

## ATTACHMENT A

### MIDDLE OCMULGEE WATER PLANNING COUNCIL OPERATING PROCEDURES

#### I. NAME AND PURPOSE

The name of this organization shall be the Middle Ocmulgee Water Planning Council.

The purpose of the Middle Ocmulgee Water Planning Council is to prepare a recommended regional Water Development and Conservation Plan that promotes the sustainable use of the water resources of the planning region, through the selection of an array of management practices, that will support the region's and state's economy, protect public health and natural systems, and enhance the quality of life for all citizens. The Water Development and Conservation Plan will identify management practices that will be used to ensure that forecasted water resource needs are met.

#### II. DEFINITIONS

Advisory body of local elected officials – Group composed of one representative from each county and city in the water planning region, to provide recommendations and input on regional population, economic and employment forecasts and on other data and information required for preparation of the Water Development and Conservation Plan.

Chair – The individual responsible for presiding at council meetings.

Consensus – Cooperative development of mutually acceptable decisions. A consensus decision is understood to mean that the Middle Ocmulgee Water Planning Council members have had an opportunity to express their views, understand the decision and, given the efforts made to address different interests, are willing to live with the specified course of action.

Council members – Individuals who have been appointed by the Governor, Lt. Governor, and Speaker to serve on the Middle Ocmulgee Water Planning Council through the process specified in the Georgia Comprehensive State-wide Water Management Plan.

EPD – Environmental Protection Division.

Operating Procedures – The procedures by which the Middle Ocmulgee Water Planning Council will handle their activities.

Quorum – The minimum number of Council members required to be present at a meeting before any business can be transacted. In the case of the Middle Ocmulgee Water Planning Council, 50 percent plus one of the filled appointee positions shall constitute a quorum.

Regional Planning Contractor – EPD-provided Contractor that will assist and support the Middle Ocmulgee Water Planning Council with planning, organizing, preparing, and writing a Water Development and Conservation Plan.

Rules for Meetings – The rules guiding Council members during Council meetings and deliberations.

Two-thirds majority vote – Sixty-seven percent or more of the Council members present at a meeting.

Vice-Chair – Individual selected by the Council that in the absence of the Chair perform the duties of the Chair.

Water Council Leadership – Chair and Vice-Chair.

Water Planning Regions – Those regions established by the Georgia Comprehensive State-wide Water Management Plan.

### **III. COUNCIL MEMBERSHIP**

Council Members. Individuals that represent interests such as agriculture, forestry, industry, commerce, local governments, water utilities, regional development centers, tourism, recreation and the environment. The Governor appointed thirteen members plus one alternate; the Lieutenant Governor appointed six members plus one alternate, and the Speaker of the House appointed six members plus one alternate. The Lieutenant Governor and Speaker also each appointed a non-voting ex officio member from among the membership of the Senate and House.

Term of Office. Members shall have a three-year term with re-appointment at the pleasure of the initial appointing authority. Ex-officio members appointed by the Lieutenant Governor and Speaker shall serve two-year terms. In the event of a vacancy, the official who made the initial appointment shall appoint a replacement to serve the remainder of the applicable term.

### **IV. COUNCIL LEADERSHIP**

General Powers. The Middle Ocmulgee Water Planning Council Leadership shall function within existing State laws and regulations and shall follow guidance provided by EPD.

Number and Qualifications. The Middle Ocmulgee Water Planning Council shall have one Chair and one Vice-Chair. The Chair and Vice-Chair shall be selected by a two-thirds majority vote and serve a one-year term.

The Chair of the Council. The Chair shall preside at all meetings of the Middle Ocmulgee Water Planning Council. The Chair shall work with the Regional Planning Contractor to ensure that all meeting notices are provided in a timely manner. The Chair shall also work with the Regional Planning Contractor to identify the purpose and necessary outcomes for each meeting and ensure that those outcomes are achieved. The Chair shall convey requests of the Council to EPD and DCA.

The Vice-Chair of the Council. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair. The Vice-Chair shall be responsible for reviewing and keeping written copies of meeting summaries and decisions recorded by the Regional Planning Contractor. The Vice-Chair may convey requests of the Council to EPD and DCA.

Selection of Chair and Vice-Chair. The initial Chair and Vice-Chair shall be selected by a simple majority vote of the members present at the first regular meeting of the Middle Ocmulgee Water Planning Council. At the end of the first year term and every year thereafter, the Council shall select a Chair and Vice-Chair by two-thirds majority vote. The Chair and Vice-Chair may serve more than one term.

## **V. DECISION MAKING**

Decision-Making. The Middle Ocmulgee Water Planning Council shall attempt to reach consensus in its decision making, as described in its Rules for Meetings. In the event consensus on a decision cannot be reached in a reasonable time period, the Council may make decisions by a two-thirds majority vote. The Chair, after a reasonable discussion period, may initiate a vote on a decision, unless over-ruled by a simple majority (50 percent plus one) of the members present at the meeting. Unless otherwise stated, Roberts Rules of Order will be followed.

Participation in decision making. All members of the Middle Ocmulgee Water Planning Council who are present at a meeting may participate in discussion and efforts to reach consensus. For purposes of voting on Council decisions, each member shall have one vote. Alternate members will be eligible to vote if counted to constitute a quorum. If any alternate members are counted to constitute a quorum, all alternates present at the meeting shall be eligible to vote. Ex-officio members are non-voting members of the Council. Any member can send a designee to a meeting for information purposes only, but that designee will not participate in Council deliberations or voting.

Non-Represented Interests. Government agencies, individuals, local governments, and other organizations not directly represented by a water planning council member are encouraged to participate during designated public comment periods during Council meetings; however, non-represented interests will not act as voting members of the Middle Ocmulgee Water Planning Council.

## **VI. MEETINGS AND GOVERNANCE**

Regular Meetings. A regular meeting of the Middle Ocmulgee Water Planning Council shall be held once per quarter in 2009, 2010, and 2011 (time period might be shortened if the Water Development and Conservation Plan is completed and adopted by the Director prior to June 2011). The notice of the meeting must be posted on the Council website and local newspaper(s) and distributed in such a manner so as to allow for public participation. The Middle Ocmulgee Water Planning Council is encouraged to schedule its regular meetings on days and times that allow for full and diverse participation.

Other Meetings. Joint meetings with other water planning councils and additional meetings of the Middle Ocmulgee Water Planning Council will be held as determined by the Council or EPD. The notice of these meeting must be posted and distributed in such a manner so as to allow for public participation.

Open Meetings. The Middle Ocmulgee Water Planning Council shall conduct open meetings. The Council shall give at least 24-hour notice of any meeting and post the announcement in a public place(s). A meeting agenda or summary of topics shall be published with the notice. The Middle Ocmulgee Water Planning Council is intended to be a public endeavor, with input from all who want to contribute.

Meeting Summaries. The Regional Planning Contractor working with the Council shall keep accurate meeting summaries of all Middle Ocmulgee Water Planning Council meetings. All meeting summaries shall be subject to approval at the subsequent Middle Ocmulgee Water Planning Council meeting. The meeting summaries shall be made available to the public.

Quorum. A majority of the total membership of the Middle Ocmulgee Water Planning Council shall be present before specifying consensus agreement or voting on any major decisions at each meeting. If a quorum is not present (see definition in Section II), a majority of the members present may adjourn the meeting without further notice. Alternate members may be counted to constitute a quorum.

Subcommittees. The Middle Ocmulgee Water Planning Council shall have the ability to establish subcommittees made up of Council members to facilitate dialogue and resolution of issues and conflicts within the water planning region, with adjacent water planning regions, or with water planning regions that rely upon shared resources. Subcommittees shall be appointed either by the Chair or elected by the Middle Ocmulgee Water Planning Council membership.

Presumption of Assent. A member of the Middle Ocmulgee Water Planning Council who is present at a meeting at which action on any matter is taken shall be presumed to have assented to the action unless the dissent of such Member is recorded by being entered in the summary of the meeting.

Resignation of Chair, Vice-Chair and Members. Any Member may resign at any time by submitting a resignation in writing to the Director of EPD, who will notify the appointing officials. Such resignation takes effect from the time of its receipt by State officials unless a date or time is fixed in the resignation, in which case it will take effect from that time. Acceptance of the resignation shall not be required to make it effective. Any Chair or Vice-Chair may resign from their office at any time, allowing the Middle Ocmulgee Water Planning Council to select a new representative.

Participation by Non-Members. Public participation in the Middle Ocmulgee Water Planning Council process is encouraged by expressing views and opinions to the council Members. The Chair may adopt special rules of discussion consistent with the Public Involvement Plan on a case-by-case basis; however a reasonable amount of time must be provided to solicit and collect public comments during each meeting. Members of the public will be recognized by the Chair prior to speaking.

Rules for Meetings.

After EPD review and comment, the Middle Ocmulgee Water Planning Council will, by consensus or a two-thirds majority vote, adopt Rules of Meeting based on a template provided by EPD. Once adopted, the Rules for Meetings shall be the regular meeting method of the Council and any subcommittees it establishes.

## **VIII. AMENDMENTS**

These operating procedures and the Council's Rules for Meetings shall be reviewed annually. After EPD review and comment, the procedures may be altered, amended, or replaced by new operating procedures by consensus or by a two-thirds majority vote of the Middle Ocmulgee Water Planning Council members. All Members shall have received written notice of any and all proposed changes to the operating procedures at least two weeks prior to the date such changes are to be acted upon.

**Approved:**  
**June 11, 2009**