

**Proposed Meeting Rules
For the
Guadalupe, San Antonio, Mission and Aransas Rivers/Mission, Copano, Aransas
and San Antonio Bays Area Stakeholder Committee (BBASC)
January 2010**

1. Meetings are Public:

While not subject to the requirements of the Open Meetings Act, the BBASC will conform to the intent of the Act to ensure adequate public notice, participation and transparency of the committee's actions. Meeting agenda for each meeting will be posted on the website maintained for the BBASC by the Texas Commission on Environmental Quality (TCEQ) at least 72 hours in advance of the meeting.

Meeting agenda packet and presentation materials, meeting minutes (following approved by the BBASC) will also be posted on the website.

2. Administrative Support, Agendas and Record Keeping:

The TCEQ provides administrative support to the BBASC to include scheduling of meetings, arranging meeting locations, performing appropriate meeting support to conduct an efficient meeting at the location, preparing and posting agendas, recording meetings and preparing minutes, distributing meeting agenda and support materials to BBASC members and interested parties and organizations who request notification of meetings and maintaining website on which meeting notices and other material on the business of the BBASC will be posted. TCEQ staff also works with and provides guidance to the Chair, Vice Chair, and committee membership to prepare and distribute agendas and meeting notes. TCEQ staff is also responsible for maintaining: all records on the business of the BBASC; contact information BBASC membership and designated alternate (see below); meeting attendance records and database of citizens and/or other interested parties and organizations with expressed interest in the business of the BBASC.

Each meeting agenda will be prepared as a draft and distributed at least five days prior to the meeting. At each meeting, the first item on the agenda will be to reach agreement on the agenda. Prior to adjourning each meeting, the Chair will provide an opportunity for committee members to request items for future consideration by the BBASC. Upon agreement of the BBASC on the suggested agenda items, the Chair will coordinate with TCEQ staff to schedule the items to be placed on upcoming meeting agenda.

3. Meeting schedule and location

Regular meetings shall be held monthly on dates approved by the membership at the first meeting held in the calendar year, or as soon thereafter as possible. All attempts will be made to secure a meeting schedule that will accommodate a majority of the membership. Called meetings will be held at the Chair's discretion or on request of three voting members.

The location of meetings shall alternate throughout the basin. The Chair has the discretion to change meeting locations and dates, with appropriate notice provided to the BBASC members.

To facilitate the work of the BBASC, the Chair may appoint a work group of BBASC members or alternates to gather more information on a topic or to formulate recommendations for consideration by the full BBASC. The Chair will ask for volunteers from the BBASC to serve on the appointed work group without a limitation on the size of the work group. Work groups have no decision making authority and recommendations must be presented to the full BBASC for consideration. TCEQ staff will inform the full BBASC membership of the meetings of a work group and attendance by all members is allowed. BBASC members, including those that may have served on the work group, have not obligation to support recommendations presented by a work group.

4. Public Participation in the Meetings

The public will be allowed to speak at the beginning and end of each meeting when recognized by the Chair and, at the Chair's discretion, on specific agenda items. Comments will be limited on each occasion to three minutes unless waived by the Chair.

5. Officers:

A Chair will be elected by the BBASC to preside over the meetings. A Vice-Chair will be elected by the BBASC to preside over the meetings in the absence of the Chair. Each officer shall serve a term of one year and until his/her successor takes the office with no restrictions on the number of consecutive terms an individual may serve. Officers will be elected at the first meeting of each calendar year, with the exception of the first year.

6. Quorum

A quorum is a simple majority of the voting membership, including alternates.

7. Attendance and Alternates

Each required interest group/stakeholder should be represented by the designated member appointed by the Texas Environmental Flows Science Advisory Committee, appointed by the BBASC to fill a vacancy in a stakeholder group in accordance with SB3, or an alternate. Each member may designate an alternate and submit his/her contact information to the Chair prior to the alternate's participation at a meeting. Alternates may participate in the meetings and vote in the member's absence and are considered part of the quorum. BBASC members should strive to maintain continuity in the designated alternates.

If a BBASC member is unable to attend a meeting, the member is requested to inform the Chair and the TCEQ staff. The member is also required to notify his/her designated alternate to ensure representation at the meeting. A BBASC member unable to attend a meeting may submit written comments to be shared at the meeting by his/her designated alternate. BBASC members who have missed three consecutive meetings without being represented by an alternate shall be considered to have engaged in excessive absenteeism.

8. Communication with stakeholder group represented by BBASC member

It is at the sole discretion of each BBASC member to determine the method, frequency and level of communication with other interested parties or organizations within the member's respective interest group/stakeholder category.

9. Removal of Members

Members may be removed by affirmative vote of the voting membership for the following reasons:

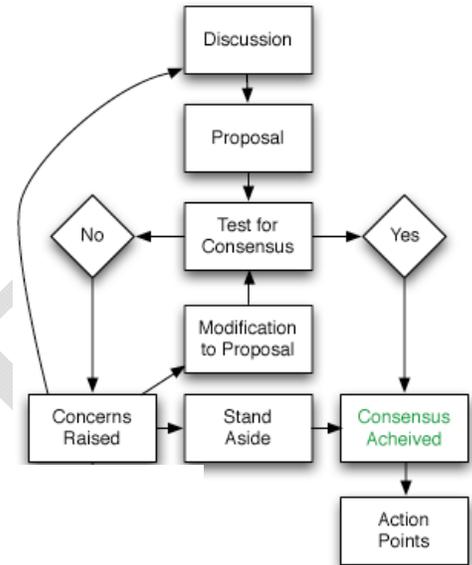
- Excessive absenteeism
- Incapacity
- Change in status so that the member no longer represents the interest/stakeholder category he/she was selected to represent.

10. Voting

The BBASC shall attempt to make decisions based on consensus. Consensus is a decision built by indentifying and exploring all members' interests and by assembling a package of agreement which satisfies these interests to the greatest extent possible. A consensus is reached when all voting members agree that their major interests have been taken into consideration and addressed in a satisfactory manner so that they can support the decision of the group. The process of building a consensus involves the development of alternatives and the assessment of the impacts of those alternatives.

Achieving consensus requires serious treatment of every group member's considered opinion. The process of achieving consensus is called *consensus decision-making* and has the components as shown in Figure 1: discussion of the item; formation of a proposal; call for consensus; identification and addressing of concerns; and modification of the proposal.

Figure 1. Flowchart of consensus decision-making process



Consensus does not necessarily mean unanimity. Some members may strongly endorse a particular solution or decision while others may accept it as a workable agreement. A BBASC member can participate in the consensus without embracing each element of the agreement, or necessarily having each of his/her interests satisfied to the fullest extent. In a consensus agreement, the members recognize that, given the combination of gains and trade-offs in the decision package and give the current circumstances and alternative options; the resulting agreement is the best one the voting members can make at this time.

If after a good faith effort it appears that consensus can not be reached, then the Chair may entertain a motion to put the issue to a vote. A motion will carry with a simple majority of the voting members (including alternates) voting affirmatively.

11. Conduct of Meetings

Meetings shall be conducted in accordance with the most current edition of Robert's Rules of Order.

12. Amendment of Meeting Rules

These Rules may be amended by a majority of voting members present at a properly called and posted meeting.