



## San Diego IRWM Program DRAFT Regional Advisory Committee (RAC) Charter

October 2012

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This document is intended to establish rules and guidelines for the Regional Advisory Committee (RAC), which is a fundamental component of the San Diego Integrated Regional Water Management (IRWM) Program.

### 1. Purpose

The San Diego IRWM Program was established in 2005 by the Regional Water Management Group (RWMG), comprised of the San Diego County Water Authority, the City of San Diego, and the County of San Diego. The RAC is an advisory body which provides recommendations to the RWMG on topics related to the IRWM Program. The RWMG gives primary consideration to the recommendations of the RAC and incorporates the RAC's recommendations into documents prepared for presentation to the RWMG governing bodies.

The RAC was originally formed in December 2006 to assist the RWMG with completion of the San Diego IRWM Plan and prioritization of projects for a Proposition 50 funding application. The IRWM Plan was completed in 2007, and the San Diego Region was successfully awarded approximately \$25 million to fund projects under Proposition 50. In 2010, the RAC participated in development of two successful Proposition 84 grant applications which brought an additional \$9 million in grant funding to the Region. While the original purpose of the RAC has been fulfilled, the RAC continues to serve as an advisory body providing recommendations to the RWMG on key issues related to IRWM planning and funding applications.

This charter continues the establishment of the RAC, sets forth RAC member composition, duties, and responsibilities, and outlines organization and operation of the group.

### 2. Role of the RAC

As an advisory body to the RWMG, the RAC will work closely with the RWMG to develop recommendations for the following (*from 2012-2016 RWMG MOU*):

- a. Adoption of updates to the IRWM Plan for the San Diego Region.
- b. Establishment of criteria for prioritizing projects to be submitted for IRWM grant programs.
- c. Reevaluation of projects submitted for grant funding, when necessary.
- d. Approval and submittal of grant applications.
- e. Transition of responsibility for implementation of the IRWM Plan to a new institutional structure.

When necessary, ad-hoc Workgroups are formed to meet separately and work on an issue or topic that cannot readily be resolved in the broader RAC setting.

### 3. Meetings

#### RAC Meetings

There will be six scheduled bi-monthly RAC meetings per year. All RAC meetings shall be noticed in accordance with the Brown Act. If desired by RAC Members, additional RAC meetings may be scheduled and noticed at least one week in advance.

Meetings shall be conducted in accordance with this Charter. The RAC Chair will determine if a quorum exists at any RAC meeting. Formal voting may not occur without a quorum of RAC members; however, presentations and discussion of agenda topics may occur.

#### Workgroup Meetings

Workgroups are convened on an ad-hoc basis. Workgroups are not subject to Brown Act requirements and may not be publicly noticed in advance.

Meetings shall be conducted in accordance with this Charter. The Workgroup Chair will determine if a quorum exists at any Workgroup meeting. Formal voting may not occur without a quorum of Workgroup members; however, presentations and discussion of agenda topics may occur.

Results of Workgroup meetings will be reported to the RAC at the next scheduled RAC meeting.

### 4. RAC Member Composition

There are six membership categories (herein referred to as caucuses) for voting members of the RAC. These caucuses include the RWMG, Water Supply, Water Quality, Natural Resources and Watersheds, Disadvantaged Communities/ Environmental Justice (DAC/EJ), and Other Members. In addition, there is a caucus for non-voting RAC members. The following is a general overview of the composition of each caucus. **Attachment A** provides a detailed description of the RAC Member Composition.

1. Regional Water Management Group: The three RWMG agencies – San Diego County Water Authority, the City of San Diego, and the County of San Diego.
2. Water Supply: Agencies and entities tasked with supplying water to homes, businesses, and agriculture.
3. Water Quality: Agencies and entities tasked with managing storm runoff, both quantity and quality, in man-made conveyances, collecting and disposing of wastewater, or treating and providing recycled water.
4. Natural Resources and Watersheds: Agencies and entities tasked with preserving, enhancing, and managing natural resources and watersheds.
5. DAC/EJ: Agencies and entities who represent disadvantaged communities (DACs) and/or environmental justice concerns.
6. Other Members: Other agencies and entities with interest in and/or impact on water resource management.
7. Non-Voting Members: State, federal, and regional agencies and organizations who are interested parties.

All RAC members must be knowledgeable in the field or interest that they represent. As such, RAC members must represent a public agency, non-profit organization, professional organization, or academia. In addition, the overarching goals for RAC membership are for the RAC to be geographically diverse, to represent multiple stakeholders, and to be approximately balanced between public agencies and non-profits.

## 5. RAC Member Attributes and Duties

The following are desired attributes for RAC members and their alternates:

1. Have knowledge and experience in water resources management.
2. Represents an agency, non-profit organization, tribe, or academia.
3. Have the ability and desire to objectively articulate the perspective of his/her RAC seat and caucus at a level beyond that within his/her individual organization.
4. Provide recommendations with the best interests of the entire San Diego IRWM region in mind.

The following are general duties for which RAC members and their alternates are responsible:

1. Attend meetings consistently – only two absences are acceptable in a 12-month period.
2. Come prepared – review materials ahead of time and provide comments as appropriate.
3. Be responsive to requests between meetings.
4. Act as a point of contact within his/her individual organization for collection and dissemination of information related to the IRWM Program.
5. Disseminate information about the IRWM Program to his/her contacts, as appropriate.
6. Designate an alternate to attend and participate in RAC meetings in his/her absence.
7. Recuses his/her self from discussion and voting if he/she has a personal interest or stake in the outcome.

In relation to criterion 3 listed above, RAC members are grouped into seven caucuses, each of which has specific seats that are outlined in **Attachment A**.

All ad-hoc Workgroup members are also expected to display the attributes and duties listed above.

## 6. RAC Member and Alternate Terms

Once the RAC is established, members and their alternatives will serve four-year terms. RAC member and alternate terms do not apply to the RWMG caucus.

- In December 2012, half of the existing RAC members and their alternates will be assigned a two-year term (2013-2014). A total of 15 RAC members will be selected at random (using existing caucuses – 3 RWMG; 2 water supply; 2 water quality; 3 natural resources; and 5 at large).
- The other half of the existing RAC members will be dismissed and those seats will be opened up for applications from all IRWM stakeholders. Using the process outlined in Section 7, RAC members will be selected for those remaining seats. These RAC members and their alternates will be assigned a four-year term (2013-2016).
- All subsequent RAC members will serve a four-year term, with half the group being updated every odd year (2015, 2017, etc). There is no limit to the number of terms served.

RAC members and their alternates are subject to recusal due to conflicts of interest in accordance with *Government Code Title 9, Political Reform; Chapter 7, Conflicts of Interest*. A conflict of interest is defined as a RAC member using his/her position to influence IRWM program decisions in which he/she has a financial interest (§87100). Recusal will occur per the discretion of the RWMG, in consultation with the RAC Membership Workgroup described in Section 8. This recusal policy also applies to ad-hoc Workgroup members.

## 7. 2012 RAC Member Selection

At the October 3, 2012 RAC meeting, half of existing RAC members will be selected to remain in place and half will be opened to the application process described below. The names of existing RAC members who desire to continue their service on the RAC will be placed in a hat and a total of 15 RAC members will be

selected at random (using existing caucuses – 3 RWMG; 2 water supply; 2 water quality; 3 natural resources; and 5 at large). These members will remain on the RAC for a 2-year term (2013-2014). The other half of the RAC members will be dismissed at the end of the calendar year; these members may then apply for the newly opened seats, if so desired.

The following RAC selection process will be implemented by December 2012:

1. The RWMG will solicit applications from all interested IRWM stakeholders, including those former RAC members not selected for a two-year term. Applications will be held to a firm deadline, after which applicants will no longer be considered. **Attachment B** of this document contains the RAC Application that will be accepted from November 1 – December 4, 2012.
2. A RAC Membership Workgroup will be convened to develop recommendations for the 2012 RAC selection. The Workgroup will be comprised of three RWMG (one from each agency), 1 water supply; 1 water quality; 2 natural resources; and 2 at large members, for a total of 9 members. To avoid self-appointments, the Workgroup members will be limited to current RAC members whose term is not expiring. Workgroup members are limited to those RAC members selected for a two-year term. The RAC caucuses will deliberate over email/phone and inform the RAC of their chosen representatives by December 4, 2012.
3. The RAC will review the proposed Workgroup members at the December 5, 2012 RAC meeting and provide a recommendation to the RWMG. If the RAC cannot reach a consensus recommendation, it will inform the RWMG of this situation.
4. The RWMG will review the recommendation. Applicants will be notified by the RWMG of their appointment to the Workgroup.
5. The RWMG will review the RAC member applicants to confirm that they meet the RAC Member Composition stipulated in **Attachment A**, as well as other selection criteria recommended by the RAC. The RWMG will distribute the list of applicants to the Workgroup.
6. If the RWMG does not receive applications to fill each open seat on the RAC, it will reopen the application period for one week and the Workgroup meeting will be delayed.
7. The Workgroup representatives from each caucus may distribute the list of applicants to their caucus and work with caucus members to develop a recommendation for the new members of their caucus, if desired.
8. In December 2012, the Workgroup will meet to review the applicants and provide a recommendation to the RWMG on the RAC membership (except RWMG seats). The recommendation must be specific enough to ensure that RAC membership is retained as specified in the RAC Member Composition in Attachment A. If the Workgroup cannot reach a consensus recommendation, it will inform the RWMG of this situation.
9. The RWMG will review the recommendation. Applicants will be notified by the RWMG of their appointment to the RAC, and at that time will be asked to appoint a permanent alternate who is suitable to participate on the RAC under the member composition guidelines described in Section 4. New RAC members selected by the Workgroup will be assigned a four-year term (2013-2016).
10. The new RAC membership will be effective on January 1, 2013.

RAC member selection as established within this section only applies to the 2012 RAC member selection process. All future member replacement will be completed as described in Section 8.

The RAC Membership Workgroup that is convened in December 2012 will remain in place through November 2014 to address any membership issues that arise over those two years, including replacement of a member who retires or resigns.

## 8. RAC Member Replacement

RAC member replacement will take place every other year in December. As outlined in Section 6, terms for approximately half of the RAC membership shall expire every other year. RAC member replacement shall occur via the process outlined below:

1. The RWMG will solicit applications from all IRWM stakeholders, including RAC members whose terms are expiring. Applications will be held to a firm deadline, after which applicants will no longer be considered. **Attachment B** of this document contains the RAC Application that will be accepted from November 1<sup>st</sup> through the December RAC meeting date.
2. A RAC Membership Workgroup will be convened to develop recommendations for RAC member replacement. The Workgroup will be comprised of 3 RWMG (one from each agency) and 1 representative from each voting caucus, for a total of 8 members. To avoid self-appointments, the Workgroup members shall be limited to current RAC members whose term is not expiring. The RAC caucuses shall deliberate over email/phone and inform the RWMG of their chosen representative by the December RAC meeting date.
3. The RAC will review the proposed Workgroup members and provide a recommendation to the RWMG. If the RAC cannot reach a consensus recommendation, it will inform the RWMG of this situation.
4. The RWMG will review the recommendation. Applicants will be notified by the RWMG of their appointment to the Workgroup.
5. The RWMG will review the RAC member applicants to confirm that they meet the RAC Member Composition stipulated in **Attachment A**. The RWMG will distribute the list of applicants to the Workgroup.
6. If the RWMG does not receive applications to fill each open seat on the RAC, it will reopen the application period for one week and the Workgroup meeting will be delayed.
7. The Workgroup representative from each caucus may distribute the list of applicants to their caucus and work with the caucus members to develop a recommendation for the new members of their caucus, if desired.
8. In December, the Workgroup will meet to review the applicants and provide a recommendation to the RWMG on the RAC membership (except RWMG seats). The recommendation must be specific enough to ensure that RAC membership is retained as specified in the RAC Member Composition in Attachment A. If the Workgroup cannot reach a consensus recommendation, it will inform the RWMG of this situation.
9. The RWMG will review the recommendation. Applicants will be notified by the RWMG of their appointment to the RAC, and at that time will be asked to appoint a permanent alternate who is suitable to participate on the RAC under the member composition guidelines described in Section 4. RAC members selected by the Workgroup will be assigned a four-year term.
10. The new RAC membership will be effective on January 1<sup>st</sup> of the following year.

Each RAC Membership Workgroup will remain in place for two years to address any membership issues that arise over those two years, including replacement of a member who retires or resigns.

## 9. Member and Alternate Attendance

All RAC members and their alternates are required to sign the RAC Attendance Policy document (refer to **Attachment C**), which stipulates that no more than two absences are allowed in a 12-month period. If RAC members cannot be present during a meeting or meetings, their alternates are expected to fill the RAC member's position without interruption to the RAC.

At the end of each calendar year, the RWMG will review attendance of each RAC member and their alternates over the past 12 months to determine if they are in compliance with the RAC Attendance Policy.

At the first RAC meeting of each calendar year, the RWMG will present its attendance findings to the RAC, which will be responsible for deciding if members are in violation of the RAC Attendance Policy and therefore should be replaced as stipulated in Section 8.

## **10. Member Termination**

In the event that the RWMG and RAC determine that a RAC member is not complying with the RAC member attributes and duties in Section 5, termination of that person's membership will be discussed by the RAC Membership Workgroup in closed session. The RAC Membership Workgroup may recommend termination and replacement to the RWMG, which will review the recommendation and inform the person of their termination. Replacement of that person will also be recommended by the RAC Membership Workgroup and approved by the RWMG.

## **11. RAC Chair and Vice Chair Roles**

The RAC Chair and Vice Chair must be RWMG members.

Although not required, the following attributes are desirable for the Chair and Vice Chair:

- Chair: prior experience working in the role of a Chair of a committee.
- Vice Chair: attributes and ability to assume Chair role and responsibilities, but not necessarily as much experience as the Chair.
- Chair and Vice Chair should come from different caucus groups (refer to Section 4).
- Should have already served at least 2 years on RAC, so they are familiar with the purpose, structure, and content of meetings.
- Willing and able to attend each RAC meeting during 2-year term.
- Ability to even-handedly articulate all interests.
- Consensus-builder.

The role of the Chair and Vice Chair will vary between RAC meetings; however, the Vice Chair's primary role is to take on Chair responsibilities in the absence of the Chair and/or at the discretion of the Chair. General responsibilities for the Chair are as follows:

1. Review RAC agenda prior to finalization and distribution to stakeholders (one week prior to RAC meetings).
2. Meet with the RWMG at least 30 minutes prior to each RAC meeting to go over the RAC agenda and presentation(s) so that the RAC meeting runs smoothly and without interruption.
3. Manage the RAC agenda, select members to speak in turn, and keep the RAC on task and on time.
4. Convene each RAC meeting and initiate introductions.
5. Organize and call on public speakers during appropriate agenda items (if applicable), and determine if it is appropriate to reduce the overall time for each public speaker to less than three minutes (refer to Section 15).
6. Identify when the RAC has reached an impasse and needs to move forward with formal voting to resolve an issue (refer to Section 12).
7. Summarize key decisions and action items at the end of each RAC meeting.
8. Close meetings.
9. Review and provide comments on RAC meeting notes.

The Chair and Vice Chair will serve for a period of two (2) years, concurrently. There is no limit to the number of terms served.

## 12. RAC Decision Process

The RAC, as an advisory body to the RWMG, will strive to achieve consensus to the maximum extent possible. If consensus is not achievable, the Chair or Vice Chair shall call for a vote. All financial matters require a vote.

### Decision Making by Consensus

The RAC will strive to achieve consensus through discussion and debate at RAC meetings. For purposes of the RAC, consensus is defined as Level 1-4 on the list of consensus levels provided below:

1. I can say an **unqualified ‘yes’** to the decision. I am satisfied that the decision is an expression of wisdom of the group.
2. I find the decision **perfectly acceptable**. It is the best of the real options we have available to us.
3. I can **live with** the decision. However, I’m not especially enthusiastic about it.
4. I do not fully agree with the decision and need to register my view about it. However, I do not choose to block the decision and will **stand aside**. I am willing to support the decision because I trust the wisdom of the group.
5. I do not agree with the decision and feel the need to **block** the decision being accepted as consensus.
6. I feel that we have no clear sense of unity in the group. We need to do more work before consensus can be achieved.

During discussion, the RAC Chair shall ask for a show of hands indicating each members “consensus level” for the specific decision at hand. If all RAC members are a “consensus level” 1-4, the decision may proceed as a consensus decision. If not all the RAC members are in consensus (one or more members are at “consensus level” 5 or 6), the RAC shall continue discussions to try and reach consensus. The RAC Chair is responsible for deciding when the RAC is at an impasse, and will call for a vote at that point.

### Voting Procedures

The RAC will make non-consensus decisions by vote:

- For approving all non-financial matters, if a vote is necessary due to the lack of consensus, a simple majority vote will be sufficient.
- For approving all financial matters (e.g. submission of projects for a grant application), a super majority (2/3 vote) of the RAC will be required.
- In any case where the RAC is at a formal voting impasse and cannot make a decision, it will be up to the RWMG’s discretion to decide how to resolve the issue.

Once the RAC Chair has determined that the RAC is at an impasse and a vote is necessary, he/she will ask for a motion and a second. After the motion has been seconded, the RAC members will be given an opportunity for further discussion on the specific components of the motion. Following this discussion, the RAC Chair will call for a show of hands to pass or fail that motion.

## 13. Workgroup Member Selection

Periodically, the RAC will request the organization of an ad-hoc Workgroup to meet separately and work on an issue or topic that cannot readily be resolved in the broader RAC setting. Workgroups have historically been convened to provide direction to the RAC on matters such as project selection for grant funding. Note that the role of Workgroups is to provide a recommendation to the RAC; Workgroups are not charged with making decisions for the IRWM Program.

The RWMG may include a non-voting, non-RAC member to any Workgroup, if deemed appropriate for transparency and to provide expert knowledge.

## **Ad-Hoc Workgroups**

The following process shall be followed when convening ad-hoc Workgroups:

1. The RWMG and RAC will determine that a Workgroup is necessary and the number of members per caucus in the Workgroup. Some Workgroups may not set limits on the number of representatives per caucus; in this case, Workgroup volunteers will be compiled and Step 2 will be skipped.
2. The RAC caucuses will deliberate and inform the RAC of their chosen representative(s) to the Workgroup. Workgroup members do not have to be current RAC members, but can be other stakeholders representing the caucus. If the caucus cannot reach a consensus recommendation, it will inform the RAC of this situation.
3. The RAC will review the proposed Workgroup members and provide a recommendation to the RWMG. If the RAC cannot reach a consensus recommendation, it will inform the RWMG of this situation.
4. The RWMG will review the recommendation. Applicants will be notified by the RWMG of their appointment to the Workgroup.

## **Project Selection Workgroups**

The following process shall be followed when convening Project Selection Workgroups to review and select projects for inclusion within a funding application:

1. The Project Selection Workgroup will be comprised of 3 RWMG (one from each agency) and 1 representative from each voting caucus, for a total of 8 members.
2. The RAC caucuses will deliberate and inform the RAC of their chosen primary representative and alternate to the Workgroup. Project Selection Workgroup members must be current RAC members. If the caucus cannot reach a consensus recommendation, it will inform the RAC of this situation.
3. The RAC will review the proposed Workgroup members and provide a recommendation to the RWMG. If the RAC cannot reach a consensus recommendation, it will inform the RWMG of this situation.
4. The RWMG will review the recommendation. Applicants will be notified by the RWMG of their appointment to the Workgroup.

## **14. Workgroup Decision Process**

Workgroups, as advisory bodies to the RAC, will strive to achieve consensus to the maximum extent possible. If consensus is not achievable, the Chair or Vice Chair shall call for a vote. All financial matters require a vote. **Attachment D** provides a summary of the Workgroup Decision Process.

### **Project Selection Workgroups**

Because they address financial matters, the Project Selection Workgroups have a unique decision process. In addition to the ground rules, consensus definitions, and Chair selection process provided in Attachment D, the following policies shall be followed when convening Project Selection Workgroups:

- A professional facilitator will be used, when possible, to keep Workgroup to the Ground Rules.
- Workgroup discussion will be limited to primary members, not alternates. Agenda will include multiple scheduled breaks so primary and alternate members have a chance to caucus and discuss progress of meeting. Alternates must still attend to hear the discussion should they need to serve in primary capacity at a later meeting.
- Consultant will be directed to contact local project sponsors (LPS) with clarification questions and any proposed changes in the grant request, rather than having members volunteer to contact and



report back (to prevent bias by Workgroup members). Workgroup members shall not be the named LPS point of contact on any project being discussed by the group.

- Any Workgroup member with a personal financial interest in a submitted project (see conflict of interest definition in Section 6) must step down from the Workgroup. If this arises, the Workgroup member will be replaced by his/her alternate and a new alternate will be selected.
- The Workgroup will schedule one meeting day where LPS should make themselves available to answer Workgroup questions via in-person interview or conference call.
- Primary members only should vote, even in informal polling (otherwise representation is skewed). If a primary member abstains for any reason, their alternate may vote.
- Workgroup members may vote on packages that contain projects submitted by their agency or organization; however, they will recuse themselves from discussing and/or advocating for projects.

## **15. Public Comments at RAC Meetings**

All RAC meetings are open to the public, and public comments are welcomed and encouraged. In order to ensure that members of the public have an adequate chance to provide comments, and also to ensure that such comments are received in a timely manner, the following public comment rules will be implemented:

- Speaker cards will be available at each RAC meeting. Members of the public will be asked to fill out a speaker card to indicate their name, affiliation, contact, and the specific agenda item they wish to speak to (if applicable).
- Speaker cards will be limited to one per person per agenda item. Participants may submit multiple speaker cards to address multiple agenda items.
- The RAC Chair or Vice Chair will invite those who submitted speaker cards to address the agenda item prior to calling for a consensus decision and/or vote on that item.
- Speaker cards will generally allow three minutes of public speaking time per speaker. However, in the event that there are a multitude of public speaker comments, it will be up to the discretion of the RAC Chair or Vice Chair to reduce the time for each public speaker to ensure that all agenda items are addressed and that the RAC meeting closes on time.
- Additionally, an open public comment period will be offered at the end of each RAC meeting to allow members of the public to speak to non-agenda topics.

## Attachment A: RAC Member Composition

### RAC Membership Composition

#### Regional Water Management Group (3)

1. City of San Diego
2. County of San Diego
3. San Diego County Water Authority

#### Water Supply (5)

*Agencies and entities tasked with supplying water to homes, businesses, and agriculture*

1. Retail (North County- Inland)
2. Retail (North County- Coastal)
3. Retail (East County)
4. Retail (South County)
5. Retail (At Large)

#### Water Quality (6)

*Agencies and entities tasked with managing storm runoff, both quantity and quality, in man-made conveyances and/or collecting and disposing of wastewater, including water recycling*

1. Stormwater Management (North County)
2. Stormwater Management (South/East County)
3. Water Quality (NGO)
4. Water Quality (NGO)
5. Wastewater/Recycled Water (Metro JPA)
6. Wastewater/Recycled Water (Non-Metro JPA)

#### Natural Resources and Watersheds (5)

*Agencies and entities tasked with preserving, enhancing, and managing natural resources and watersheds*

1. Water Conservation (NGO)
2. Protection and Restoration (NGO)
3. Protection and Restoration (NGO)
4. Recreation
5. Coastal Ecosystems (Bays, Estuaries, Lagoons)

#### DAC/Environmental Justice (2)

*Agencies and entities who represent disadvantaged communities and/or environmental justice concerns*

1. Urban DAC
2. Rural DAC

#### Other Members (7)

*Other agencies and entities with interest in and/or impact on water resource management*

1. Flood Management
2. Business Community
3. Agriculture
4. Tribal (Southern California Tribal Chairs Association designee)
5. Land Use Planning
6. At Large\*
7. At Large\*

*\* For At Large seats, consideration should be given but not limited to the following criteria: academia, climate change, energy/water nexus, solid waste/water nexus, sustainability.*

Total voting members: 28

Non-Voting Members (6)

*State, federal, and regional agencies who are interested parties*

1. Regional Water Quality Control Board (staff)
2. U.S. Bureau of Reclamation
3. Military Community
4. Tri-County FACC (Upper Santa Margarita RWMG)
5. Tri-County FACC (South Orange County RWMG)
6. State Coastal Conservancy

## Attachment C: RAC Attendance Policy



### San Diego Integrated Regional Water Management (IRWM) Program Regional Advisory Committee (RAC) Membership Application

The RAC was originally formed in December 2006 to assist the RWMG with completion of the San Diego IRWM Plan and prioritization of projects for a Proposition 50 funding application. The IRWM Plan was completed in 2007, and the San Diego Region was successfully awarded approximately \$25 million under Proposition 50 and \$9 million under Proposition 84. While the original purpose of the RAC has been fulfilled, the RAC continues to serve as an advisory body providing recommendations to the RWMG on key issues related to IRWM planning and funding applications.

Thank you for your interest in serving on the RAC. Having an involved and dedicated RAC is vital to San Diego's successful ongoing IRWM planning efforts. RAC meetings are held **bi-monthly** and are posted for the entire calendar year at [www.sdirwmp.org](http://www.sdirwmp.org).

The following are desired attributes for RAC members and their alternates:

5. Have knowledge and experience in water resources management.
6. Represents an agency, non-profit organization, tribe, or academia.
7. Have the ability and desire to objectively articulate the perspective of his/her RAC seat and caucus at a level beyond that within his/her individual organization.
8. Provide recommendations with the best interests of the entire San Diego IRWM region in mind.

The following are general duties for which RAC members and their alternates are responsible:

8. Attend meetings consistently – only two absences are acceptable in a 12-month period.
9. Come prepared – review materials ahead of time and provide comments as appropriate.
10. Be responsive to requests between meetings.
11. Act as a point of contact within his/her individual organization for collection and dissemination of information related to the IRWM Program.
12. Disseminate information about the IRWM Program to his/her contacts, as appropriate.
13. Designate an alternate to attend and participate in RAC meetings in his/her absence.
14. Recuses his/her self from discussion and voting if he/she has a personal interest or stake in the outcome.

In relation to criterion 3 listed above, RAC members are grouped into seven caucuses, each of which has specific seats that are outlined in **Attachment A**.

The RAC has a formal charter (see [www.sdirwmp.org](http://www.sdirwmp.org)) which contains a robust set of rules and guiding principles established for the RAC. Please review the RAC Charter before submitting your application to ensure that you are able and willing to serve on the RAC and follow the guidelines and rules established in the RAC Charter.

If you have any questions about the San Diego IRWM Program or the RAC, please contact the San Diego IRWM Program Manager Mark Stadler ([mstadler@sdewa.org](mailto:mstadler@sdewa.org), (858) 522-6735).



## Attachment C: RAC Attendance Policy



### San Diego Integrated Regional Water Management (IRWM) Program Regional Advisory Committee (RAC) Attendance Policy

Thank you for your commitment to being an active member of the San Diego IRWM RAC. Having an involved and dedicated RAC is vital to San Diego's successful ongoing IRWM planning efforts. Our meetings are held bi-monthly and are posted for the entire calendar year at [www.sdirwmp.org](http://www.sdirwmp.org).

To that end, the RAC has established an attendance policy that allows no more than two absences in a 12-month period. The RAC recognizes that you may occasionally be unavailable due to schedule conflicts, sickness, or other emergencies. In such case, an alternate may attend in your place to ensure that the RAC benefits from the water resources perspective you represent. Please document your alternate below.

If neither you nor your alternate can attend, absences should be communicated to the San Diego IRWM Program Manager Mark Stadler ([mstadler@sdcwa.org](mailto:mstadler@sdcwa.org), (858) 522-6735). When your absence is foreseeable, please provide as much notice as possible. When you are absent from RAC meetings, your participation is truly missed.

Excessive absences may lead the RAC to request your resignation. If you fail to respond, the RAC will consider that you have voluntarily resigned your position. We appreciate your support, understanding, and acknowledgement of your time commitment to the RAC by your signature below.

**I acknowledged and agree by my signature below to abide by this policy to the fullest extent practicable.**

#### **RAC Member**

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

#### **RAC Alternate**

**Print Name** \_\_\_\_\_

## Attachment D: Workgroup Decision Process



### Decision Process for RAC Workgroups

#### Ground Rules

1. All perspectives are valued: everyone has an opportunity to participate.
2. Focus on new input.
3. Listen as an ally: focus on quality of listening.
4. Be concise.
5. Have fun.

#### Levels of Consensus

Consensus is achieved if all participants indicate that they are at Levels 1 through 4 (not Levels 5 or 6). The Levels of Consensus are:

1. I can say an **unqualified 'yes'** to the decision. I am satisfied that the decision is an expression of wisdom of the group.
2. I find the decision **perfectly acceptable**. It is the best of the real options we have available to us.
3. I can **live with** the decision. However, I'm not especially enthusiastic about it.
4. I do not fully agree with the decision and need to register my view about it. However, I do not choose to block the decision and will **stand aside**. I am willing to support the decision because I trust the wisdom of the group.
5. I do not agree with the decision and feel the need to **block** the decision being accepted as consensus.
6. I feel that we have no clear sense of unity in the group. We need to **do more work** before consensus can be achieved.

#### Considerations for Voting Rules

- Workgroups should strive to achieve consensus, which is defined as all Workgroup members voting at Consensus Levels 1 through 4.
- If Workgroup members are not in consensus (one or more members vote at Consensus Level 5 or 6), the Workgroup should continue discussion in an attempt to reach consensus.
- The Workgroup Chair will be responsible for deciding when the group is at an impasse, and is responsible for calling a vote at that point.
- For approving all non-financial matters, if a vote is necessary due to the lack of consensus, a simple majority vote will be sufficient.
- For approving all financial matters (e.g. submission of projects for a grant application), a super majority (2/3 vote) of the Workgroup will be required.

## **Chair and Vice Chair Selection Process**

1. Determine who is eligible: RAC members and alternates, preferably not RWMG members.
2. Provide overview of preferred Chair/Vice Chair attributes:
  - Chair: prior experience in chair role
  - Vice Chair: attributes and ability to assume Chair role and responsibilities, but not as much experience as the Chair
  - Chair and Vice-chair should come from different functional (e.g. water quality, water supply, environmental) areas
  - Willing and able to serve
  - Ability to even-handedly articulate all interests
  - Consensus-builder
3. Outline responsibilities (see below).
4. Nominate and/or volunteer members to be the Chair and Vice Chair.
5. Reach consensus and/or vote.

## **Responsibilities of Workgroup Chair and Vice-Chair**

### *General*

- Oversight of Workgroup meetings and planning topics.
- Vice-Chair will be responsible in the absence of Chair and/or at the discretion of Chair.

### *Responsibilities Applicable to Workgroup Meetings*

- Coordinate with the RWMG or Consultant on elements of the agenda prior to Workgroup meetings to understand overall goals, outcomes, and purpose.
- Convene meetings and initiate introductions.
- Review and provide feedback on draft notes from meetings.
- Identify when the Workgroup has reached an impasse and needs to move forward with formal voting to resolve an issue.
- Summarize key decisions and action items at the end of each Workgroup meeting.
- Close meetings.

### *Responsibilities Applicable to RAC Meetings*

- Report back to the RAC on Workgroup progress at bi-monthly meetings.
- Coordinate with RWMG or Consultant on presentation materials for RAC meetings.
- Coordinate with Workgroup members from various Functional Areas to ensure that all perspectives are incorporated into presentations.

## **Responsibilities of Workgroup Members**

1. Attend meetings consistently.
2. Come prepared (review materials ahead of time).
3. Be responsive to requests between meetings.
4. Follow the Ground Rules.
5. Represent RAC members within your caucus and keep them informed.