

WATER PLANNING COUNCIL ADVISORY GROUP OPERATING PROCEDURES

Approved by Water Planning Council: xx/xx/xxxx

Adopted by Water Planning Council Advisory Group: xx/xx/xxxx

ARTICLE I – THE WATER PLANNING COUNCIL ADVISORY GROUP

Under the authority of [CGA Sec. 25-33o\(c\)](#), the Water Planning Council (WPC) established an Advisory Group to assist in researching and analyzing water resource issues and advise on matters of interest. The statute requires that the Advisory Group be balanced between consumptive (out of stream) and non-consumptive (in-stream) interests. Hereafter it shall be referred to as the Water Planning Council Advisory Group or the WPCAG.

ARTICLE II - COMPOSITION

Section 1. Membership: Members are appointed in accordance with CGA Sec. 25-33o(c).

Section 2. Appointment: The WPCAG may vote to recommend membership candidates for approval by the WPC. The membership term length is three years and may be renewed.

Section 3: Alternates: each member is encouraged to 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. The alternate must be a representative of the same category as the member and be approved by the WPC.

Section 4. Attendance at meetings: A member who has missed three or more meetings within a 12-month period may be recommended for removal to the WPC by a 2/3 vote of the members of the WPCAG attending a meeting, provided the individual has received notice of potential dismissal and for which such removal has been noticed as a meeting agenda item. Attendance via telephone is an acceptable form of attendance.

ARTICLE III - OFFICERS AND THEIR DUTIES

Section 1. Officers of the WPCAG shall be Co-chairs each to serve a one-year term, which can be renewed. The role of the Co-chairs is to 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. The Co-chair representation should reflect the emphasis on balance between consumptive and non-consumptive interests. The two co-chairs would be from different interests: consumptive, non-consumptive, or impartial.

Section 2. The WPCAG will submit annually a recommended membership slate and co-chairs to the WPC for approval for the October meeting of the WPC. Recommendations may be made by an individual or from the floor for vote by the WPCAG membership to put forth to the WPC for consideration at the October meeting. Special appointments may be held in the event an officer leaves office before his/her term expires. In such case, the term of office will be until the next regularly scheduled appointment.

Section 3. Duties of the WPCAG Co-chairs shall include responsibility for the business of the WPCAG. They will also preside over all meetings of the WPCAG, serve as chief spokesperson of the WPCAG, and represent the WPCAG interests to the WPC.

Section 4. A representative of an agency of the WPC shall serve in an administrative support role: distributing agendas, recording the minutes of all meetings, distributing those minutes, and keeping all records of the WPCAG.

ARTICLE IV - COMMITTEE STRUCTURE

Section 1. Workgroups may be established by the WPC or the WPCAG as needed to research and analyze specific technical or policy issues, provide advice on matters of interest and meet other needs of the WPC or the WPCAG. The WPCAG shall appoint workgroup chairs, who will provide regular updates to the WPC or WPCAG on the status of workgroup activities.

Section 2. Topical workgroups of the WPCAG may be established as needed to address specific issues or projects and make recommendations to the WPC.

Section 3. Operational workgroups may be established to address on-going topics that are not technical or policy in nature, such as education and outreach.

Section 4. Members of workgroups are recruited with attention to balance, diversity, and technical expertise. In addition to WPCAG members, membership on any WPC or WPCAG workgroup shall be open to any interested stakeholders, individuals with particular subject matter expertise, or agency staff.

Section 5. 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 adoption or other action as deemed appropriate.

Section 6. Throughout this process, the WPCAG retains all authority for conflict resolution and for what implementation response is ultimately presented to the WPC.

ARTICLE V - MEETINGS

Section 1. Meetings of the WPCAG shall be scheduled on a monthly basis at a time and location determined by the committee at the start of the calendar year which shall be posted.

Section 2. A quorum shall be constituted by the presence of more than 50% of the currently appointed WPCAG members.

Section 3. WPCAG membership may designate a temporary Chair if both Co-chairs are absent from a meeting.

Section 4. Special Meetings may be called by the Co-chairs or at the request of the WPC or upon written request of not less than one-half of the WPCAG members.

Section 5. All members and their alternates are encouraged to debate and contribute to conversation on agenda issues and to suggest agenda items for discussion. Agency staff and members of the public also are encouraged to participate in the discussions and in workgroups.

Section 6. Each seat shall have one vote. Except as otherwise provided in these Operating Procedures, passage of motions shall be by a simple majority of the attending members. A seat's alternate member 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 7. Rules of order and procedure during WPCAG business shall be Robert's Rule of Order to govern matters of order and procedure not covered by these Operating Procedures.

Section 8. The WPCAG is subject to FOIA and should adhere to public accessibility, noticing and posting requirements as such.

ARTICLE VI – OPERATING PROCEDURES AND AMENDMENTS

Section 1. Operating Procedures process: The Operating Procedures of the WPCAG may be adopted, added to, amended or repealed by a vote of at least 2/3 of all WPCAG members and by a vote of the WPC. Said vote will be taken at the meeting following a meeting where proposed changes are read and discussed. Said vote shall be conducted in accordance with Article V, Section 6.