



Adopted
April 2, 2009

Metropolitan North Georgia Water Planning District Basin Advisory Council Operating Procedures

Legal Authority

Official Code of Georgia Annotated § 12-5-581(a) provides that:

“the board shall create separate advisory councils for the Chattahoochee, Etowah, Flint, Oconee, and Ocmulgee river basins and the Lake Lanier Basin. The Etowah River Basin Advisory Council shall include the Lake Allatoona Preservation Authority as a member. The Lake Lanier Basin Advisory Council shall include at least one member appointed by the Lake Lanier Association, Inc. Each basin advisory council shall be comprised of a minimum of 20 individuals. These individuals shall be from within the district area as well as from outside the district area, upstream and downstream of the district; provided, however, that such persons shall reside within the river basin. Each river basin shall be defined as those lands lying between the ridgelines dividing each river drainage from another. These representatives shall be selected and shall serve based upon procedures and rules established by the board.”

Duties

The Basin Advisory Councils (BACs) provide input in the development of the Metro Water District’s comprehensive plans and policies which guide water resources management in the 15-county metro Atlanta region. BAC members supply broad level input during the planning process and represent the wide-variety of interests that are dependent on the region’s water resources.

Official Code of Georgia Annotated § 12-5-581 outlines the duties of the Basin Advisory Councils as follows:

- (1) Advise the Metro Water District in the development and implementation of policy,
- (2) Provide input to the Metro Water District concerning the development of minimum elements and standards for Metro Water District plans relating to its specific river basin,
- (3) Provide input on the content of Metro Water District plans as such plans are developed, and
- (4) Prepare reports and recommendations for consideration by the Metro Water District in formulating any plan or taking any other action.

Membership Process

The Metro Water District strives to keep the membership of each Basin Advisory Council (BAC) diverse to ensure a variety of perspectives are represented. To facilitate balanced representation on the BACs, the Metro Water District staff will review the current BAC membership lists once per year. Balanced membership will be sought to reflect the following categories:

- (a) environmental interests,
- (b) business interests,
- (c) development community,
- (d) recreation interests,
- (e) professional organizations,
- (f) neighborhood/homeowner organizations,
- (g) civic groups,
- (h) urban agricultural interests,
- (i) media representatives,
- (j) power and natural gas interests,
- (k) academic community,
- (l) water resource industry and
- (m) citizens.

Although each category may not have proportional representation on each BAC, it is preferred that the composition of each BAC should have balanced representation to ensure that all interests are given adequate consideration.

Basin Advisory Council membership applications will be accepted year-round. Membership selection will occur once per year using the following process:

1. The Metro Water District staff will review all applications, the current BAC membership lists and meeting attendance records to determine if new BAC members are needed.
2. If additional members are needed the Metro Water District staff will notify the Metro Water District's Executive Committee and Governing Board and ask for recommendations for BAC members. Current BAC members will also be asked for recommendations for new BAC members. Staff will also contact the Regional Development Centers who represent the counties and municipalities in the District area and request potential candidates for membership. All potential members will be asked to complete an application.
3. The Metro Water District staff will recommend new BAC members to the Executive Committee. The Metro Water District staff will strive for a balance of interests when making these recommendations.
4. The Executive Committee will review and approve new BAC members.

Each Basin Advisory Council shall be comprised of a minimum of 20 individuals.

The Metro Water District's Executive Committee or the Governing Board may appoint additional members or categories to the Basin Advisory Councils as they deem appropriate.

Membership Terms

Basin Advisory Council members shall serve two-year terms. Members may be reappointed for successive terms.

Meeting Attendance Policy

Regular meeting attendance is encouraged for all BAC members. BAC members may participate in a meeting in person or via conference call (if meeting location can accommodate).

If a BAC member is representing an organization that member may designate in writing to the Metro Water District Chairperson an alternate who may represent the organization in their absence, other than serving as a BAC Officer.

Basin Advisory Council members who are absent from two consecutive meetings will be notified of their pending removal from the BAC. If the BAC member fails to attend the subsequent BAC meeting, that person's status will be reviewed for removal from the BAC.

Basin Advisory Council Chairperson

Each Basin Advisory Council will elect a chairperson. If a BAC does not elect a chairperson then the Metro Water District Chair may appoint one. Duties of the chairperson include:

- Committing to serve as chairperson for a one year term. A chairperson may serve consecutive terms.
- Attending Basin Advisory Council meetings to stay knowledgeable of Metro Water District activities and of the views and interests of other BAC members.
- Reviewing BAC meeting agendas.
- While it is not a requirement to attend the Governing Board meetings, each chairperson is entitled to attend the Governing Board meetings and comment on the development and implementation of policy and upon the content of plans, only as such policy and plans relate to the basin represented by the chairperson.
 - If a chairperson wishes to address the Governing Board they should notify the Metro Water District staff in advance of the meeting.
 - Verbal comments made to the Governing Board should be succinct. The Governing Board Chairman reserves the right to impose time limits on verbal comments. Written comments will be shared with all Governing Board members.

Other Basin Advisory Council Officers

A BAC must agree by vote that additional officer positions, other than a chairperson, are needed and then elect any additional officers. Duties of other BAC officers include:

- Assist the BAC chairperson in other areas as determined by the BAC chairperson.
- The opportunity to represent the BAC at Governing Board meetings is reserved solely for the BAC chairperson. A BAC chairperson may delegate this responsibility to other officers, but the chairperson must approve any message shared with the Board.

Basin Advisory Council Management

The staff of the Metro Water District shall provide administrative support for the Basin Advisory Councils, including but not limited to, scheduling meetings, preparing agendas, facilitating meetings and preparing and preserving meeting summaries.

Meetings

Official Code of Georgia Annotated § 12-5-581(e) provides that “The board chairperson shall appoint one or more board members to convene meetings of the basin advisory councils on a regular schedule established by the board; provided, however, that there shall be a minimum of four scheduled meetings per year.”

Notice will be given at least 30 days in advance of regularly scheduled BAC meetings. Special meetings shall be held when called by the Metro Water District Chairman, the BAC chairperson, the Metro Water District staff, or by ten or more members of the BAC, provided, however, that not less than one week notice is given. All meetings are free and open to the public.

BAC Recommendations to the Governing Board

Each Basin Advisory Council will work toward a consensus in all recommendations to the Governing Board. If a BAC reaches a consensus on a recommendation then that recommendation will be forwarded to the Governing Board. In the event that a consensus cannot be reached, the BAC will not make a formal recommendation to the Governing Board. Instead the minority and majority opinions of the BAC should be shared with the Governing Board.

Voting

A quorum (50% plus one) of the BAC membership is required for a vote. No vacancy on the BAC shall impair the right of the quorum of the remaining members to exercise all rights and perform all duties.

In voting, each member of the BAC participating in a meeting shall have one vote and there shall be no voting by proxy. A majority vote of the members participating in a meeting for which there is a quorum shall be required to adopt or reject an action.

Absentee ballots are only allowed for election of BAC chairperson.

Meeting Summaries

A record shall be kept of all actions of each Basin Advisory Council meeting. Meeting summaries should include a list of all BAC members present and not present and indicate each BAC member's affiliation, if any. These meeting summaries should reflect both the majority and minority opinions of the BAC. Meeting summaries will be shared with Governing Board members.

Amendments

These operating procedures may be amended or modified from time to time by the Executive Committee or Governing Board.

CERTIFICATION

All previous Basin Advisory Council policies and operating procedures are repealed and replaced with these Basin Advisory Council Operating Procedures.

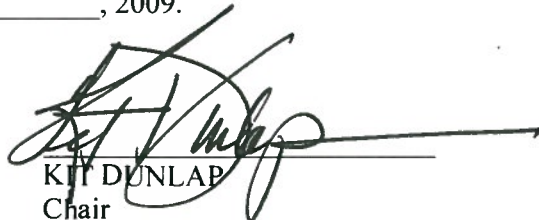
The Metropolitan North Georgia Water Planning District's Basin Advisory Council Operating Procedures were adopted by a requisite majority of the Executive Committee at the meeting held on the 2nd day of April, 2009.

So certified, this 10th day of April, 2009.

Attest



BIRDEL F. JACKSON, III
Secretary-Treasurer
Metropolitan North Georgia
Water Planning District



KIT DUNLAP
Chair
Metropolitan North Georgia
Water Planning District