

Jaynell D. Nish



RULES OF PROCEDURE AUSTIN WATER RESOURCE PLANNING TASK FORCE

ARTICLE 1. NAME.

- (A) The name of the task force created by Council Approved Resolution No. 20140410-033 (attached) is the Austin Water Resource Planning Task Force (Task Force).

Note: Items in these Rules of Procedure that are included in the Council Approved Resolution No. 20140410-033 are highlighted in bold.

ARTICLE 2. PURPOSE.

- (A) **The Task Force was created to evaluate the City's water needs, to examine and make recommendations regarding future water planning, and to evaluate potential water resource management scenarios for Council consideration.**

ARTICLE 3. MEMBERSHIP.

- (A) **The Task Force will consist of eleven (11) members, in total, including one representative each from and elected by the Water and Wastewater Commission, the Resource Management Commission, the Environmental Board, and the Joint Financial Subcommittee as well as one member appointed by each Council Member.**
- (B) **A quorum for the conduct of business is a majority of Task Force members.**
- (C) Six (6) members constitute a quorum.
- (D) At each meeting, each member shall sign an attendance sheet. Failure to sign the sheet results in the member being counted as absent and his/her votes are not counted.
- (E) A member who seeks to resign from the Task Force shall submit a written resignation to the chair of the Subcommittee, the staff liaison, or the City Clerk's Office. If possible, the resignation should allow for a thirty day notice so the Commission, Board, or Subcommittee can elect a replacement.

ARTICLE 4. OFFICERS.

- (A) **The Task Force shall elect a chair and vice-chair at its first meeting.**
- (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.

ARTICLE 5. MEETINGS.

- (A) **The Task Force will be subject to the Open Meetings Act, all meetings will be open to the public, and the public will be given a reasonable amount of time to provide input.** All Task Force meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
- (B) The Task Force shall generally meet twice per week until it has been dissolved. The Task Force shall consider adoption of a meeting schedule at its first meeting.
- (C) **The Task Force shall issue a final report containing its recommendations to the City Council no later than June 20, 2014. The Task Force shall dissolve upon delivery of its recommendations to the City Council or within one year of the adoption of Council Approved Resolution No. 20140410-033 (adopted April 10, 2014), whichever occurs first.**
- (D) Task Force meetings shall be governed by Robert's Rules of Order.
- (E) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting may not be held.
- (F) To be effective, a Task Force action must be adopted by affirmative vote of six (6) members (the number of members necessary to provide a quorum).
- (G) The chair has the same voting privilege as any other member.
- (H) The chair shall adjourn a meeting not later than 10:00 p.m., unless the Task Force votes to continue the meeting.
- (I) Each person and Task Force member attending a meeting should observe decorum pursuant to Section 2-1-48 of the City Code:
 - (a) A person or Task Force member should not speak out of turn, use disparaging or abusive language, or make threats of violence against any other person during a board meeting.

- (b) The presiding officer:
 - (1) should maintain order;
 - (2) should exercise the officer's authority impartially; and
 - (3) may shorten a person's speaking time or ban a person from speaking for the duration of a meeting only for a violation of decorum set out in this section.

ARTICLE 6. PUBLIC COMMUNICATION.

- (A) The Task Force shall allow the public to address the Task Force only on agenda items, except briefings, and during a period of time set aside for public communications. The chair may limit a speaker to three (3) minutes.
- (B) The Public Communication segment will be at the beginning of the meeting. Up to 10 members of the public can speak. Members of the public must sign up before the meeting or before the Public Communication segment is over. Members of the public shall be allotted a maximum of 12 minutes to speak on behalf of an item not on the agenda, but related to the charge of the task force, with up to 3 members of the public donating their time to one individual. Members of the public donating their time must be in the room at the time the speaker is at the podium and must have been in the first 10 speakers signed up prior to the meeting being called to order.
- (C) Public communication may not take more than 45 minutes of the Task Force Meeting if they wish to speak on specific items on the agenda. Up to 3 members may donate their time to one individual. Members of the public donating their time must be in the room at the time the speaker is at the podium.

Attachment: Council Approved Resolution No. 20140410-033