

# Citizen Advisory Committee Operating Procedures



ADOPTED: May 6, 2020

## Background:

The RCWD By-Laws and MN Watershed Law (MS 103D) state:

### Section 1. ADVISORY COMMITTEE REQUIRED: Pursuant to MS 103D.331, Subd. 1:

“The managers must annually appoint an advisory committee to advise and assist the managers on all matters affecting the interests of the watershed district and make recommendations to the managers on all contemplated projects and improvements in the watershed district.”

### Section 2. MEMBERS OF ADVISORY COMMITTEE: Pursuant to MS 103D.331, Subd. 2:

(a) “The advisory committee consists of at least five members. If practicable, the advisory committee members selected should include a representative from each soil and water conservation district, a representative of each county, a member of a sporting organization, and a member of a farm organization. Other advisory committee members may be appointed at the discretion of the managers. The members must be residents of the watershed district, except representatives from soil and water conservation districts and counties and serve at the pleasure of the managers.”

(b) “In addition, the managers may appoint other interested and technical persons who may or may not reside within the watershed district to serve at the pleasure of the managers.”

## Purpose:

The purpose for this operating procedure is to implement the Rice Creek Watershed District’s (RCWD) Board of Managers desire to:

- Appoint a citizen advisory committee (CAC) to advise and assist the managers on all matters affecting the interests of the watershed district and make recommendations to the managers on all contemplated projects and improvements in the watershed district (MS 103D.331, Subd. 1)
- Have CAC members be broadly distributed across the District
- Have CAC members represent a broad range of interests
- Have CAC members generally serve for more than one year, to take advantage of the knowledge gained of RCWD operations in their first year
- Have staggered terms, so that at least half of the CAC members have a year of experience
- Have CAC members attend a majority of meetings throughout the year

## Membership:

The minimum number of CAC members required by law is five, (MS 103D.331, Subd. 2). The District has in the past had a makeup of CAC members that has routinely exceeded that number. With this operating procedure the District establishes the following guidelines:

- Membership of the CAC will be limited to twelve individuals
- Geographic area location of CAC members will be up to four each from Anoka, Ramsey, and Washington Counties, with one from each county being a Conservation District (or conservation department) representative, appointed by their respective Conservation District Board of Supervisors or county department representative; one of the twelve members may be an at-large representative from Hennepin County

- Areas of representation: Minnesota statute provides for the following groups and or entities to be represented on the CAC (it is important to note that these are suggested not mandatory)
  - Representative from each of the Soil and Water Conservation Districts (Washington and Anoka Counties) and the Soil and Water Department (Ramsey County)
  - Representative from each County
  - Member of a sporting organization
  - Member of a farm organization
  - Others at the discretion of the RCWD Managers (reside in the District)
  - Other technical persons who may or may not reside in the District chosen at the discretion of the Managers

The District is required to have a Technical Advisory Committee (TAC) in addition to the CAC; this is pursuant to the Metropolitan Surface Water Management Act (MS 103D.337). Counties and other technical representatives that may otherwise be represented on the CAC may also be asked to serve on the Rice Creek Watershed District Technical Advisory Committee.

## Appointment Process:

- All appointments will be made annually (MS 103D.331, Subd. 1)
  - CAC members will be encouraged to serve a minimum of two years
- Solicitation of Interest (Starting in October of each year)
  - Notification to cities and other partners to request their assistance in recruitment
  - Notice on RCWD website
  - Other necessary notifications (press releases, notices in local newspapers or newsletters, etc)
- Application – all new applicants will be required to submit an application including but not limited to:
  - Name
  - Address
  - Phone Number and Email (and preferred contact method)
  - Interest
  - Experience
- Screening of applications to verify residency in the District (with the exception of the CD representative) and initial interviews with staff
- Roster of Eligible Applicants (December / January)
  - Staff will prepare a list of eligible applicants and present to the Board of Managers
- Selection of individuals for interviews as directed by the District Administrator or Board of Managers (December / January)
- Appointment of CAC members by Board (January / February)
- Attendance at first meeting (February)

## Term of Office:

- Statutory term is one year
- The Board of Managers encourages a minimum of a two-year commitment with a confirmation of term each year except conservation district/department representatives which are appointed by their respective County Board of Supervisors
- Efforts should be made to have a balance of even and odd year appointments with staggered terms

## Reappointment / Removal:

The expectation of the Board of Managers is that CAC members attend a majority of the meetings during a year unless excuse by prior notice to the District Administrator or designated staff.

- A member's record of attendance will be considered during the annual CAC member appointment process
- For CAC members missing 3 consecutive meetings, the Board may consider it cause for removal

## Meeting Schedule:

- The CAC meets six to ten times a year with no meetings scheduled for the months of July and January
  - Meeting agendas and topics will be developed with consideration to the CAC priorities, staff and District needs, and direction of the Board of Managers
  - A potluck may be considered in conjunction with the December meeting
  - A field tour may be considered in conjunction with the August meeting
- Meetings are held the first Wednesday of each month from 5:30 pm to 7:30 pm and are held at the RCWD office (unless otherwise noted)
  - If staff anticipates that a meeting will exceed the two-hour time period, the CAC will be informed of this; a member may propose removing items from the agenda when the agenda is approved at the beginning of the meeting

## Duties:

- Elect a chair from its membership (annually)
- Elect a vice-chair from its membership (annually)
- Elect a secretary from its membership or identify that staff will take minutes (annually)
- Establish a meeting schedule with priority topics at the first meeting of the year with staff assistance
- Consider issues pertinent to the functions and purposes of the watershed district and at the request of the Board of Managers
  - RCWD staff and CAC Chair set agenda
  - Members may bring topics to the Chair or to staff
- Review and comment on reports, minutes, activities, and proposed projects of the managers including but not limited to:
  - Water Quality Grant Program and applications
  - Stormwater Management Grant Program and applications
  - Watershed Management Plan revisions and updates
  - Watershed rule revisions
  - Work plans and budgets
  - Other items at the direction of the Board of Managers
- Report to Managers the general content of advisory committee meetings and resulting recommendations including
- Act as an ambassador for the RCWD by assisting with or attending education, outreach and communication efforts; attending conferences and events; and representing RCWD at other public activities. Expectations when representing RCWD interests is discussed below in the section titled "Representing RCWD." CAC external activities may include:
  - Discussing education, outreach, and communication activities at CAC meetings and community events such as county fairs and expos (as appropriate)
  - Leading presentations with stakeholder groups
  - Drafting, updating, and / or reviewing literature, presentations, and other materials as requested

- Provide an update or information to the CAC related to any conference or professional development programming that is attended on behalf of the RCWD

## RCWD Board Participation:

Reasonable effort will be made to have a member of the Board of Managers in attendance at each CAC meeting. The schedule for Board member attendance will be set in January of each year (along with setting of the Board of Managers calendar year schedule).

## RCWD Staff Participation:

The District Administrator or a representative is expected to attend each CAC meeting unless otherwise directed by the Board or Board President; other District staff attendance will be directed by the Administrator. Staff will be responsible for:

- Preparing agendas with input from the Board of Managers, CAC chair, and CAC priorities
- Taking minutes as requested
- Assisting the CAC Chair in matters related to the running the meetings
- Preparing background information for items requiring CAC action
- Coordinate attendance by consultants and other staff as needed
- Preparing memorandums to communicate CAC recommendations to the Board

## Expenses Reimbursement:

The managers may reimburse members of the citizen advisory committee for actual traveling and other necessary expenses incurred in the performance of duties in the amount as provided for state employees (MS 103D.331, Subd. 3).

## Meeting Procedures

Meetings do not follow a strict Roberts Rules of Order protocol. However, certain meeting procedures will be followed to ensure that meetings are efficient and effective. Discussions and the overall meeting are founded in respect. All CAC members should participate in discussions and be heard. The CAC will work towards consensus in their recommendations to the Board with the understanding that consensus is not always possible.

The Chair will be responsible for moving the meeting along efficiently. This is particularly important when discussions become too long, a single speaker is controlling a conversation, or when the conversation gets off topic. The Chair may interrupt a speaker when it is necessary to move to the next topic or take a vote.

The CAC may utilize technology including a conference call or web-based participation for members, presenters, or other necessary participants when feasible.

## Materials

Meeting handouts and a suggested agenda will be provided to the CAC members at least 2 days before the meeting; these materials will be provided earlier if possible. Additional materials may be provided at meetings.

## Quorum and Meeting Cancellations

The lesser of five or a simple majority will be considered a quorum for a meeting

The CAC Chair, with input from staff, may cancel a meeting when there will not be a quorum, if severe weather is a concern, or when there is a lack of agenda items. If a meeting takes place without a quorum, no actions will be taken.

## Meeting Business Order

The order of business during a meeting may vary but is typically:

- Call to Order (attendance / roll call will be silently recorded by RCWD Staff)
- Setting the Agenda
- Approval of Minutes
- New Business
- Continuing Business
- Announcements
- Adjournment
- The Next Meeting date and time will typically be provided on the current agenda handout

## Motions and Actions of the CAC

Most discussions will end with a motion to propose an action or decision. This generally takes place as follows:

- A member of the group proposes a motion
- A second for each motion is required (without a second, the motion fails)
- After a motion is seconded, there can be further discussion, or the group can vote

A motion needs a majority (50%+) of the vote to be approved. A motion fails if it receives less than a majority (less than 50%) or if there is a tie.

## Most Common Motions

- Main motion - A motion must be made and seconded to initiate discussion on an issue (a limited amount of discussion may be allowed at the discretion of the Chair)
- Amendment motion - These are editorial changes that may be allowed if there is no objection
  - Any member may object to and deny an amended motion
  - All main motions can be amended including the **first** amendment to a motion
  - After passing or rejecting an amendment, the main motion still requires a vote
- Call the question – A motion to end debate
  - The Chair can choose to end debate

## Voting

The Chair manages all votes.

- Voice vote – this is the most common procedure for CAC voting
  - The chair will call the vote with the statement, “All those in favor say ‘aye.’”
  - The chair will follow the above statement with, “All those opposed say ‘nay.’”
  - The motion will carry or fail based on the outcome of the voice vote
  - If a voice vote does not result in a clear outcome, a raised hand vote or roll call vote should be used
- Raised hands vote
  - The chair will call the vote by requesting a “show of hands” in favor of and then opposed to the motion
  - The chair and RCWD staff will count raised hands to determine the outcome of the vote

- Roll call vote – used when requested by a voting member
  - Each member of the CAC will state “aye” or “nay” in favor of or in opposition of the motion

Members may abstain.

## Representing RCWD

Members of the CAC will have opportunities to attend programs, represent the RCWD at events, and speak about RCWD issues. Members are RCWD ambassadors in the community. It is important that when representing themselves as a member of the CAC and/or a representative of the RCWD, CAC members apply the following guidelines to their actions:

- Only identify yourself as a representative of the RCWD if the information you are presenting is in accordance to official positions and policies of the RCWD
- If you do not agree with an RCWD position on an issue but choose to talk about it, please make it clear to the audience that you are not representing the positions of the RCWD or acting in your official role as a CAC member
- Be positive about the efforts of the RCWD and use polite and respectful language

Members are asked to communicate with staff regarding any significant conversations or meetings that take place. This is particularly important when dealing with sensitive issues and helps the staff be prepared for any additional phone calls or inquiries. Staff is also available to complete any follow up communications that are needed as a result of CAC member activities.

## Resources

Staff are available to assist CAC members. However, there may be times that workload, RCWD priorities, and CAC priorities limit how much time a staff member can dedicate to a request or project.

Members of the CAC may at times wish to request supporting information or documents related to an issue of interest. This may be an issue in their own community, a high-profile topic, a request by a resident of RCWD, or other reasons. Staff can provide supporting information or documents but may require approval from the District Administrator or the Board.

There may be times when requests of staff assistance and/or information and documents need to be made in writing. In some circumstances, inquiries may require using the Data Practices Act protocols. Staff will assist CAC members with the appropriate processes based on any requests.

## Communication

Staff will maintain a CAC contact list and email group. Email will be used to share information with the group, but discussion will be limited. All efforts will be made to conduct CAC discussions at the monthly meetings and not over emails. Members may send topic requests for



meeting discussion to the CAC Chair and staff prior to the monthly meeting agenda and materials packet being provided.

If a topic requires a timely input or vote from CAC members, the CAC Chair will provide specific instructions.

The CAC email list is to be used for CAC specific communication. The CAC should not be copied on emails but should be the direct recipients. The CAC email list and member emails should not be shared with outside parties unless a specific individual has given permission to share their email address.