

**BYLAWS  
OF THE  
CONCHO RIVER WATERMASTER ADVISORY COMMITTEE**

**ARTICLE 1 INITIAL PROVISIONS**

1.01 Creation and Purpose

- a. The Watermaster Advisory Committee was created by House Bill 2815 enacted by the 79<sup>th</sup> Legislature of the State of Texas
- b. The Watermaster Advisory Committee's duties include:
  1. Provide recommendations to the watermaster and deputy watermaster regarding activities of benefit to the water rights holders in the administration and distribution of water;
  2. Advise the watermaster and deputy watermaster on complaints and enforcement matters;
  3. Review, hold a public hearing on, and make recommendations on the annual budget proposed by the watermaster so as to cover all costs of the Concho River Watermaster Program; and
  4. Provide assistance as requested by the watermaster, deputy watermaster, or water rights holders.
- c. The Watermaster Advisory Committee is not a rule making governmental body and therefore is not required to comply with the provisions of the Open Meetings Act and the accompanying meeting notices or the Public Information Act (Chapters 551 and 552 of the Texas Government Code, as amended). Although it does not apply to the Watermaster Advisory

Committee, meetings shall be announced and conducted in consonance with the provisions of the Texas Open Meetings Act, Texas Civil Statutes, Article 6252-17.

## 1.02 DEFINITIONS

- a. The “Act” is the Concho River Watermaster Program HB 2815, 79<sup>th</sup> Legislature.
- b. The “Advisory Committee” is the Concho River Watermaster Advisory Committee (CRWAC).
- c. The “Concho River Watermaster Advisory Committee (CRWAC)” represents the Concho River Watermaster Program.
- d. A “Committee Member” is a person that is a duly appointed member of the CRWAC. No oath of office is necessary.
- e. A “Quorum” is a simple majority of the Committee Members.

## ARTICLE II MEMBERS AND OFFICERS

2.01 The Executive Director of the Texas Commission on Environmental Quality (TCEQ) shall appoint the Advisory Committee consisting of thirteen (13) members, selected as follows:

- 1. Six members selected from nominations received, one representing the City of Paint Rock and one representing each of the following stream segments or tributaries of the Concho River: Spring Creek, Dove Creek, South Concho, Middle Concho, and main stem of the Concho below Certificate of Adjudication No. 14-1337 (River Order No. 5460010000);

2. Six members selected from a list of candidates submitted by the City of San Angelo; and
3. One member selected at the executive director's discretion.
4. Appointment of non-voting member of South Texas Watermaster Advisory Committee. A member of the South Texas Watermaster Advisory Committee appointed under this section may attend all meetings of that committee and enter into discussion at the meetings, but the person may not vote at the meetings.

## 2.02 Officers and Duties

- a. The elected officers of the CRWAC shall include Co-Chairs and Secretary.
- b. Co-Chairs (Presiding Officers)
  1. The Co-Chairs shall be elected by the members of the Advisory Committee. One of the Co-Chairs shall be a member from the six representatives from the City of San Angelo and the second Co-Chair shall be a member who is not a representative from the City of San Angelo.
  2. A Co-Chair shall preside at all meetings and perform all duties prescribed by law or committee rules. The Co-Chairs shall alternate the duty of presiding at a meeting of the CRWAC such that at one meeting the Co-Chair who is a representative of the City of San Angelo shall preside and at the next meeting, the other Co-Chair shall preside. In the event of the absence of the Co-Chair that was to preside at a meeting, the other Co-Chair shall preside.



3. The Co-Chairs are authorized by the Advisory Committee to make day-to-day administrative decisions regarding committee activities and shall officially represent the committee in order to facilitate responsiveness and effectiveness of the committee.
4. The Co-Chairs shall have the authority to appoint special or standing committees to further the work and effectiveness of the Advisory Committee.

**c. Secretary.**

1. A Secretary shall be elected by the members of the Advisory Committee.
2. The Secretary shall be responsible for the preparation of meeting notices, agendas and minutes, the Watermaster and/or Watermaster Staff will be responsible for the distribution of meeting notices, agendas and minutes; acquisition of meeting rooms; and for other staff support activities necessary to the functioning of the Advisory Committee.

### **ARTICLE III MEETINGS**

3.01 Meetings may be called by the Co-Chairs or by a majority of members so voting at a regular meeting. All members must be notified. The meeting will be posted 72 hours in advance unless the meeting is called in an emergency situation.

3.02 The Watermaster shall be responsible for providing public notice of all planned committee meetings.

#### **3.03 Agenda**

Under the direction of the Co-Chairs, the Secretary shall prepare and the Watermaster and/or Watermaster Staff shall forward an agenda to each member of the committee two weeks prior to each meeting. The agenda shall include items requested by members with the concurrence of a Co-Chair, items required by law, and other matters of the Advisory Committee's business.

#### **3.04 Quorum**

A quorum of the Advisory Committee necessary to conduct official business will be a simple majority of the current membership.

#### **3.05 Voting**

- a. All members of the Advisory Committee, including the Co-Chairs shall have voting privileges.
- b. There will be no proxy voting.
- c. Two-thirds of members present at an official meeting shall be sufficient to establish a decision of the Advisory Committee.

#### **3.06 Rules of Order**

Robert's Rules of Order Revised shall be the basis of parliamentary decisions except as otherwise provided by the Advisory Committee.

### 3.07 Minutes

- a. Minutes of each meeting shall be prepared by the Watermaster and/or Watermaster Staff under the direction of the Secretary and forwarded by the Watermaster and/or Watermaster Staff to each member of the Advisory Committee for review or comments prior to approval by the committee at its next meeting.
- b. The minutes of any Advisory Committee meeting are official only when approved by the committee and affixed with the original signature of both the Secretary and the presiding *Co-Chair*.
- c. The official minutes of the Advisory Committee meetings shall be kept in the Concho River Watermaster Office and shall be available to any person desiring to examine them during regular business hours.
- d. Minutes of each meeting shall be emailed or mailed by the Watermaster and/or Watermaster Staff to the TCEQ.

### 3.08 Attendance

- a. The policy of the Advisory Committee is that members shall attend regular and special/standing committee meetings as scheduled.
- b. Any Advisory Committee member who has missed three consecutive meetings without notification to a Co-Chair or Watermaster shall be considered as automatically having offered a resignation which shall be subject to acceptance or rejection by committee vote. Upon acceptance



of the Advisory Committee, the Co-Chairs shall request the Executive Director of the TCEQ to terminate the member's appointment and fill the vacancy created.

#### **ARTICLE IV REPORTS/RECOMMENDATIONS**

The Advisory Committee may submit reports or recommendations to the Executive Director of the TCEQ. Where controversial issues are involved, reports shall summarize the issues and both the majority and minority committee opinions.

#### **ARTICLE V SPECIAL/STANDING COMMITTEES**

- a. The Advisory Committee may elect to create special/standing committees.
- b. Special/Standing committee Chairs shall make regular reports to the Advisory Committee by interim oral or written reports as directed by the Co-Chairs.
- c. Special/Standing committees shall send all reports or other materials to the Secretary and the Co-Chairs. The Secretary, with the assistance of the Watermaster and/or Watermaster Staff, shall see that all reports or other materials are distributed to Advisory Committee members.
- d. Special/Standing committees shall meet as determined necessary by committee members or when so directed by a Co-Chair.

#### **ARTICLE VI TRANSACTION OF OFFICIAL BUSINESS**

- a. All official records of the Advisory Committee, except files containing information considered confidential under the provisions of the Texas Open Records Act, Texas Civil Statutes, Article 6252-17a, shall be open

for inspection during regular business hours in the Concho Watermaster Office.

- b. A person desiring to examine official records shall be required to identify himself/herself and sign statements listing the records requested and examined.
- c. Official records shall not be taken from the custody of the Watermaster and/or Watermaster Staff, however persons may obtain copies of files upon request by paying the cost for reproduction set by the State Purchasing and General Services Commission and postage and sales tax if applicable.

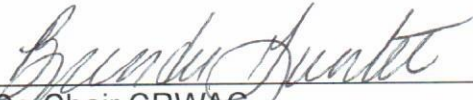
#### **ARTICLE VII - AMENDMENTS**

These bylaws may be altered, amended, repealed or replaced by new bylaws at any meeting of the Advisory Committee by majority vote except that no such action shall be taken unless a copy of the proposed changes are delivered to each member of the Advisory Committee at least fourteen (14) days prior to the meeting date.




Adopted and Approved as Amended in Session of the Concho River Watermaster

Advisory Committee (CRWAC) on the 17 day of **July, 2024**.

  
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Co-Chair CRWAC

  
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Co-Chair CRWAC

  
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Secretary CRWAC