

CUWCC PROGRAM COMMITTEE GUIDELINES

Approved by the Board February 13, 2013

Purpose:

This is a 2013 update to the Committee Guidelines for Standing Program Committees. These Guidelines are designed to better articulate the roles, responsibilities, and expectations for program committees of the Council. It is hoped they will enhance the effectiveness of the committees in the ongoing work of the Council and clarify the relationships between the committees, the board, and Council staff.

The Standing Program Committees include the CII; Education; Landscape; Research & Evaluation, Residential, and Utility Operations Committees. These Committees are open to any representative of a member organization in good standing.

Committee Activities

Overview:

The Council's permanent committees include five programmatic committees. They are: School Education/Public Information, Residential, Utility Operations, CII, Landscape, and Research and Evaluation .¹ These committees have been used to develop draft proposals to update BMP language, share program ideas, research related to the committee topics, and for discussing and updating expected water savings from BMP related activities. The Research and Evaluation Committee also reviews and approves proposed changes to water savings values prior to presentation to the Board of Directors and oversees the Council's pBMP research activities.

Action Plan Input and Implementation

Each year the Programmatic Committees will be asked to participate in the development of the Council's annual Action Plan. The Action Plan is the Annual incremental goals for Council activities related to our 5 year Strategic Plan. Each Programmatic Committee is expected to choose among the goals and objectives of the 5 year Strategic Plan to develop an annual work plan for itself. The draft work plan is to be developed in the late summer for the next calendar year and communicated to the Governance Committee in late September each year. The Board will select a committee Liaison from amongst the Directors to serve as a contact for the committee with the Board and to assist with annual Action Planning efforts.

After discussion with governance Committee Board liaisons, and Committee Co-chairs, the Board will adopt the agreed upon priorities for the next year at its November Strategic Planning workshops. Each Committee will then be expected to spend time working on Action Plan priorities in the coming year (have some sort of deliverable from the committee; report, presentation, etc.).

¹ Of these, only the Research & Evaluation Committee, is referred to in Exhibit 1 of the MOU as modified December 2008.

CUWCC PROGRAM COMMITTEE GUIDELINES

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Ongoing Technical and Policy Agenda and Committee Work

In addition to the Action Plan input and implementation, each programmatic Committee is expected to continue its ongoing agenda of information sharing, networking and review of BMPs and potential BMPs. The Council will make website resources available to each committee to post agendas; member lists; documents; and resource materials. Council staff will post these materials.

When committees are involved in Action Plan, BMP revision or other Strategic initiatives as requested by the Board, the Council staff will provide support in the form of note-taking, and document distribution. When a Committee is involved in organizing a special activity supporting the Council, and approved by the Board, such as the AMI Symposium, or the 20th Anniversary Celebration, staff support will be available.

When Committees are involved in networking and information sharing among the committee, no formal minutes will be recorded by staff. Committee leaders are encouraged to determine the voluntary level of documentation they wish to maintain. Staff will post on the committees webpage documents provided by the committee chair person, which are consistent with Council policy.

Committees are encouraged to use networking time to build toward new potential BMP discussions to improve internal communications to network with other groups both within the Council and with potential partnering organizations; and to use the information sharing time on their agenda for the professional edification and development of their members.

Committee Coordination

Committee chairs will coordinate with Council staff to schedule meetings, publish agendas, keep membership lists updated and assign a person to take meeting minutes. Each committee is expected to make a presentation at a Plenary (with a maximum of 2 Committees presenting at each Plenary). Committees are expected to make proactive efforts to include representative members of Group 2 organizations.

Roles of Committee Chairs, Vice Chairs, and Board Liaison

This section will cover the leadership selection process, committee chair and (co)vice-chair leadership, and annual reporting requirements for Programmatic Committees.

- 1) Committee Chair
 - a) Selection and Term
 - i) Committee Chair shall be elected by the Committee at the last committee meeting prior to July 1 of even calendar years
 - ii) The Committee Chair shall serve a two year term

CUWCC PROGRAM COMMITTEE GUIDELINES

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- iii) The Board can remove a Committee Chair for cause or upon petition of the Committee Members
- b) Responsibilities
 - i) Prepare annual committee work plan and present it to the Board
 - ii) Set regular meetings based on project/issue needs, but no less than 2 per year
 - iii) Chair regular meetings
 - iv) Seek input from the Executive Director, Board Liaison, and/or the Board regarding committee impasse
 - v) Present annual accomplishments to the Board by memo
 - vi) Make reports or recommendations to the board as necessary
- 2) Committee Vice Chair
 - a) Selection and Term
 - i) Committee Vice Chair shall be elected by the Committee at the last committee meeting prior to July 1 of even calendar years
 - ii) The Committee Vice Chair shall serve a two year term
 - iii) The Board can remove a Committee Vice Chair for cause or upon petition of the Committee Members
 - b) Responsibilities
 - i) Perform the duties of the Committee Chair, when the Committee Chair is not present
 - ii) Assist in the preparation of an annual committee work plan
 - iii) Ensure that minutes are taken at each meeting
 - (1) Meeting attendance
 - (2) Agenda Item and result/action
- 3) Board Liaison
 - a) Selection and Term
 - i) The Board Liaison is selected by the Board;
 - ii) The Board can remove a Board Liaison for cause or upon petition of the Committee Members.
 - b) Responsibilities
 - i) The Board Liaison reports to/from the Board from/to the committee to assist with annual Action Planning efforts.

CUWCC PROGRAM COMMITTEE GUIDELINES

Approved by the Board February 13, 2013

Committee Membership:

Individuals interested in joining a committee should contact the staff member who manages the committee with a request to be added to the committee. If necessary, Council staff will coordinate with the committee chair to review the member's request. Council staff maintains committee member lists and provides updated copies to committee chairs and vice chairs. Staff also maintains committee email lists.

Scheduling Meetings:

The committee chair and staff will coordinate to schedule meetings. Attempts should be made to avoid conflicts with other Council committees or activities that may cause conflicts in member's ability to participate. In order to encourage the greatest amount of participation, electronic polls are recommended to determine committee member availability. As outlined in the Bylaws, section 10.04, non-regularly occurring meetings will be announced with at least 10 days prior notice to all committee members.

When a committee has a recommendation it would like to forward to the Board for action, the committee should meet at least three weeks in advance of the Board in order so that any recommendation is forwarded to the Board in a timely fashion. The committee needs to submit any material to be considered by the Board at least two weeks in advance. Any items that do not meet the deadline will be deferred to the next Board meeting.

Meeting Materials: (Developed from Administrative Policies)

Once a meeting date is set, Council staff shall email a meeting notice to committee members. Staff will post meeting materials, including agendas and any supporting documents on the Council website (www.cuwcc.org) at least 3 business days in advance of the meeting date in order to allow opportunity for review prior to the meeting.

Decision Making: (Developed from Bylaws)

The following actions require a majority member approval by vote or by consensus. Decisions are made in a formal manner and should be stated clearly as a decision in the meeting notes for proper record keeping.

- (i) Approval and adoption of Committee Work Plan;
- (ii) Adoption of Committee Recommendations to the Board.

Meeting Notes: (Developed from Governance Policies)

Programmatic committees shall designate a member to work with staff to ensure that a good record of the meeting actions is maintained. Meeting notes include a record of all decisions made by the committee. Staff will make meeting notes available to committee members within 5 business days of a committee meeting.