

WATER PLANNING COUNCIL ADVISORY GROUP GUIDELINES AND PROCEDURES

Approved by Water Planning Council: 02.06.2024.

ARTICLE I – WATER PLANNING COUNCIL ADVISORY GROUP

Pursuant to [Subsection \(c\) of section 25-33o](#) of the Connecticut General Statutes, the Water Planning Council (WPC) established the Water Planning Council Advisory Group (WPCAG) to assist in researching and analyzing water resource issues and advise on matters of interest. The membership must be balanced between consumptive (out of stream) and non-consumptive (in-stream) interests.

ARTICLE II – MEMBERSHIP

Section 1. Membership: Members and alternates are appointed pursuant to [Subsection \(c\) of section 25-33o](#) of the Connecticut General Statutes by the WPC. Appendix A provides the balanced framework of consumptive (out of stream) and non-consumptive (in-stream) membership.

Section 2. Appointment: The WPC appoints all members and alternates. The WPC will solicit recommendations to fill all positions through the WPC, WPCAG and other resources. The WPCAG may be asked to recommend membership candidates for appointment through a nominating workgroup.

Section 3. Alternates: Each member may identify an alternate representative for their seat who may attend any and all meetings and may participate as a voting member in the member's absence. All alternates must be a representative of the same category as the member and be approved by the WPC.

Section 4. Term: The membership term length will be based on a staggered three-year cycle.

Section 5. Vacancies: Any vacancy will be filled by the WPC for the unexpired term pursuant to Section 2.

Section 6. Attendance at meetings: A member who has missed three or more meetings within a twelve (12) month period shall be noticed of potential dismissal and notified of the matter as a meeting agenda item. The member may be recommended for removal to the WPC by a 2/3 vote of the WPCAG members attending a meeting called for such purpose.

ARTICLE III - OFFICERS AND THEIR DUTIES

Section 1. Officers: The WPC shall appoint officers of the WPCAG. Officers shall be Co-chairs serving a one-year term, which may be renewed. The Co-chair representation should reflect a balance of interests in Appendix A.

Section 2. Duties and Role: Co-chairs will ensure that the WPCAG functions properly; that there is full participation during meetings; that all relevant matters are discussed; and that effective

decisions are made and carried out. Duties shall include responsibility for the business of the WPCAG, including presiding over all meetings of the WPCAG, serving as chief spokesperson of the WPCAG, and representing the WPCAG interests to the WPC.

Section 3. Staff Support: A WPC state agency representative shall serve in an administrative support role: distributing agendas, taking of minutes distributing minutes, and keeping all records of the WPCAG.

ARTICLE IV - WORKGROUPS

Section 1. Workgroups: Workgroups may be established by the WPC as needed to research and analyze specific technical topics or policy issues, provide advice on matters of interest and meet other WPC needs. The WPCAG shall recommend any workgroup to the WPC including purpose, plan, outcomes, listing of potential stakeholders and members, term of workgroup, and WPC agency support staff. WPCAG shall appoint workgroup chairs, who will provide regular updates to the WPC and WPCAG on the status of workgroup activities.

Section 2. Membership: Membership on any workgroup shall be open to interested stakeholders or individuals with particular subject matter expertise. Members should be recruited with attention to balance, diversity, and technical expertise.

Section 3. Reports: Final reports or work products of the workgroups shall be submitted to the WPCAG for review and/or to solicit feedback and then forwarded to the WPC for any further action.

Section 4. Conflicts: The WPCAG retains authority for conflict resolution and final decision on any recommendations to the WPC.

ARTICLE V - MEETINGS

Section 1. Schedule: In accordance with Section 1-225(b) of the Connecticut General Statutes, the schedule of regular public meetings for the ensuing year will be posted no later than January 31st on the CT.gov State Agency Public Meeting Calendar and WPC website.

Section 2. Agendas: In accordance with Section 1-225(c) of the Connecticut General Statutes, the agenda of meetings shall be posted on the CT.gov State Agency Public Meeting Calendar website not less than twenty-four hours before the meeting and shall also be posted on the WPC website.

Section 3: Minutes: In accordance with Section 1-225(a) of the Connecticut General Statutes, WPCAG shall make the votes of each member available for public inspection within forty-eight (48) hours of the meeting and shall post the minutes of public meetings on the WPC and CT.gov State Agency Public Meeting Calendar website within seven (7) days of the meeting.

Section 4: Quorum: A quorum shall be constituted by the presence of more than fifty (50) percent of the currently appointed WPCAG members.

Section 5. Special Meetings: Special Meetings may be called by the Co-chairs, by request of the WPC or upon written request of not less than one-half of the WPCAG members.

Section 6. Participation: All meeting participants are encouraged to debate and contribute to conversation on agenda issues and to suggest agenda items for discussion.

Section 7. Voting: Each member shall have one vote. Except as otherwise provided in these Guidelines and Procedures, passage of motions shall be by simple majority of the attending members. A member's alternate shall be entitled to attend all WPCAG meetings and functions; however, the alternate member shall have voting rights only when acting as the member's representative.

Section 8. Rules of Order: Robert's Rule of Order will be utilized to govern matters of order and procedure not covered by these Guidelines and Procedures.

Section 9. Freedom of Information: The WPCAG is subject to FOIA and should adhere to public accessibility, noticing and posting requirements as such.

ARTICLE VI –GUIDELINES AND PROCEDURES AMENDMENTS

Section 1. Amendments: Any amendment recommendation shall be directed to the WPC after review and vote of the WPCAG. The WPCAG may make a formal recommendation after a vote of at least 2/3 of all WPCAG members. Said vote will be taken at the meeting following the meeting where proposed changes are read and discussed. Said vote shall be conducted in accordance with Article V, Section 7.

APPENDIX A

Water Planning Council Advisory Group Membership Subsection (c) of section 25-33o of the Connecticut General Statutes

The council may establish an advisory group that shall serve at the pleasure of the council. The advisory group shall be balanced between consumptive and non-consumptive interests. The advisory group may include representatives of:

- (1) regional and municipal water utilities
- (2) regional councils of governments
- (3) investor-owned water utilities
- (4) a wastewater system
- (5) agricultural interests
- (6) electric power generation interests
- (7) business and industry interests
- (8) environmental land protection interests
- (9) environmental river protection interests
- (10) boating interests
- (11) fisheries interests
- (12) recreational interests
- (13) endangered species protection interests
- (14) members of academia with expertise in stream flow, public health and ecology
- (15) a public health district.

Eight Members	C- Consumptive
Eight Members	N-Non-consumptive
Four Members	I-Impartial

I-Academia, Public Health, Ecology
C-Agriculture
C-Business & Industry – Association
N-Conservation
I-Consumer
C-Electric Power
N-Fisheries
C-Investor-owned Water Utility
N-Lakes and Ponds
N-Land Protection

C-Municipal Water Utility
I-Public Health District
N-Recreation
I-Regional Councils of Governments
C-Regional Water Utility
N-River Protection
C-Small Water Utility
N-Wastewater
C-Water Intensive Industry
N-Water Resources Protection