

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

ARTICLE 1 INITIAL PROVISIONS

1.01 Creation and Purpose

- a. The Concho River Watermaster Advisory Committee (CRWAC) was created by House Bill 2815 enacted by the 79th Legislature of the State of Texas
- b. The CRWAC'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 CRWAC is not a rule making governmental body and does not have control or supervision over the public business or policy of a governmental body, specifically the Texas Commission on Environmental Quality (TCEQ), therefore the Open Meetings Act Tex. Gov't Code Chapter 551 does not

apply to the CRWAC. However, all CRWAC meetings are open to the public and the Watermaster provides public notice of all planned CRWAC meetings.

1.02 DEFINITIONS

- a. 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 TCEQ shall appoint the CRWAC consisting of thirteen (13) members. Pursuant to Texas Water Code Section 11.557, the members shall serve for a term of two years and be 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). These six members' terms shall expire during even years.
- 2. Six members selected from a list of candidates submitted by the City of San Angelo. These six members' terms shall expire during odd years.

3. One member selected at the executive director's discretion. This member's term shall expire during odd years.
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.

All members may serve additional consecutive terms.

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 CRWAC. 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 CRWAC 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 CRWAC.
- c. Secretary.
1. A Secretary shall be elected by the members of the CRWAC.
 2. The Secretary shall be responsible for the preparation of meeting agendas and for other staff support activities necessary to the functioning of the CRWAC.

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 on the TCEQ website 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 and for acquisition of meeting rooms.
- 3.03 Agenda
- Under the direction of the Co-Chairs, the Secretary, Watermaster, or Watermaster Staff shall prepare the agenda, 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 CRWAC's business.

3.04 Quorum

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

3.05 Voting

- a. All members of the CRWAC, 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 CRWAC.
- d. In the event a Quorum is not present, electronic votes may be solicited.

3.06 Rules of Order

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

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 CRWAC for review or comments prior to approval by the committee at its next meeting.

- b. The minutes of any CRWAC meeting are official only when approved by the CRWAC and affixed with the original signature of both the Secretary and the presiding *Co-Chair*.
- c. The official minutes of the CRWAC 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 those persons who indicate a desire to receive minutes and be placed on the CRWAC's regular mailing list.

3.08 Attendance

- a. The policy of the CRWAC is that members shall attend regular and special/standing committee meetings as scheduled.
- b. Any CRWAC 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 CRWAC, 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 CRWAC 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 CRWAC may elect to create special/standing committees.
- b. Special/Standing committee Chairs shall make regular reports to the CRWAC 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 CRWAC members.
- d. Special/Standing committees shall meet as determined necessary by committee members or when so directed by a Co-Chair.

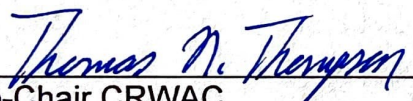
ARTICLE VI TRANSACTION OF OFFICIAL BUSINESS

- a. The CRWAC official records, except files containing information considered confidential under the Public Information Act and shall be open for inspection during regular business hours in the Concho River 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 TCEQ.

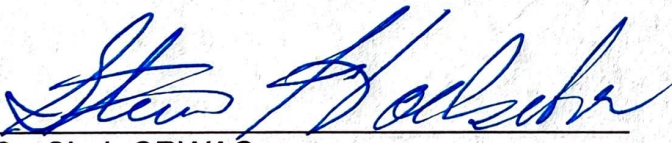
ARTICLE VII - AMENDMENTS

These bylaws may be altered, amended, repealed or replaced by new bylaws at any meeting of the CRWAC 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 CRWAC at least fourteen (14) days prior to the meeting date.

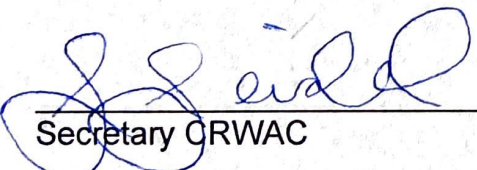
Adopted and Approved as Amended in Session of the CRWAC on the 23 day of **July**, 2025.



Co-Chair CRWAC



Co-Chair CRWAC



Secretary CRWAC