

Upper Llano Watershed Coordination Committee Ground Rules

The following are the Ground Rules for the Upper Llano Watershed Coordination Committee (hereafter referred to as the Committee) as agreed upon by the members of the Committee.

1. PURPOSE

The purpose of the Committee is to provide local input into the Upper Llano Watershed Protection Plan (WPP). The watershed plan will be developed by the stakeholders through the Committee with support from the Texas Tech Llano River Field Station and the Texas Water Resources Institute (TWRI). The Director of the Texas Tech Llano River Field Station shall serve as the Watershed Coordinator.

2. GOALS

The overarching goal of the Committee is to develop a WPP for the Upper Llano to sustain water quality and flows in the North and South Llano Rivers. Basic goals of this public input process include:

- ensuring that a local perspective is included in the development of the watershed plan;
- encouraging an open dialogue on water quality and supply issues; and
- pursuing the successful implementation of the watershed plan once developed.

3. POWERS

The Committee shall have the responsibility for providing input and information with respect to selecting, designing, and implementing water quality and water supply management measures. Foremost among those responsibilities shall be identification of areas and issues with the greatest concerns and selecting voluntary measures.

4. LIFE OF THE STEERING COMMITTEE

The Committee will continue until the watershed plan is completed (tentatively October 2014).

5. MEMBERSHIP

Representation: Members include both individuals and representatives of organizations. A variety of members serve on the Committee to reflect the diversity of interests within the Upper Llano watershed. A membership roster is provided as Exhibit A.

Selection: Members were selected by stakeholders in attendance at the Upper Llano Watershed Protection Plan Stakeholder Meeting on October 9, 2012.

Replacements and Additions: Committee members may replace members unable to continue serving or add members to increase the diversity of the group. A new member must be recommended by an existing Committee member and approved by consensus of existing members (RE: Rule 8).

Substitutes: Those unable to attend a meeting (an absentee) may send a substitute. An absentee can provide advance notification to the Watershed Coordinator at the Texas Tech Llano River Field Station of the desire to send a substitute. A substitute attending with prior notification from an absentee will serve as a proxy for that absent member. A substitute attending without advance notification is considered an observer (see definition of observer under Meetings). Absentees may also provide input via another Committee member or send input via the Watershed Coordinator. The Watershed Coordinator will present such information to the Committee but may not argue in its favor.

Absences: Three absences in a row of which the Watershed Coordinator was not informed of beforehand and without designation of a substitute constitute a resignation.

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6. MEETINGS

Observers: Meetings are open and observers welcome. Observers will be recognized by the Watershed Coordinator prior to making comments during the meeting.

Open Discussion: Participants express their views candidly, but without personal attacks. Time is shared because all participants are of equal importance. Texas Tech Llano River Field Station personnel will take notes during the meetings and provide audio recording. Meeting summaries will be based on notes and recording. A Committee member can ask to go off record; an observer cannot go off record.

Location and Arrangements: The Watershed Coordinator is responsible for making meeting arrangements.

Timing: Meetings start and end on time. Meetings will generally be held quarterly but this schedule may be amended as needed based on watershed planning milestones. Meetings are scheduled to allow time for member input to be considered for incorporation into plans and reports. Meeting times will be set to permit as many as possible to attend. While evening meetings are preferred, the Committee can decide time and date of meetings.

Agenda: The Watershed Coordinator, TWRI, and TSSWCB project manager, in consultation with Committee members, develops the agenda. The anticipated topics are determined at the previous meeting. A draft agenda is sent to the Committee with the notice of the meeting. Agenda items may be added by members at the time of the draft agenda is provided. The draft agenda will provide an estimation of meeting duration. The Watershed Coordinator reviews the agenda at the start of each meeting and amends if the Committee agrees. The Committee then follows the approved agenda unless they agree to revise it.

Quorum

A quorum of the Coordination Committee shall be a simple majority of the Committee Membership or those represented by a proxy. At least a quorum shall be necessary to conduct any business of the Committee.

Meeting Notes: Texas Tech Llano River Field Station personnel draft meeting notes and distribute them to the Committee for their review. The Committee revises if needed and approves the notes at the next meeting.

Distribution of Materials: Texas Tech Llano River Field Station and TWRI personnel prepare and distribute the agenda and other items needed for mailings to members. To encourage equal sharing of information, materials made available to one Committee member will be made available to all. Those who wish to distribute materials to the Committee may ask the Watershed Coordinator to do so on their behalf.

7. ROLES

Members: Members identify and present insights, suggestions, and concerns from a community, environmental, or public interest perspective as they carry out the objectives of the Committee in the development of the Upper Llano Watershed Protection Plan. The members offer their advice to the Committee and Watershed Coordinator.

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Watershed Coordinator: The Committee operates without a chair but with a Watershed Coordinator. The Watershed Coordinator serves to help the Committee organize its work, run meetings, draft notes and other materials if requested, and work to send notices and mailings. The Watershed Coordinator encourages dialogue and candid input and transfers Committee recommendations into the watershed plan.

Speaking in the Name of the Committee: Individuals do not speak for the Committee as a whole unless authorized by the Committee to do so. Members do not speak for the Watershed Coordinator, and the Watershed Coordinator does not speak for Committee members. If Committee spokespersons are needed, they are selected by Committee members. Plan materials are not released in the name of the Committee unless the Committee agrees to the release.

Draft Documents Members will review draft watershed plan documents and respect the fact that they are in draft form. No watershed plan documents will be released to the public until final or unless okayed by the Committee.

8. DECISIONMAKING PROCESS

The Committee shall attempt to make decisions by consensus to the maximum extent possible. If consensus cannot be reached, then a two-thirds affirmative vote of Committee members present or represented by proxy will be required to make a decision, pass an action, etc.

9. DEVELOPMENT AND REVISION OF GROUND RULES

The ground rules were drafted by the TWRI and Watershed Coordinator. This draft will be presented to the members for their review, possible revision, and adoption. Once adopted, ground rules may be changed by consensus among Committee members as long as a quorum of the Committee, Watershed Coordinator, and TSSWCB representative are present for the discussion (RE: Rule 8).

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Exhibit A: List of Members of Upper Llano River Watershed Coordination Committee

- City of Junction—Raymond McDonald/Marvin Ivy
- County Extension Agents—Sam Silvers/Marvin Ensor
- County Judge/Commissioners/Water Districts
 - Edwards—Souli Shanklin
 - Kimble—Andrew Murr
 - Real—Gary Merritt
 - Sutton—John Wade and Carl Teaff
- Soil Water Conservation Districts
 - Edwards Plateau—Bob Brockman
 - Upper Nueces-Frio—Marty Graham
 - Upper Llanos—Ward Whitworth
- Outfitters—Texas Parks and Wildlife Department Paddling Trail Rep—Melissa Parker
- South Llano Watershed Alliance—Znobia Wootan
- South Llano State Park—Fred Gregg
- Edwards Plateau Prescribed Burn Association—Butch Taylor
- Natural Resources Conservation Service (NRCS)—Dandy Kothmann
- Landowners
 - Art & Debra Mudge
 - Tom Vandivier
 - Ruth Russell
 - Jerry Kirby
 - Brady Richardson/Daryl Stanley