



Citizen Advisory Committee

The following contains information about the Citizen Advisory Committee and Technical Advisory Committee for South Washington Watershed District (SWWD). The purpose of these committees is to advise, consult with, or make recommendations to the SWWD Board of Managers on a variety of issues that affect the citizens of South Washington Watershed District.

Citizen appointments to the Citizen Advisory Committee are made by the SWWD Board of Managers. Members must be a citizen of the watershed and serve at the pleasure of the Board. Citizen Advisory Committee terms are for one year with a three year term limit. The Citizen Advisory Committee meets quarterly. Committee vacancies are advertised in the fall of each year, with Board appointments made in January.

Watershed District Citizen Advisory Committees are authorized in accordance with Minnesota Statute 103D.331.

The SWWD will appoint a Technical Advisory Committee. The SWWD staff will maintain a list of technical advisors for the SWWD Board of Managers. Technical Advisory Committee members will be assembled from Technical Professionals representing District Cities, Washington County, Washington Conservation District, and State and Regional Agencies. The list of technical professionals will be reviewed by the SWWD Board of Managers annually. The Technical Advisory Committee meets quarterly.

■ Application form for the SWWD citizen advisory committee.

Applications for appointment and additional information concerning citizen advisory committee may be obtained by clicking on the links or by contacting:

South Washington Watershed District
2302 Tower Drive
Woodbury, MN 55125
Telephone: 651-714-3729
www.swwdmn.org

Operating Procedures for Advisory Committees

Policy

The SWWD Board of Managers will appoint a Citizen Advisory Committee and Technical Advisory Committee. The purpose of these committees is to advise, consult with, or make recommendations to the SWWD Board of Managers on a variety of issues that affect the

citizens of the watershed.

Committee vacancies are advertised in the fall of each year; Board appointments are made in January, or as necessary, to fill vacancies.

A directory is published annually, which contains information about each committee, including: purpose, composition, terms, meeting requirements, and responsibilities.

Recognition

The SWWD Board of Managers has developed a volunteer recognition program. The purpose of the program is to recognize contributions made by members of the Citizen Advisory Committee and the members of its committee who have volunteered their time and efforts on the watershed's behalf.

Meetings

- 1) All meetings are open, public meetings.
- 2) All meetings will include having an SWWD Board Manager present.
- 3) An annual meeting for the purpose of election of a Chair and Vice-Chair can be established by the Committee members.
- 4) Notice and agenda for meetings will be given to each member of the committee no less than four days in advance of a meeting. Notice and agenda will be posted on the SWWD website and e-mail notification provided to each committee member.
- 5) Committee requests for additional staff time or assignment of activities will be directed to the department head for approval.

Quorum

One-half of the appointed members plus one shall be considered a quorum for meetings. Meetings can proceed without a quorum but formal action cannot be taken by the committee without a quorum present. The committee, at its discretion, may adjourn any meeting at which a quorum is not present without further notice.

Officers

- 1) Citizen Advisory Committee may elect a Chair and Vice-Chair to preside at meetings.
- 2) Election of officers will take place at a meeting so designated by the Committee.
- 3) A vacancy in the Committee Chair or Vice-Chair may be filled for the remaining term by election of the Committee members at any committee meeting.
- 4) Officers serve for a one-year term of office with a three year term limit.
- 5) Termination of membership on the Citizen Advisory Committee results in automatic vacating of any office that the member holds.

Membership and Terms

- 1) The SWWD Board Managers will recruit citizen members through the open appointment process and will strive to attain general representation throughout the watershed.

- 2) The SWWD Board of Managers will specifically target members of City Planning Commissions to create a land use decision connection. Each City Planning Commission will be represented on the Citizen Advisory committee.
- 3) When a person resigns prior to the expiration of a term of membership, a new member will be appointed to finish out the expired term of membership. Appointment to the expired term will not be counted toward the consecutive term limit.
- 4) If a member fails to attend four consecutive regular meetings that member will forfeit his/her Citizen Advisory Committee membership.
- 5) Terms should be staggered to provide continuity on the committee.
- 6) Board Members will serve as liaison to the Committee without voting privileges.
- 7) Board Members will be assigned annually to serve as a liaison.
- 8) Maximum terms for advisory board committee members are three consecutive one-year terms. An appointment to finish out an unexpired term of a committee member will not count toward the term limits. After an interval of one year when a former committee member is off the committee, the member is again eligible to serve.

Voting

- 1) Each active member of a committee has one vote.
- 2) A majority vote of a quorum shall be sufficient for the adoption of any motion.
- 3) Citizen appointed members or those persons appointed to represent outside organizations or interest groups do not have proxy vote privileges.

Sub-Committee/Task Force Structures

- 1) Task forces or sub-committees to study specific issues can be appointed by the Citizen Advisory Committee. Appointments to a task force will be made by the Chair of the Committee.
- 2) Sub-Committees or task forces will have a specific purpose and will dissipate after the task is complete.

Bylaws

These procedures serve to manage the Advisory Committee/Board operations. Advisory Committees/Boards need not establish their own bylaws in addition to these operating procedures.