Group to assess specific Natural resource related issues. Experts in that specific field will be identified to form the Working Group.
- 10.2. The Working Group should preferably not have more than six (6) members and shall act in an advisory capacity to the OkBMC. Any person or organisation in the specific field being investigated may be co-opted into the Working Group.
- 10.3. A Working Group Chairperson shall be elected from the members of the Working Group and such Chairperson shall attend all OkBMC meetings to give feedback on the activities of the Working Group. This attendance shall cease once the Working Group is abolished.
- 10.4. The Working Group shall prepare a final report with recommendations and submit such report (s) to the OkBMC. The Working Group duties shall come to an end once it has completed the task assigned to it.
- 10.5. Working Groups are compiled according to their suitability as per specific task, function or need. Once that particular task is completed that groups of up to six (6) people are interchangeable depending on the specific requirements of the tasks at hand.
- 10.6. Any suitable individual from the wider OBC can be included in the Working Group.
- 10.7. The Chairperson of the OkBMC shall be an ex-officio member of such Working Group, but shall not have any voting rights.
- 10.8. The Working Group reports back to the executive committee who then in turn report back to the OBC.

11. KAVANGO RIVER BASIN STAKEHOLDERS FORUM (OBSE):

- 11.1. The broader stakeholder groups shall form the Kavango River Basin Forum. The OkBMC organisations also form part of the broader Forum.
- 11.2. The Kavango Basin Stakeholders Forum should meet at least once per year. The date and venue to be determined by Secretary and conveyed to all stakeholders.
- 11.3. The Chairperson of the OkBMC shall submit a report to the Forum on the issues discussed by the OkBMC.

- 11.4. The OkBMC Secretary is responsible for organising the Kavango Basin Management Forum meetings and to keep all Stakeholders informed. The OkBMC nominates the chairperson who shall chair the Forum meetings; however the chairperson can nominate someone at his/her discretion to chair the meetings in his/her absence. The OkBMC must use the forum to gain information, discuss issues and give feedback on work done and decisions taken by the committee.
- 11.5. Any plans to be put in place in the Kavango basin must, on recommendation from the OkBMC be adopted by the forum before they can be presented to the Minister.
- 11.6. The functions of the Okavango Basin Forum are as follows:
 - 14.6.1. Forum to share information among stakeholders by keeping them involved and updated on developments within the Kavango River Basin;
 - 14.6.2. Platform to raise irregularities / issues / problems observed in the Kavango basin;
 - 14.6.3. Platform to clarify misperceptions;
 - 14.6.4. Platform to brainstorm and develop strategies, basin plans;
 - 14.6.5. Approval of Basin strategy and plans for submission to the Minister;
 - 14.6.6. Platform for stakeholders to share their strategic plans and request commitment from other stakeholders to assist where possible with identified needs.
- 11.7. Any stakeholder can directly contact the Chairperson of the OkBMC and/or submit relevant information to the Secretary for circulation for considerations.

12. FINANCIAL ADMINISTRATION / FUNDING:

- 12.1. Members of the OkBMC shall not be remunerated for attending meetings, i.e. receive meeting allowances, and their input of expertise shall be regarded as cost free value adding to the meetings.
- 12.2. However, it may be considered to contribute towards travel and accommodation costs for members where required.
- 12.3. All moneys received from sponsorships or donations, or any other funds accrued, shall be paid into the applicable bank account.
- 12.4. The general administration cost associated with the OkBMC meetings, where applicable, may be financed from these funds.
- 12.5. The Treasurer shall in consultation with the Executive Committee prepare an annual budget and submit such budget to the OkBMC for approval by the end of March of each year. The financial year of the OkBMC will run from 1 April each year to 31 March of each year of the following year.
- 12.6. The OkBMC shall compile a Financing Policy that shall serve as a guide for the general financial administration of the OkBMC.
- 12.7. An OkBMC bank account be kept within the agreed financial management policy.

13. ALTERATION OF THE CONSTITUTION:

- 13.1. The OkBMC Executive be entitled to alter the provisions of its Constitution, including the amendments relating to the object and powers of the OkBMC.

13.2. These amendments are reviewed by the OkBMC who require a two thirds majority to adopt or reject the amendments.

13.3. It is the duty of the OkBMC to communicate these amendments to the OBSF

This Constitution has been signed and accepted by the OkBMC

..... date.....
Chairperson

..... date.....
Member

..... date.....
Member

(Please initial each page)