

# RIO GRANDE WATERMASTER ADVISORY COMMITTEE

## RULES OF PROCEDURE

### Purpose

These rules set out the organization, administration and general procedures and policies for conduct of business of the Rio Grande Watermaster Advisory Committee, as provided by Chapter 11 of the Texas Water Code, Sections 11.325 through Sections 11.341, as amended by Senate Bill No. 1406, First Called Session, 75<sup>th</sup> Legislature.

### Officers

#### (a) Chair (Presiding Officer)

- (1) The chair shall be elected by the members of the Watermaster Advisory Committee, from among the committee members and shall serve a two-year term.
- (2) The chair shall preside at all meetings at which he or she is in attendance and perform all duties prescribed by law or committee rules.
- (3) The chair is authorized by the Watermaster 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. Decisions made by the chair will be presented to the Watermaster Advisory Committee at the next meeting.
- (4) The chair shall have the authority to appoint special or standing committees to further the work and effectiveness of the Watermaster Advisory Committee.

#### (b) Vice-Chair

- (1) A vice-chair may be elected from among Watermaster Advisory Committee members, by a vote of the committee members and shall serve a two-year term.
- (2) The vice-chair shall perform the duties of the chair in the absence or disability of the chair.
- (3) In a situation where the office of chair becomes vacant, the vice-chair shall serve as chair until a successor is elected by the Watermaster Advisory Committee.

#### (c) Secretary

- (1) A secretary may be elected from among Watermaster Advisory Committee members, by a vote of the committee members and shall serve a two-year term.
- (2) The secretary shall be responsible for the initial preparation of meeting notices, agendas and minutes, for acquisition of meeting rooms; and for other staff support activities necessary to the functioning of the Watermaster Advisory Committee.

## Meetings

- (a) The Watermaster Advisory Committee shall meet initially within 30 days following initial appointment by the executive director of the Texas Commission on Environmental Quality and shall meet regularly thereafter as necessary.
- (b) Meetings may be called by the chair or by a majority of members so voting at a regular meeting.
- (c) 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.
- (d) The Watermaster Advisory Committee shall be responsible for providing public notice of all planned committee meetings.

## Agenda

- (a) The secretary, under the direction of the Watermaster Advisory Committee chair, shall prepare and 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 the chair, items required by law and other matters of the Watermaster Advisory Committee's business.
- (b) The official agenda of a meeting shall be filed with the secretary of state in consonance with the Open Meetings Act.

## Voting

- (a) All members of the Watermaster Advisory Committee, including the chair, shall have voting privileges.
- (b) There will be no proxy voting.
- (c) Chair shall vote only to break a tie vote.
- (d) A simple majority of those present at an official meeting shall be sufficient to establish a decision of the Watermaster Advisory Committee.

## Rules of Order

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

## Quorum

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

## Minutes

- (a) Minutes of each meeting shall be prepared under the direction of the secretary and forwarded to each member of the Watermaster Advisory Committee for review or

- comments prior to approval by the committee members at its next meeting.
- (b) The minutes of any Watermaster Advisory Committee meeting are official only when affixed with the original signature of both the secretary and the chair, or in the chair's absence, the vice-chair.
  - (c) The official minutes of Watermaster Advisory Committee meetings shall be kept in the office of the secretary and shall be available to any person desiring to examine them during regular business hours.
  - (d) Minutes of each meeting shall be emailed to the Texas Commission on Environmental Quality/Rio Grande Watermaster and to those persons who indicate a desire to receive minutes and be placed on the committee's regular emailing list.

#### Reports/Recommendations

The Watermaster Advisory Committee may submit reports or recommendations to the executive director of the Texas Commission on Environmental Quality. Where controversial issues are involved, reports should summarize the issues and both the majority and minority committee opinions.

#### Special/Standing Committees

- (a) The Watermaster Advisory Committee members may elect to create special/standing committees.
- (b) Special/Standing committee chairpersons shall make regular reports to the Watermaster Advisory Committee members by interim oral or written reports as directed by the chair.
- (c) Special/Standing committees shall send all reports or other materials to the secretary and the chair. The secretary shall see that all reports or other materials are distributed to Watermaster Advisory Committee members.
- (d) Special/Standing committees shall meet as determined necessary by committee members or when so directed by the chair.
- (e) The Rio Grande Watermaster shall be an *ex-officio* member, without vote, of the Watermaster Advisory Committee and of all special/standing committees.

#### Transaction of Official Business

- (a) All official records of the Watermaster 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 an office of the secretary.
- (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 secretary; however, persons may obtain copies of files upon request by paying the cost per page set by the State Purchasing and General Services Commission and postage and sales tax if applicable.

### Attendance

- (a) The policy of the Watermaster Advisory Committee is that members shall attend regular and special/standing committee meetings as scheduled. Committee members shall notify the chair of excused absences and the chair shall present the absences to the committee.
- (b) Any Watermaster Advisory Committee member who has missed three consecutive meetings of the committee shall be considered as automatically having offered a resignation which shall be subject to acceptance or rejection by committee member vote. Upon acceptance of the Watermaster Advisory Committee, the chair shall request the executive director of the Texas Commission on Environmental Quality to terminate the member's appointment and fill the vacancy created.

### Amendments

These rules of procedure may be approved or amended at any Watermaster Advisory Committee meeting by a majority vote of the members of the committee.

### Certification:

Adopted by a unanimous vote on July 10, 2024, by the Watermaster Advisory Committee.

Chair Sammy Lugo