

ATTACHMENT A

UPPER FLINT WATER PLANNING COUNCIL OPERATING PROCEDURES

I. NAME AND PURPOSE

The name of this organization shall be the Upper Flint Water Planning Council (UFWPC).

The purpose of the Upper Flint Water Planning Council is to prepare a recommended regional Water Development and Conservation Plan that promotes the sustainable use of the water resources of the planning region, through the selection of an array of management practices, that will support the region's and state's economy, protect public health and natural systems, and enhance the quality of life for all citizens. The Water Development and Conservation Plan will identify management practices that will be used to ensure that forecasted water resource needs are met.

II. DEFINITIONS

Advisory body of local elected officials - Group composed of one representative from each county and city in the water planning region, to provide recommendations and input on regional population, economic and employment forecasts and on other data and information required for preparation of the water development and conservation plan.

Chair - The individual responsible for presiding at council meetings.

Consensus - Cooperative development of mutually acceptable decisions. A consensus decision is understood to mean that the Upper Flint Water Planning Council members present at the meeting have had an opportunity to express their views, understand the decision and, given the efforts made to address different interests, are willing to live with the specified course of action.

Council members - Individuals who have been appointed by the Governor, Lt. Governor, and Speaker to serve on the Upper Flint Water Planning Council through the process specified in the Georgia Comprehensive State-wide Water Management Plan.

EPD - Environmental Protection Division.

Operating Procedures - The procedures by which the Upper Flint Water Planning Council will handle their activities.

Quorum - The minimum number of Council members required to be present at a

meeting before any business can be transacted. In the case of the Upper Flint Water Planning Council, more than half of the active Council members shall constitute a quorum. Any Council members who have missed three or more consecutive meetings will not be considered active for purposes of determining a quorum, but will again be considered active during the next Council meeting they attend.

Regional Planning Contractor - EPD provided Contractor who will assist and support the Upper Flint Water Planning Council with planning, organizing, preparing, and writing a water development and conservation plan.

Rules for Meetings - The rules guiding Council members during Council meetings and deliberations.

Simple Majority Vote - More than half of the voting Council members present at a meeting.

Two-thirds Majority Vote - Sixty-seven percent or more of the voting Council members present at a meeting.

Vice-Chair- Individual selected by the Council that in the absence of the Chair performs the duties of the Chair.

Water Council Leadership -Chair and Vice Chair.

Water Planning Regions - Those regions established by the Georgia Comprehensive State-wide Water Management Plan.

III. COUNCIL MEMBERSHIP

Council Members. Individuals that represent interests such as agriculture, forestry, industry, commerce, local governments, water utilities, regional development centers, tourism, recreation and the environment. The Governor appointed thirteen members plus one alternate; the Lieutenant Governor appointed six members plus one alternate and the Speaker of the House appointed six members plus one alternate. The Lieutenant Governor and Speaker also each appointed a non-voting ex officio member from among the membership of the Senate and House.

Term of Office. Members shall have a three-year term with re-appointment at the pleasure of the initial appointing authority. Ex-officio members appointed by the Lieutenant Governor and Speaker shall serve two-year terms. In the event of a vacancy, the official who made the initial appointment shall appoint a replacement to serve the remainder of the applicable term.

IV. COUNCIL LEADERSHIP

General Powers. The Upper Flint Water Planning Council Leadership shall function within existing State laws and regulations and shall follow guidance provided by EPD to ensure adherence to the Comprehensive State-wide Water Management Plan.

Number and Qualifications. The Upper Flint Water Planning Council shall have one Chair and one Vice Chair. The Chair and Vice Chair shall be selected by a simple majority vote of the members present and shall serve until subsequent selections of Chair or Vice Chair are made.

The Chair of the Council. The Upper Flint Water Planning Council shall select a Chair. The Chair shall preside at all meetings of the Upper Flint Water Planning Council. The Chair shall work with the Regional Planning Contractor to ensure that all meeting notices are provided in a timely manner. The Chair shall also work with the Regional Planning Contractor to identify the purpose and necessary outcomes for each meeting and ensure that those outcomes are achieved. The Chair shall convey requests of the Council to EPD and DCA.

The Vice-Chair of the Council. The Upper Flint Water Planning Council shall select one Vice Chair. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair. The Vice Chair shall be responsible for reviewing and keeping written copies of meeting summaries and decisions recorded by the Regional Planning Contractor. The Vice-Chair may convey requests of the Council to EPD and DCA.

Selection of Chair and Vice-Chair. The initial Chair and Vice-Chair shall be selected by simple majority (i.e., more than half) vote of the members present at the first regular meeting of the Upper Flint Water Planning Council. Subsequent selections of Council Chair or Vice Chair shall be made by simple majority vote.

V. DECISION MAKING

Decision-Making. The Upper Flint Water Planning Council shall attempt to reach consensus in its decision making, as described in its Rules for Meetings. In the event consensus on a decision cannot be reached in a reasonable time period, the Council shall make decisions by a simple majority vote of the voting members present following two attempts at the same meeting to achieve a decision by a two thirds majority vote of the voting members present. The Chair, after a reasonable discussion period, may initiate a vote on a decision, unless over ruled by a simple majority (more than half) of the voting members present at the meeting. For decision-making situations not specifically addressed in the Operating Procedures or Rules for Meetings, Robert's Rules of Order (Newly Revised, 10th Edition) will be followed.

Participation in decision making. All members of the Upper Flint Water Planning Council who are present at a meeting may participate in discussion and efforts to reach consensus. For purposes of voting on Council decisions, each member shall have one vote. Alternate members will be eligible to vote if counted to constitute a quorum. If any alternate members are counted to constitute a quorum, all alternates present at the meeting shall be eligible to vote. Ex-officio members are non-voting members of the Council. Any member can send a designee to a meeting for information purposes only, but that designee will not participate in Council deliberations or voting.

Non-Represented Interests. Government agencies, individuals, local governments, and other organizations not directly represented by a water planning council member are encouraged to participate during designated public comment periods during Council meetings; however, non-represented interests will not act as voting members of the Upper Flint Water Planning Council.

VI. MEETINGS AND GOVERNANCE

Regular Meetings. Notice of Council meetings must be posted on the Council website and distributed in such a manner so as to allow for public participation. The Upper Flint Water Planning Council is encouraged to schedule its regular meetings on days and times that allow for full and diverse participation.

Other Meetings. Joint meetings with other water planning councils and additional meetings of the Upper Flint Water Planning Council will be held as determined by the Council or EPD. The notice of these meeting must be posted and distributed in such a manner so as to allow for public participation.

Open Meetings. The Upper Flint Water Planning Council shall comply with the Georgia Open Meetings Law (O.C.G.A. § 50-14-1). The Council shall give at least 24-hour notice of any meeting and post the announcement in a public place(s). A meeting agenda or summary of topics shall be published with the notice. The Upper Flint Water Planning Council is intended to be a public endeavor, with input from all who want to contribute.

Meeting summaries. The Regional Planning Contractor working with the Council shall keep accurate meeting summaries of all Upper Flint Water Planning Council meetings. Meeting summaries shall capture dissenting opinions to the extent that dissent is formally noted in the meeting. Draft meeting summaries shall be made available to Council Members and the public prior to subsequent meetings. All draft meeting summaries shall be subject to approval at the subsequent Upper Flint Water Planning Council meeting. The final meeting summaries shall be made available to the public.

Quorum. A majority of the total active membership of the Upper Flint Water Planning Council shall be present before specifying consensus agreement or voting on any major decisions at each meeting. If a quorum is not present (see definition in Section III), a simple majority of the voting members present may choose to meet and discuss issues, but may not take any actions. If a quorum is not present, a

simple majority of the members present may adjourn the meeting without further notice.

Subcommittees. The Chair of the Upper Flint Water Planning Council shall have the authority to establish subcommittees made up of Council members to facilitate dialogue and resolution of issues and conflicts within the water planning region, with adjacent water planning regions, or with water planning regions that rely upon shared resources.

Presumption of Assent. A member of the Upper Flint Water Planning Council who is present at a meeting at which action on any matter is taken shall be presumed to have assented to the action unless the dissent of such Member is recorded by being entered in the summary of the meeting.

Resignation of Chair, Vice Chair and Members. Any Chair, Vice Chair or Member may resign at any time by submitting a resignation in writing to the Director of EPD, who will notify the appointing officials. Such resignation takes effect from the time of its receipt by State officials unless a date or time is fixed in the resignation, in which case it will take effect from that time. Acceptance of the resignation shall not be required to make it effective.

Participation by Non-Members. Public participation in the Upper Flint Water Planning Council process is encouraged by expressing views and opinions to the Council Members. The Chair shall be responsible for guiding participation by non-members. The Chair may adopt special rules of discussion consistent with the Public Involvement Plan on a case-by-case basis; however, a reasonable amount of time must be provided to solicit and collect public comments during each meeting.

Rules for Meetings. After EPD review and comment, the Upper Flint Water Planning Council shall, by a simple majority vote following two attempts at the same meeting to achieve a decision by a two thirds majority vote, adopt Rules of Meetings based on a template provided by EPD. Once adopted, the Rules for Meetings shall be the regular meeting method of the Council and any subcommittees it establishes.

VIII. AMENDMENTS

These operating procedures and the Council's Rules for Meetings shall be reviewed periodically and as deemed necessary by the Council. After EPD review and comment, the procedures may be altered, amended, or replaced by new operating procedures by simple majority vote following two attempts at the same meeting to achieve a decision by a two thirds majority vote of the Upper Flint Water Planning Council voting members. All Members shall have received written notice of any and all proposed changes to the operating procedures at least two weeks prior to the date such changes are to be acted upon.

Approved: 09/18/2009

Amended: 04/05/2016