

# CV SALTS - Standing Rules

First approved 2-18-09 Ver. 9 approved 2/10/11 Ver. 10 changes 8/1/16

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## CV-SALTS Salinity Leadership Group - SLG is Inactive as of 2013

### Purpose

The Salinity Leadership Group was created to provide a high level of leadership and represent the salt and nitrate stakeholders. The purpose of the group is to set the overarching vision for the broad multiyear effort to accomplish salinity and nutrient management in the Central Valley. The group brings broad and diverse representation to oversight of the efforts.

This group will meet approximately once per year to provide broad direction and support for the overall mission. The mission of the Salinity Leadership Group is to work closely, in a collaborative manner to steer the effort to create a comprehensive Central Valley Salinity Management Plan.

### Membership

The Salinity Leadership Group shall be made up of one principal member from each organization that is significantly concerned with water supply and quality in the Central Valley. Member representation is solicited from the following categories:

- State Agencies
- Federal Agencies
- Local Government
- Water and Irrigation Districts
- Industry
- Public Interest and Academic
- Out of Region Groups
- Associations

Each member of the Salinity Leadership Group shall be a voting member when appropriate. Each member may designate an alternate member. Alternate members may attend and participate in meetings but may only vote if the primary voting member is absent. New Leadership Group Members are recommended by the Stakeholders and to the Executive Committee and will be added as their membership qualification is verified. ~~Attachment A shows the current membership of the Salinity Leadership Group.~~ Representation of members is expected to change due to changes in organization leaders and other circumstances. Members are required to notify the Executive Committee of changes in their representative within 60 days of the effective date of the change. Leadership Group Co-Chairs are the State Water Resources Control Board Chair and the Central Valley Regional Water Quality Control Board Chair.

## Executive Committee

### Purpose

The Salinity Leadership Group established an Executive Committee that shall oversee the activities of the other committees in coordination with the Central Valley Salinity Coalition to achieve the mission of

the group. The Executive Committee is the primary governance committee for the CV-SALTS Initiative and functions in close coordination with the Central Valley Salinity Coalition.

## Membership

The Executive Committee shall be composed of the following:

- Six members that represent the following:
  - The State Water Resources Control Board
  - The Central Valley Regional Water Quality Control Board
  - The Department of Water Resources (or another State agency)
  - The Bureau of Reclamation (or other federal agency)
  - A representative from the environmental community, with a focus on environmental justice or aquatic ecosystems
  - A member representing environmental water quality or public policy groups.
- Co-Chairs of each Standing Committees, up to a total of 6 members.
- Board Members of the Central Valley Salinity Coalition, up to a total of 18.

The total number of members of the Executive Committee is limited to 30. Other than CVSC Board Member positions nominations to the committee shall be approved by vote of the committee.

Within these limitations and to the extent practical, the Executive Committee should be constituted so as to reflect the diversity of the stakeholders including representatives of public agencies, industry, business, representative of hydrologic basins within the Central Valley, water users and dischargers, State, federal and local government as well as nongovernmental organizations. These memberships will not be exclusive; a member of the Salinity Leadership Group may also be a member of the Central Valley Salinity Coalition Board of Directors or Chair of another Committee, and may represent more than one industry, area or agency.

A graphic showing the Executive Committee and other Committees with the Salinity Leadership Group is shown in Attachment B. The membership and Co-Chairs shall be documented and updated in a manner similar to the format shown in Attachment C: in the Monthly Committee Roster.

## Powers and Reporting

The Executive Committee shall act as the ongoing governing board of the CV SALTS Initiative and shall assume such other responsibilities required to accomplish the mission, delegated to it by the Salinity Leadership Group or requested by the Central Valley Salinity Coalition. The Chair of the Executive Committee or any person designated by the Chair, shall report to the Salinity Leadership Group, at each regular meeting of the Salinity Leadership Group. Actions of the Executive Committee shall be by majority of the members in attendance voting in favor of a proposed action. Any action lacking majority approval may be referred to one or more committees for additional review and recommendations.

## Term of Office

The term of office for Chair and Vice-Chair of the Executive Committee shall be two (2) years and shall commence on January 1 or the first meeting of the calendar year of the year appointed or elected and

shall terminate on December 31 two (2) years later, or upon appointment of a successor. Modifications to these standing rules may be made by a majority vote of the Executive Committee following 30 days notice to all members of the Executive Committee.

## Meetings

Meetings of the Executive Committee shall be held as needed, at such time and place as determined by the Chair as necessary to accomplish work needed by the Salinity Leadership Group, the standing committees and the Central Valley Salinity Coalition. Special meetings of the Executive Committee may be called by the Chair or upon request of three members of the Executive Committee with as much notice to members provided as possible.

## Decision Making, Voting and Quorum

### General Decisions

It is expected that much of the work of the Executive Committee will be based upon general consensus of the Committee as tested by the Chair. The value of obtaining general consensus is that minority opinions or issues have the maximum opportunity to be evaluated and incorporated into the motion or action. General Consensus exists when there is a no significant objection to the action on the floor. On issues of controversy, objection, or which are irreconcilable for general consensus will be decided by an affirmative vote of a majority of members representing a quorum of the membership of the Committee at regular meeting at which the item has been ajenized. Parties who identify areas of significant objection or dissention shall document the basis of their objection and recommended alternative proposal for the record. Matters which are agreed to by general consensus or acclamation are not subject to quorum requirements, but are subject to ratification at a meeting where a quorum is present.

### Quorum

A quorum is present when a majority (50% plus 1) of the current eligible voting members of the committee are present in the room, by phone or other technical accommodation including proxy which is acceptable to the Chair. Matters may be considered when less than a quorum is present, however only consensus decisions will be made in the absence of a quorum. Proxy representation of members must be presented to the Chair prior to the meeting or at the introductions or roll call.

### Voting

Issues which are put to a vote must have a maker of the motion and a second to be voted upon. The motion can then be discussed and debated subject to reasonable limits provided by the Chair. Executive Committee members are eligible to vote based on representation of one of the listed groups, Central Valley Salinity Coalition membership and appointment and as Co-Chair of a Standing Committee. Eligible voting members are named in Attachment C of this document and are updated in the Executive Committee Roster posted at the CV-SALTS website from time to time. Attachment C lists the primary voting member and any alternate member who may vote in the absence of the primary member. The primary member may designate an alternate representative providing notice is provided to the Chair prior to the meeting or at the roll call only votes may be cast by those present in the room, by phone or

other reasonable method including proxy which is acceptable to the Chair. Members who have provided a proxy to a representative may not vote.

When the question is called for vote by the Chair, if a majority (50% plus 1) of the quorum (50% +1) of the members cast votes in favor of the motion, it is passed and the records of the meeting will show it approved. Members who hold an additional seat (such as Committee chairs) are not entitled to an additional vote. Commonly a voice vote will be used, but the Chair can determine the method of voting based on the need and expected closeness of the vote. Any eligible voting member may request a roll call vote which will be called by the Vice-Chair or designee.

### **Minutes**

The summary action minutes of the Executive Committee meetings shall be kept by the Vice-Chair or other member/staff designated by the Chair. Actions of the Executive Committee shall be summarized and reported to the Salinity Leadership Group by the Chair, as appropriate at their annual meeting.

## **Standing or Regional Committees**

### **Formation of Standing or Regional Committees**

The Executive Committee may form standing or regional committees by action of the Executive Committee. Standing committees are generally focused on specific issues or functions needed in CV-SALTS. The Executive Committee may form a standing or regional committee at the request of the Central Valley Salinity Coalition, the Regional or State Water Boards or upon action of the Executive Committee. Standing committees are directed by the Executive Committee and make recommendations and perform tasks or research needed by the Executive Committee.

Regional Committees represent the needs and interests of a region or geographic area. They may be formed by request from the region or by independent action of the Executive Committee.

The Executive Committee can determine that any committee in this section is no long needed or active and may disband the committee at any time.

### **Public Education and Stakeholder Outreach Committee**

The Committee shall develop and make recommendations to the Executive Committee regarding internal and external communications to promote understanding of the need for and importance of salinity management in the Central Valley, and the need for and type of long term sustainable solutions to salinity issues in the region. The mission of the Public Education and Outreach Committee is to obtain broad-based public participation in the creation and implementation of a comprehensive Central Valley Salinity Management Plan. The committee shall consist of no more than 40 individuals.

### **Social and Economic Impact Committee**

The Committee shall study and recommend projects, policies and programs to the Executive Committee. The mission of the Social and Economic Impact Committee is to provide guidance and direction for the on-going assessment of the social and economic impacts of salinity on the Central Valley and the State of California as an essential component in the development of a comprehensive Central Valley Salinity Management Plan. The committee shall consist of no more than 40 individuals.

### **Technical Advisory Committee**

The Committee shall plan, program and oversee technical studies and data gathering related to the development of the Salinity Management Plan, Basin Plan amendment and related activities. The mission of the Technical Advisory Committee is to provide guidance and direction for the ongoing compilation and management of data needed to develop a comprehensive Salinity Management Plan. The committee shall consist of no more than 60 individuals.

### **Finance Committee – not active as of 1/2011**

The Committee shall make recommendations to the Executive Committee regarding funding the development of planning and implementation of the Salinity Management Plan. This committee will include the Chair and Vice-Chair of the Executive Committee or designee, at least one member of the Central Valley Salinity Coalition Board of Directors and at least one member of each of the other active standing committees, a Co-Chair or designee. If at any time the Finance Committee is not active the duties of this committee will be the responsibility of the Executive Committee.

### **Public Policy Committee – not active as of 1/2011**

The Committee shall make recommendations to the Executive Committee regarding policy, legal and legislative affairs and changes needed to achieve the mission of the Salinity Leadership Group. The committee shall consist of the Executive Committee Chair or designee, one member from the Central Valley Salinity Coalition Board of Directors and a Co-Chair from each active standing committee. If at any time the Public Policy Committee is not active the duties of this committee will be the responsibility of the Executive Committee.

### **Standing Committee Appointments**

The Chair of the Executive Committee shall appoint all committee members on behalf of the Executive Committee and the Co-Chairs of all committees, after receiving nominations from the committee and/or the Salinity Leadership Group and subject to the rules for the committee. The committee Co-Chairs, if not nominated by the committees, shall be ratified by the committees. The standing committees can be combined or discontinued activities at the direction or approval of the Executive Committee. The membership and Co-Chairs shall be documented in a manner similar to the format shown in Attachment D.

### **Nominating Committee**

There may be constituted a nominating committee consisting of three (3) or more members of the Executive Committee appointed by the Chair. The nominating committee shall provide to the Chair the slate of Co-Chairs of each committee in nomination. Additional nominations for Co-Chairs of standing committees may be made by any Executive Committee member.

### **Term of Office**

The term of office of standing committee CoChairs shall commence on January 1 of the year following their appointment by the Executive Committee Chair and ratification by the committee and shall terminate on December 31 two (2) years later or upon the appointment of a successor. One Co-Chair should be appointed in the even years where possible and other Co-Chair in the odd years to maintain committee continuity.

### **Sub-committees and Task Forces**

Other sub-committees and task forces may be appointed by the Co-Chairs of any committee from time to time as need shall dictate, consistent with and supportive of the mission the appointing committee.

### **Meetings**

Meetings of standing committees, as well as all other appointed committees, may be called at such times and places designated by the respective Co-Chairs thereof and coordinated for participation with the Executive Committee or designee.

### **Minutes**

The minutes of the standing committees' meetings shall be kept by of the Co-Chairs or other member designated by the acting Chair of the committee. Actions of the standing committees shall be reported to the Executive Committee at its next meeting. Actions of the standing committees taken with regard to contractor or other committee work product or which relate to funding or fiduciary responsibilities shall be presented to the Executive Committee for action by the Executive Committee.

### **Committee Coordination and Review**

Any standing or regional committee may request assistance from any other standing or regional committee provided the Executive Committee is informed and does not object to the request. This assistance may be in the form of review of a work product or issue, investigation of an area of expertise, or participation in joint committee efforts. The Executive Committee shall agendaize any request and act on the request at the next available meeting opportunity.

## CV SALTS INITIATIVE ORGANIZATIONAL AND REPORTING CHART

