



December 7, 2016

## **Metropolitan North Georgia Water Planning District Basin Advisory Council Operating Procedures**

The Basin Advisory Councils are mandated in the Official Code of Georgia Annotated 12-5-581, the code states “The board shall create separate advisory councils for the Chattahoochee, Etowah, Flint, Oconee, and Ocmulgee river basins and the Lake Lanier Basin.” The OCGA goes on to provide the minimum requirements for the duties of the BACs.

### **Purpose**

The Basin Advisory Councils (BACs) offer diverse perspectives in the form of local, basin-specific recommendations in the development of the Metro Water District’s integrated plan, which guides water resources management in the 15-county metro Atlanta region. The plan is created through a process that involves the participation of the District Governing Board, the Technical Coordinating Committee (TCC), the BACs, and District staff, which each have a distinct function.

Specifically, in following the Official Code of Georgia Annotated 12-5-581 the duties of the BACs are as follows:

- 1) Advise the Metro Water District in the development and implementation of policy,
- 2) Provide input to the Metro Water District concerning the development of minimum elements and standards for Metro Water District plans relating to its specific river basin,
- 3) Provide input on the content of Metro Water District plans as such plans are developed, and
- 4) Prepare reports and recommendations for consideration by the Metro Water District in formulating any plan or taking any other action.

### **Membership**

The District strives to ensure that each BAC is composed of a diverse membership to ensure that a variety of perspectives are represented, including attention to race, ethnicity, age, gender, and geography when there is underrepresentation in the membership. The District will reach out to citizens and also individuals associated with neighborhood, homeowner, civic, academic, environmental, private, non-profit, urban agricultural, and water resource organizations/groups at least every two years during an official membership drive, or when in need of new members.

Each BAC shall be comprised of a minimum of 20 individuals.

BAC membership applications will be accepted year-round. District staff will perform an annual review of all applications, as well as current BAC membership lists and meeting attendance

records to determine if new BAC members are needed to fulfill the requirements of BAC membership. District staff will recommend new BAC members to the Executive Committee of the Board, which will review and approve new members at specific points throughout the year. BAC members shall serve two-year terms, and members may be reappointed for successive terms.

### **Chairperson**

Each BAC will elect a chairperson for a two year term. If a BAC does not elect a chairperson then the Governing Board chairperson may appoint one. All BAC members are eligible to stand for election. District staff is responsible for overseeing elections.

Duties of the chairperson include:

- Working closely with District staff to assist in forming agendas, ensuring a diverse and engaged membership and staying knowledgeable of Metro Water District activities and the BAC members' views and interests.
- Each chairperson is entitled, but not required, to attend the Governing Board meetings and comment on the development and implementation of policy and upon the content of plans, only as such policy and plans relate to the basin represented by the chairperson.
  - If a chairperson has input from the BAC to share at the meeting, District staff shall be notified two days in advance of the meeting to appropriately allot time.
  - Written comments can be provided in place of commenting in person.

### **Other Committees and Officers**

In addition to a chairperson, a committee(s) may be formed based on the needs of the BACs. This committee may assist the chairperson and District staff with preparation of the meeting agenda, securing meeting venues, BAC membership, preparing of reports and recommendations to District staff and education of the BAC members. A council must agree by vote whether additional officer positions, other than chairperson, are needed and then elect any additional officers.

### **Meetings**

Meetings should be facilitated in such a way as to help create an environment of cooperation, objectivity, and an open dialogue of ideas and discussion. The meeting facilitation should engender collaboration between BAC members and District staff, solicit participation of all BAC members, and help all parties step back from personal interests, and approach issues through a Basin-wide lens. District staff will be responsible for ensuring relevant meeting content and providing ongoing education on relevant topics to increase the ability of the BAC members to participate meaningfully in their duties. Regular meeting attendance is encouraged for all BAC members.

Responsibility for convening BAC meetings has been delegated from the Governing Board

chairperson to District staff. District staff will provide administrative support to the BACs, and will give notice at least 30 days in advance of regularly scheduled BAC meetings. At least four BAC meetings will be held per year. Special meetings may be held when called by the Governing Board chairperson, the BAC chairperson, District staff or by ten or more members of the BAC, provided, however, that not less than one week notice is given. All meetings are free and open to the public. BAC members should inform District staff if they are sending a proxy to represent them at a meeting they are unable to attend.

### **Voting**

A quorum (50% plus one) of the BAC membership is required for a vote. No vacancy on the BAC shall impair the right of the quorum of the remaining members to exercise all rights and perform all duties.

In voting, each member of the BAC participating in a meeting shall have one vote and there shall be no voting by proxy. A majority vote of the members participating in a meeting for which there is a quorum shall be required to adopt or reject an action.

Absentee ballots are only allowed for election of BAC chairperson.

### **Meeting Summaries**

A record shall be kept of all actions of each Basin Advisory Council meeting. Meeting summaries should include a list of all BAC members present and not present, and indicate each BAC member's affiliation, if applicable. These meeting summaries should reflect both the majority and minority opinions of the BAC. Meeting summaries will be made available to Governing Board members.

### **Amendments**

These operating procedures may be amended from time to time by the Executive Committee or Governing Board.

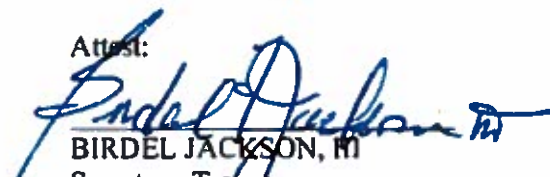
**RESOLUTION**


All previous Basin Advisory Council policies and operating procedures are repealed and replaced with these Basin Advisory Council Operating Procedures.

The Metropolitan North Georgia Water Planning District's Basin Advisory Council Operating Procedures were adopted by a requisite majority of the Executive Committee at the meeting held on the 7 day of Dec, 2016.

So certified, this 7<sup>th</sup> day of December, 2016.

Attest:

  
BIRDEL JACKSON, III  
Secretary-Treasurer  
Metropolitan North Georgia  
Water Planning District

  
BOYD AUSTIN  
Chair  
Metropolitan North Georgia  
Water Planning District