

BYLAWS OF THE RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT  
CITIZENS ADVISORY COMMITTEE  
Duties, Operating Procedures, and Expectations

Adopted October 20, 2014  
Amended February 26, 2018

The Riley Purgatory Bluff Creek Watershed District Citizens Advisory Committee (CAC) is a citizen volunteer advisory board to the Riley Purgatory Bluff Creek Watershed District Board of Managers.

**Scope of Responsibility**

In accordance with Minnesota Statutes § 103D.331, the CAC is organized to advise and assist the Riley Purgatory Bluff Creek Watershed District Board of Managers on all matters affecting the interests of the watershed, and to make recommendations to the managers on all projects and improvements.

The duties of the CAC include:

- supporting the mission and goals of the Riley Purgatory Bluff Creek Watershed District (RPBCWD);
- reviewing and commenting on reports, minutes, activities, programs and projects of the RPBCWD;
- considering issues pertinent to the functions and purposes of the RPBCWD;
- advising in decision-making;
- raising issues of concern from the public;
- providing guidance on and assisting with coordination of volunteer activities;
- reporting to the Board of Managers on the content of CAC meetings and resulting recommendations.

**Membership and Appointment Process**

The Board of Managers solicits applications to serve on the CAC annually, and seeks to appoint citizen advisors who fairly represent the broad interests and geography of the watershed. By law, the advisory committee consists of at least five members, and if practicable, the members selected should include a representative from each soil and water conservation district, a representative of each county, a member of a sporting organization, and a member of a farm organization. The advisory committee members must be residents of the watershed, except representatives from soil and water conservation districts and counties. The Board of Managers will typically limit the membership to 12 individuals. The CAC members serve at the pleasure of the Board of Managers.

**Board Liaison and Staff Support**

Each member of the Board of Managers is invited and encouraged to attend CAC meetings.

The RPBCWD administrator will support the work of the CAC. The principal role of staff is to anticipate and recommend where CAC input would provide particular value and to facilitate the flow of information among the committee, the RPBCWD Board of Managers, and staff.

**Meetings**

The CAC will establish a meeting schedule and meet approximately 10 times per year, typically on the third Monday of the month at 6:30 p.m. Unless scheduled in advance for another location, the CAC will meet at the RPBCWD offices. Notice of meetings of the CAC will be posted on the RPBCWD website and all meetings will be open to the public.

At the regular meeting, the CAC will elect a chair, vice chair and recorder from its membership. In the absence of the chair at any particular meeting, the vice chair will act as chair. In the event of the absence of the chair and the vice chair, a chair pro tem will be elected by the attending members. The recorder will take minutes

and have them available for inclusion in draft form in the packet for the next Board of Managers and for review and approval at the subsequent meeting of the CAC. The CAC chair or other representative chosen by the chair will report to the managers on the content of the CAC meetings.

A majority of the appointed members will constitute a quorum to do business. Any action taken by the CAC will be by a majority vote of members present. No member may appoint a proxy for any vote.

### **CAC Member Expectations and Commitments**

The RPBCWD believes the CAC will work most productively when its members are committed and knowledgeable, and work together as a team, and therefore has the following expectations of CAC members:

- Commit to contribute to the RPBCWD's efforts to improve, protect and restore water resources in the watershed;
- Attend a new-member orientation to become familiar with the RPBCWD's mission and understand the roles and relationships of the committee, staff and RPBCWD Board of Managers;
- Make a serious commitment to prepare and actively participate in the committee's work and develop a strong working relationship with other committee members;
- Regularly attend committee meetings, and notify the RPBCWD administrator in advance if unable to attend a meeting;
- A member's record of attendance will be considered during the annual CAC member appointment process, and a member's unexcused absence from two or more regular meetings in a year or absence from one-third or more of the regular meetings in a year may be reported, at the CAC's discretion, to the Board of Managers;
- each member of the CAC is encouraged to attend the meetings of the Board of Managers;
- Consider the perspectives of the watershed's diverse constituency in committee discussions and decision-making processes, taking care to disclose any time when an issue before the CAC would substantially affect the member's economic interests or those of an associated business; and
- Refrain from making public comments or statements that misrepresent the RPBCWD, its decisions or policies, including written or verbal comments to the media, on blogs, websites, or other forums where it is reasonably foreseeable that the comments will become known to the public at large.

All members are responsible for their own good conduct when participating in the CAC and are expected to know and understand these Bylaws, Duties, Operating Procedures, and Expectations.

These bylaws may be amended by a two thirds majority vote of the CAC members following 30 days written notice of the proposed amendment.

I understand and agree to the Bylaws, Duties, Operating Procedures, and Expectations of the RPBCWD Citizens Advisory Committee.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_