

Operational Guidelines for the East Central Illinois Regional Water Supply Planning Committee

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INTRODUCTION

The following operational guidelines are provided to assist the Regional Water Supply Planning Committee (RWSPC) in developing and adapting its governing procedures. This is not a legal document nor does it purport to provide or replace the advice of legal counsel.

1. DEFINITIONS

In these operational guidelines of the *RWSPC*, unless the context requires otherwise:

- a) The singular means the plural;
- b) The masculine shall mean the feminine (*or vice versa*);
- c) 'Committee' means the Regional Water Supply Planning Committee;
- d) "State" means the Illinois Department of Natural Resources and their associated support agencies including the Illinois State Water Survey and the Illinois State Geological Survey, unless otherwise specified.
- e) 'The MAC' means the *Mahomet Aquifer Consortium*
- f) 'Member' means a member as defined in **Section 5**;
- g) 'RWSPC' means the Regional Water Supply Planning Committee of East Central Illinois identified by the State of Illinois Department of Natural Resources to include the counties of Cass, Champaign, Dewitt, Ford, Iroquois, Logan, Macon, Mason, McLean, Menard, Piatt, Sangamon, Tazewell, Vermilion and Woodford.

2. REGIONAL RESPONSIBILITY

The RWSPC shall serve under the authority of its commission by the State of Illinois Department of Natural Resources (IDNR) acting in behalf of the Governor of Illinois and his Executive Order 2006-01. IDNR has commissioned and contracted with the Mahomet Aquifer Consortium as its agent to organize, manage, provide technical assistance, and support and facilitate the overall project development of a regional water supply plan, as part of an emerging state plan, for east central Illinois in an 15-county region as herein defined.

MAC will review, comment on and move to adopt the plans of the RWSPC in conveying those plans to the State.

3. PURPOSE

The 15 county planning area of east central Illinois, for which a water-supply plan is to be developed, will be supported by a regionally representative group that will be organized and operate under these guidelines, mutually supported by the IDNR, Office of Water Resources Director, MAC and adopted by the herein created Regional Water Supply Planning Committee of East Central Illinois (RWSPC). The purpose of the RWSPC will be to serve as the planning committee to consider the current and future issues of water supply and demand and to develop plans that will be recommended to appropriate local, county and state units of government and others for implementation and action.

4. OBJECTIVES

This provides a more specific statement of objectives or primary activities through which the purpose will be accomplished. The objectives of the RWSPC are to:

- a) Utilize water-resource research findings by the state agencies (i.e. Illinois State Water Survey, Illinois State Geological Survey);
- b) Develop water demand scenarios to year 2050;
- c) Evaluate water supply and demand management options as potential implementation of such options might benefit the citizens of east central Illinois;
- d) Create a regional water-supply plan that reflects a newly developed understanding of water availability given research findings on supplies and demand scenarios and plans for growth, development and land-use change; and
- e) Propose and support outreach and public education activities

5. MEMBERSHIP

The RWSPC will be comprised of 12 members representing the following interests:

Agriculture, Counties, Environment, Electric Generating Utilities, Industries, Municipalities, Public, Rural Water Districts, Small Business, Soil and Water Conservation Water Authorities and Water Utilities.

They shall be geographically balanced by region. West region - Cass, Logan, Mason Menard, Sangamon and Tazewell counties. Central region - Dewitt, Macon, McLean, Piatt and Woodford counties. East region - Champaign, Ford, Iroquois and Vermilion counties.

5.1 Members and Responsibilities

The RWSPC shall have its representative appointed members who will constitute the seated participants in the regular meetings of the RWSPC. In the legitimate absence of a member, that member may send a "reporting" substitute to convey information from the floor, but that substitute will not hold a table seat to actively participate in the deliberations of the RWSPC. Any member missing three consecutive meetings will be contacted by the chair or vice chair.

A member shall be an individual who supports the objectives of the RWSPC and has been selected by an interest group to generally represent their interests in water resource plan development. Interest Groups are defined in Paragraph 5.0. A member shall have full rights to deliberate and vote in the affairs of the RWSPC and otherwise enjoy the benefits of membership as from time to time defined by resolution of the RWSPC.

Membership in the RWSPC is open to any person who:

- a) Is a resident of and works in one of the 15 participating counties;
- b) Is a member in good standing of one of the identified interest groups for their seat;
- c) Has a broad knowledge of water resource issues

- d) Has the ability and support of the represented interest group to participate fully in the decision making activities of the RWSPC
- e) Has the willingness and ability to maintain communication with the interest group and seek their input as necessary
- f) Has the willingness and ability to participate as a RWSPC member to work collaboratively and in a modified-consensus process

RWSPC members are expected to work collaboratively with other members of the RWSPC, MAC, and State technical-support staff to seek best and innovative water supply planning solutions. RWSPC members are then responsible for communicating their decisions back to their respective interest groups. MAC will assist in this communication as much as practical.

5.2 RWSPC Term

RWSPC members will be selected by their interest groups for a term equal to the remaining length of the first phase of the RWSPC, currently scheduled to conclude June, 2009.

5.3 RWSPC Vacancies

Any vacancy in a RWSPC position, however caused, will be filled by the MAC Board from the appropriate interest group. Vacant seats will be filled within 60 days of the vacancy.

6. RWSPC MEMBER RESPONSIBILITIES

6.1 Meetings

Meetings of the full RWSPC may be held at such times and at such places within the defined 15 county region as the RWSPC may from time to time determine.

Additional meetings, workshops, field trips, and special meetings may be added as agreed to by the RWSPC. The regular meetings will proceed with the announced agenda with those members in attendance.

6.2 Formal Resolutions

Regular agenda items requiring a vote are approved by a simple majority of the RWSPC in attendance. Policy recommendations require 2/3 of those present for approval. Items needing a vote will be so noted in the advanced agenda released by the MAC one week prior to the regular meeting

6.3 Planning Decisions and Policy Recommendations

The normal work of the RWSPC will be conducted and facilitated under the guideline of a modified-consensus process. Generally, issues will be reviewed, discussed and considered in a facilitated dialogue and take whatever reasonable time and meeting sessions to arrive at a mutually agreed on consensus decision of the RWSPC.

Issues seemingly supported by a “strong” majority of the RWSPC but not completely in every detail by every member, may be called (and so noted in the record) by the chairman for a general agreement and acceptance by the RWSPC to move forward.

Where a minority of members will not agree to support a modified-consensus position, any member of the RWSPC can call for a vote to resolve the issue. The agreement to vote will require a majority of those members present to agree to a vote and a super majority (2/3) of those in attendance to pass the issue.

6.4 Conflict of Interest

Where a RWSPC member, either on his behalf or while acting for, by, with or through another, has any pecuniary or personal interest, direct or indirect, in any matter, or otherwise has a conflict of interest, he:

- a) Shall disclose his interest fully at a meeting of the RWSPC;
- b) Shall disclose his interest and the general nature thereof prior to any consideration of the matter in the meeting;
- c) Shall not take part in the discussion of or vote on any question in respect of the matter; and,
- d) Shall not in any way whether before, after or during the meeting to influence the voting on any such question. The pecuniary or personal interest, direct or indirect, of an immediate family member shall, if known to the director, be deemed to be also the pecuniary interest of the director. Every declaration of interest and the general nature thereof shall be recorded in the minutes of the meeting.

6.5 Remuneration of RWSPC members

The RWSPC members shall receive no remuneration for acting as such and no member shall directly or indirectly receive any profit from his position.

7. POWERS OF RWSPC MEMBERS

No individual member shall have any authority to act on behalf of the RWSPC except as provided in these guidelines or by resolution of the RWSPC.

8. OFFICERS AND DUTIES

8.1 Chair

The Chair, in addition to the responsibilities listed for all members, shall preside over the meetings of the RWSPC and generally oversee the work of the Committee, including meeting agenda approval and such other duties as may from time to time be prescribed by resolution of the RWSPC or that are otherwise incidental to this office. The RWSPC shall meet annually to elect a Chair, from among its members. Election will be at the March meeting and take office at the next meeting.

8.2 Vice- Chair

A Vice-Chair shall, in the absence of the Chair, preside over meetings of the RWSPC and otherwise exercise all the duties of the Chair. The RWSPC shall meet annually to elect a Vice-Chair, from among its members. Election will be at the March meeting and take office at next meeting.

8.3 MAC Water Supply Plan Project Coordinator

MAC will provide a capable Project Coordinator with expertise and experience to organize and assist in planning the activities of RWSPC.

9. OTHER COMMITTEES

9.1 Roles

The RWSPC may, from time to time, by resolution, establish such other ad-hoc committees with such duties and powers as it deems to be in the interests of the planning process and work of the RWSPC. Except as otherwise established in these guidelines, each such committee shall be chaired by a member, have the committee membership and terms of reference approved by the RWSPC, shall consider such matters as are referred to it by the RWSPC, shall keep records of its activities and recommendations, and, shall report to the RWSPC at such intervals as required by the RWSPC.

9.2 Other Members

Ad Hoc Committees may choose to include other participants in their deliberation for expertise, representation and other input it deems important.

10. MEETINGS OF MEMBERS

10.1 Notice and Agenda

Notice for any meeting of members shall be given at least seven (7) days in advance of the date of the meeting and shall include the date, time, place, agenda and general nature of business to be transacted. Business of the RWSPC will be conducted in accordance with the State of Illinois Open Meeting Act.

10.2 Quorum

A quorum is obtained when at least one half of the membership (6 members) are present. In absence of a quorum, the meeting may continue for information and communication purposes, but no official business may be conducted or formal agreements, by consensus or vote, acted upon.

11. ERRORS OR OMISSIONS IN NOTICE

An accidental error or omission in giving notice of any meeting required by these guidelines or the non-receipt of such notice by any member or any error in any notice not affecting its substance shall not invalidate such meeting or void the proceedings and decisions of that meeting.

12. AMENDMENT OF OPERATING PROCEDURES

The Operational Guidelines of the RWSPC may be repealed or amended with the consent of the RWSPC.

Adopted June 1, 2007