

RUSSIAN RIVER WATERSHED COUNCIL
RULES OF OPERATION
March 8, 2003

ARTICLE I. PURPOSE:

The purpose and mission of the Russian River Watershed Council is to protect, restore, and enhance the biological health of the Russian River and its watershed through a community-based process, which facilitates communication and collaboration among all interested parties.

The Russian River Watershed Council's primary goals are:

- 1) To ensure the recovery of the Russian River and its watershed to a condition such that the native wild anadromous fishery recovers to healthy and sustainable level;
- 2) To ensure a strong, healthy and diverse economy in the Russian River region; and
- 3) To promote stewardship of the Russian River and its watershed by developing an informed and engaged citizenry.

ARTICLE II. RUSSIAN RIVER WATERSHED COUNCIL (RRWC) MEMBERSHIP

Section 1: The RRWC is comprised of four (4) caucus groups that support public involvement. The primary function of each RRWC caucus is to select members to represent that caucus on the RRWC. Membership shall be open to all persons who wish to participate and who meet the qualification set forth by the caucus that they wish to join.

Section 2: The RRWC is committed to a policy of fair representation, which does not discriminate on the basis of race, physical handicap, sex, color, religion, sexual orientation, or age.

Section 3: The RRWC name or insignia shall not be used as an endorsement and/or as a representation without the consent of the RRWC.

ARTICLE III. RRWC MEMBERS

Section 1: The number of voting members of the seated RRWC will be 57, with 3 representative caucuses; 18 members from the economic caucus; 18 members from the environmental caucus; 18 members from the public caucus, plus one representative from each Resource Conservation Districts in the Russian River Watershed. In addition, the RRWC will include 20 ex-officio non-voting agency members.

- The economic caucus is comprised of members representing businesses, business and labor organizations, and landowner organizations.
- The environmental caucus is comprised of members who represent environment organizations
- The public caucus is comprised of persons who are not aligned with either the economic or environmental caucuses
- The agency caucus is advisory to the RRWC and is comprised of Federal, State and local governmental agencies to provide technical assistance and support for the RRWC.

Section 2: The RRWC caucus memberships are responsible for selecting alternates to represent their interests. An alternate designated by a voting member or organization will fulfill

the responsibilities of the voting member if the voting member is not available to serve. The caucuses are responsible for designating qualified alternates for absent voting members if the designated member is absent at RRWC meetings.

Section 3: The RRWC will strive to achieve a geographic balance of Sonoma and Mendocino Counties.

Section 4: Election or appointment of new RRWC members or election or appointment of current RRWC members will be nominated by the caucus they represent. New members or reappointment of existing members will be ratified by a vote of the RRWC at the first general meeting of the new year or as necessary to fill a vacancy.

- Any member of the voting RRWC may be replaced by a 75% vote of the RRWC membership for cause, such as non-attendance, disruptive behavior, etc).

Section 5: The duties of the voting members of the RRWC will include attending RRWC meetings, to serve and participate in one or more workgroups and to work to fulfill the goals of the mission statement.

Section 6: The voting members of the economic and environmental caucus must have on file a letter that states authorization from the organization they represent. The Public caucus must have on file a letter stating their support of the RRWC as a public caucus representative.

Section 7: No compensation will be paid to any member of the RRWC for services as a member of the RRWC. By resolution of the RRWC and if funds are available, travel expenditures for authorized RRWC representatives may be reimbursed for attendance to special meetings relating to RRWC business.

Section 8: RRWC members or organizations must publicly disclose conflicts of interest and abstain from voting on issues in which the members or organizations would have a direct financial conflict of interest.

ARTICLE IV. MEETINGS OF THE RRWC

Section 1: At all meetings of the RRWC, the voting members will be entitled to cast one vote on any motion coming before the meeting.

Section 2: A quorum at RRWC meetings will be 40% plus one (24 members) of the 57 voting members.

Section 3: At a RRWC meeting, a 2/3 majority affirmative vote of the RRWC members present is required to pass a motion before the RRWC. For all votes, the number of votes required for passage shall be rounded up to the nearest whole number. At the first meeting of the year 2001, the voting requirement will be a 60% majority affirmative vote of the RRWC members present.

Section 4: Meetings of the RRWC may be called by a majority of the voting RRWC members or two thirds of the Steering Committee in emergencies. The meetings of the RRWC, the workgroups and the Steering Committee will be held on an as needed base. There will be a minimum of quarterly meetings of the RRWC.

Section 5: Notice of meetings of the RRWC must be sent to individuals who have requested notification and must be mailed at least 10 calendar days prior to the day such a meeting will be held.

Action 6: Action items to be agendized at a RRWC meeting will require a 75% vote to be placed on the agenda for action that day. Discussion items will require the normal process.

Section 7: RRWC meetings will be facilitated by a person or persons designated by the Steering Committee

ARTICLE V. OFFICERS

Section 1: The RRWC will designate one representative from each caucus to serve on the Executive Committee identified in the Project Study Plan. The RRWC Executive Committee representatives shall be seated members of the Steering Committee.

Section 2: The Steering Committee will appoint one of its members to oversee the keeping of RRWC records and one member to have general charge of RRWC finances.

ARTICLE VI. COMMITTEES

Section 1: Steering Committee Members

- The number of members of the RRWC Steering Committee will be 9 members, 3 from each voting caucus.
- The Steering Committee shall be members of the RRWC, shall be representative of the Public Caucus, Economic Caucus, and Environmental Caucus, shall try to achieve a geographic balance of Sonoma and Mendocino Counties, and shall fulfill the mission and goals of the RRWC.
- The RRWC caucuses are responsible for selecting an alternate(s) to represent their interest if a member will be absent from a Steering Committee meeting.
- The Steering Committee shall act as an advisory board to the RRWC. The Steering Committee is responsible for developing the agenda, for providing recommendations for procedural issues and other actions as directed by the RRWC. The Steering Committee, in addition to the powers conferred upon it by these rules, will have such additional powers and duties as may be prescribed from time to time by the RRWC. As appropriate Steering committee members will facilitate discussions at RRWC meetings.
- Election of new Steering Committee members or reelection of current Steering Committee members to additional terms will be done by the caucus they represent and will occur as the first item of business at the last caucus meeting of the year. The Caucuses may replace Steering Committee members at any time during the year.
 - Any member of the Steering Committee may be replaced by a 75% vote of the RRWC membership for cause, such as non-attendance, disruptive behavior, etc.
- The term of the Steering Committee members will be one year.

Section 2: Meetings of the Steering Committee

- The Steering Committee will hold regular meetings to support the operation of the RRWC at such place as may be designated in the notice of the meeting.
- Ten (10) calendar days prior to the general RRWC meeting the agenda will be mailed.
 - Fifteen (15) calendar days prior to the RRWC meeting the Steering Committee will meet

to set the agenda. Any proposals for inclusion onto the agenda must be presented to the Steering Committee.

- Action items will be agendized and identified as action items on the agenda mailed to voting RRWC members.
- At all meetings of the Steering Committee, the members will be entitled to cast one vote on any motion coming before the meeting. Five (5) Steering Committee members will constitute a quorum at all Steering Committee meetings.
- At a meeting at which there is a quorum present, a two third majority affirmative vote of the members present is required to pass a motion before the Steering Committee.

Section 3: RRWC Workgroups

- The RRWC and/or the Steering Committee may designate workgroups, as necessary.
- Participation in the workgroups is open to all interested parties.
- The Steering Committee will designate a Steering Committee member to act as a liaison for each workgroup.
- Each workgroup will consist of a RRWC member as a coordinator and two or more RRWC members. The workgroup will select the coordinator of the workgroup. Workgroup meetings will have a quorum of 3 RRWC members and/or alternates at all meetings.
- The studies, findings and recommendations of workgroups will be reported to the RRWC for consideration and action. All items will be brought to the Steering Committee for agendizing.
- All proposals which are to be action items must be submitted in writing to the Steering Committee and shall be sponsored by at least one member of all three caucuses, or are brought forward by one of the four caucuses under it's caucus rules. All proposals must include minutes and a roster of participants with a record of support as an element of the proposal being advanced for action by RRWC. Steering Committee review and comments will be provided as part of the presentation to the RRWC. All proposals that meet the requirements as stated will be agendized in a timely fashion.
- Workgroups may adopt such rules for the conduct of business as are appropriate and are consistent with these rules. Minutes (with workgroup attendees) must be kept. Notification of workgroup meetings will be sent 72 hours prior to the date of the meeting. The notification will be sent to workgroup members, caucus information liaisons, and appropriate staff.
- Each workgroup will report annually to the RRWC on their objectives and accomplishments or at the request of the RRWC or Steering Committee.
- The RRWC will have the following standing workgroups. The purpose and/or function of the workgroups will include but not be limited to the following:
 - BUDGET WORKGROUP* responsibilities would include but not be limited to: 1) Managing all funds and securities of the RRWC and work with foundations, local, State, and Federal agencies to identify new funds to fulfill the RRWC mission. 2) Providing support and advice to the RRWC and the Steering Committee on contracts, accounts, and financial records. The Budget workgroup will include at least one Steering Committee member from each caucus.

PUBLIC OUTREACH AND EDUCATION WORKGROUP responsibilities would include but not be limited to: 1) Informing the public of watershed problems and solutions. 2) Ensuring that accurate information is provided. 3) Developing and distributing information through a newsletter, webpage, brochures, media packets,

and informational packets to libraries and schools. 4) Providing information to schools by conducting workshops, curriculum units, and materials for resource libraries in the classrooms.

SALMONID RESTORATION WORKGROUP responsibilities would include but not be limited to: 1) Developing a historical understanding of the salmonid population and the factors and processes that impede restoration. 2) Defining the lost economies associated with anadromous fish. 3) Identifying the salmonid recovery objectives and ways to achieve those objectives. 4) Promoting Federal and State agency involvement in salmonid recovery. 5) Evaluating the best ways to remove migration barriers in the main stem and selected tributaries.

WATER QUALITY, SUPPLY, AND QUANTITY WORKGROUP responsibilities would include but not be limited to: 1) Assessing the impacts of developing new water supplies, to determine flows in all tributaries and main stem and impacts of fluctuating flows. 2) Assessing water quality data/testing including point and non-point sources. 3) Developing water conservation methods and water consumption in the watershed. 4) Assessing water policies of individual agencies. 5) Assessing the impact of urbanization and agriculture on the water sources in the watershed.

WATERSHED INFORMATION, ASSESSMENT, & MONITORING WORKGROUP responsibilities would include but not be limited to: 1) Assessing the biological health of the watershed and those factors limiting the restoration of, and supporting the preservation of, healthy salmonid populations. 2) Developing a watershed information system to gauge watershed health and restoration through time. 3) Form a scientific and technical panel to validate and interpret the data used to assess watershed conditions.

DAM and STREAM CHANNELS WORKGROUP responsibilities would include but not be limited to: 1) Organizing, review, and distribute Corps documents that detail precipitation, stream flow and channel boundaries before dam construction to present. 2) Evaluating the impacts of the public and private dams in the Russian River watershed. 3) Developing alternatives for fish ladders to bypass migration barriers to fish. 4) Identifying technologies to prevent and/or remove accumulated sediments from dam reservoirs.

TRIBUTARY CLEAN-UP WORKGROUP responsibilities would include but not be limited to: 1) Developing an assessment of selected tributaries to evaluate their health and function. 2) Mapping tributaries to identify invasive species, migration barriers, and riparian health. 3) Supporting local community efforts to clean-up tributaries and remove exotic plants from the waterways of the Russian River watershed.

ARTICLE VII. MISCELLANEOUS

Section 1: The fiscal year of the RRWC will be October 1 through September 30.

ARTICLE VIII. AMENDMENTS

Amendments will be presented to the full RRWC on the recommendation of three or more Steering Committee members, a majority of a caucus or a written request of one third of the voting RRWC members. All such proposals will come through the Steering Committee for their recommendation and review and shall be presented at the next RRWC meeting for consideration. The RRWC, with a two-thirds majority affirmative vote, may amend these rules to include or omit any provision that it could lawfully include or omit at the time the amendment is made. Any number of amendments or an entire revision of the rules may be submitted to the Steering Committee for recommendations and voted upon at the next general RRWC meeting. Amendments will become effective in ten (10) days

Record of Revision

3/9/02 Motion from public caucus to change the quorum to 40% +1 or 24 members was passed and incorporated into Article IV, Section 2.

Previous language was: A quorum at RRWC meetings will be 50% plus one (30 members) of the 57 voting members

11/9/02 Motion from public caucus to explicitly allow motions to be brought forward by caucuses in addition to work groups was passed and incorporated into Article V, Section 3.

Previous language was: All proposals which are to be action items must be submitted in writing to the Steering Committee and shall be sponsored by at least one member of all three caucuses.

3/8/03 Motion from the Steering Committee to change language in Article VI Section 2 to eliminate clause associated with caucus representation. Previous language was: Five (5) Steering Committee members with at least one representative from each voting caucus will constitute a quorum at all Steering Committee meetings.