

# 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.

Revised 11-18-2011

## **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) ‘The MAC’ means the *Mahomet Aquifer Consortium*
- e) ‘Member’ means a member as defined in **Section 5**;
- f) ‘RWSPC’ means the Regional Water Supply Planning Committee of East Central Illinois to include the counties of Cass, Champaign, Dewitt, Ford, Iroquois, Logan, Macon, Mason, McLean, Menard, Piatt, Sangamon, Tazewell, Vermilion and Woodford.
- g) ‘Seated’ shall be the number of committee members holding a current term at any given time.

## **2. REGIONAL RESPONSIBILITY**

The RWSPC shall serve under the authority of the Mahomet Aquifer Consortium (MAC) The MAC will organize, manage, provide technical assistance, and support and facilitate the overall project development of an updated regional water supply plan.

MAC will review, comment on and move to adopt the plans of the RWSPC making available those plans to appropriate governmental bodies and other entities.

## **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, supported by the 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 options 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 research organizations (e.g. Illinois State Water Survey, Illinois State Geological Survey, USGS)
- b) Update the 2009 Plan To Improve The Planning And Management Of Water Supplies In East-Central Illinois by 2014
- c) 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.

Members shall be distributed between these regions: 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 nominated by an interest group and approved by the MAC Board 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
- g) Members shall report the major view of the RWSPC at outreach activities and with the media.

RWSPC members are expected to work collaboratively with other members of the RWSPC, MAC, and 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 serve three-year terms as specified by the MAC Board.

## **5.3 RWSPC Vacancies**

Any vacancy in a RWSPC position, however caused, will be filled by the MAC Board from the appropriate interest group.

## **5.4 Potential Committee Members**

MAC and RWSPC shall work to have resumes of potential committee members on file to serve on the RWSPC.

# **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 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 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 member, be deemed to be also the pecuniary interest of the member. Every declaration of interest and the general nature thereof shall be recorded in the minutes of the meeting.

#### **6.4 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. The MAC will also provide a secretary to provide a record of the proceedings.

### **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.

### **10.2 Quorum**

A quorum is obtained when at least one half plus one of the seated memberships 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.

## **13. OPEN MEETINGS ACT**

We are not a public body and do not come under the Open Meetings Act.

**Adopted June 1, 2007**

**Amended November 18, 2011**