

**BYLAWS  
OF THE  
SOUTH TEXAS WATERMASTER ADVISORY COMMITTEE**

**ARTICLE I – INITIAL PROVISIONS**

**1.01 Creation and Purpose**

- a. The South Texas Watermaster Advisory Committee (STWAC) was created by Senate Bill 1406 enacted by the 75<sup>th</sup> Legislature of the State of Texas.
- b. The STWAC’s duties include:
  - 1. Provides recommendations to the Executive Director regarding activities of benefit to the holders of water rights in the administration of water to holders of water rights; - SB 1406, SECTION 11.3261(e)(1)
  - 2. Review and comment to the Executive Director on the Annual Budget of the Watermaster operations; - SB 1406, SECTION 11.3261(e)(2)
  - 3. Other duties as may be requested by the Executive Director with regard to the watermaster operations or as requested by holders of water rights in a Water Division which the committee deems of benefit to administration of water rights in the Water Divisions. – SB 1406, SECTION 11.3261(e)(3)
- c. The STWAC 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 STWAC. However, all STWAC meetings are open to the public and the Watermaster provides public notice of all planned STWAC meetings.

**1.02 DEFINITIONS**

- a. The “South Texas Watermaster Advisory Committee (STWAC)”

represents the South Texas Watermaster Program.

- b. A “Committee Member” is a person that is a duly appointed member of the STWAC. No oath of office is necessary.
- c. A “Quorum” is a simple majority of the Committee Members.

## **ARTICLE II – MEMBERS AND OFFICERS**

2.01 The Executive Director shall establish the STWAC consisting of a minimum of nine (9) members, but no more than fifteen (15) members, who are holders of water rights or representatives of holders of water rights in the water division of a watermaster. In appointing members of the advisory committee the Executive Director shall consider geographic representation, amount of water rights held, different types of holders of water rights and uses such as water districts, municipal suppliers, irrigators, and industrial users and experience and knowledge in water management practices. – SB 1406, SECTION 11.3261(a).

### **2.02 Officers and Duties**

- a. The elected officers of the STWAC shall include a Chair, Vice-Chair and Secretary. The Officers of the STWAC shall serve twelve (12) month terms.
- b. Chair (Presiding Officer).
  - 1. The Chair shall be elected by the members of the STWAC, from among the committee members and shall serve a one-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 STWAC 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 Chair shall have the authority to appoint special or standing committees to further the work and effectiveness of the STWAC.
- c. Vice-Chair.

1. The Vice-Chair shall be elected by the members of the STWAC, from among the committee members and shall serve a one-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 STWAC.
- d. Secretary.
1. A secretary may be elected from among STWAC members, by a vote of the STWAC members.
  2. The secretary shall be responsible for the initial preparation of meeting agendas and for other staff support activities necessary to the functioning of the STWAC.

### **ARTICLE III – MEETINGS**

3.01 Meetings may be called by the Chair or by a majority of members so voting at a regular meeting.

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

#### **3.03 Agenda**

The secretary, under the direction of the STWAC Chair, shall prepare the agenda, and the Watermaster and/or Watermaster Staff shall forward the agenda to each member of the STWAC 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 STWAC's business.

#### **3.04 Voting**

- a. All members of the STWAC, including the Chair and any designated alternates, shall have voting privileges.
- b. There will be no proxy voting.
- c. A tie vote shall be broken by the original vote of the Chair.

- d. A simple majority of those present at an official meeting shall be sufficient to establish a decision of the STWAC.
- e. In the event a Quorum is not present, electronic votes may be solicited.

### 3.05 Rules of Order

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

### 3.06 Quorum

A quorum of the STWAC necessary to conduct official business will be a simple majority of the current membership or their designated alternate.

### 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 STWAC for review or comments prior to approval by the STWAC members at its next meeting.
- b. The minutes of any STWAC 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 STWAC meetings shall be kept in the South Texas 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 to those persons who indicate a desire to receive minutes and be placed on the STWAC's regular mailing list.

### 3.08 Attendance

- a. The policy of the STWAC is that members shall attend regular and special/standing committee meetings as scheduled.
- b. Members of the South Texas STWAC may designate alternates to attend the meetings in their place if they cannot attend in person. To designate

an alternate, the member must notify the South Texas Watermaster in writing at least one week before the meeting.

- c. Any STWAC member who has missed two consecutive meetings without notification to the Chair 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 STWAC, the Chair shall request the executive director of the TCEQ to terminate the member's appointment and fill the vacancy created.

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

The STWAC 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 STWAC members may elect to create special/standing committees.
- b. Special/Standing committee chairs shall make regular reports to the STWAC 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 STWAC members.
- d. Special/Standing committees shall meet as determined necessary by committee members or when so directed by the Chair.

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

- a. The STWAC official records, except files containing information considered confidential under the Public Information Act, Tex. Gov't Code Chapter 552, are public records subject to the Public Information Act and shall be open for inspection during regular business hours in the South Texas 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 per page set by the TCEQ.

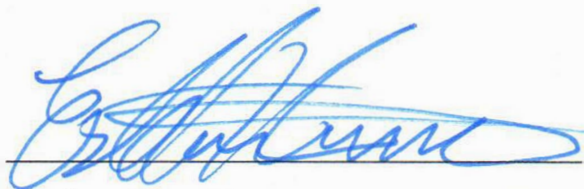
#### **ARTICLE VII - AMENDMENTS**

These bylaws may be altered, amended, repealed or replaced by new bylaws at any meeting of the STWAC 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 STWAC at least ten (10) days prior to the meeting date.

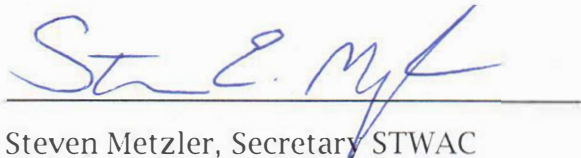
Adopted and Approved at a regular meeting of the STWAC on July 9, 2025.



Mario Escobar, Chair STWAC



Esteban (Steve) Ramos, Vice-Chair STWAC



Steven Metzler, Secretary STWAC