

# **Westside Creeks Restoration Oversight Committee**

## **Guidelines and Responsibilities**

### **Purpose & Responsibilities**

In 2008, the San Antonio River Authority (SARA) Board of Directors approved twenty-two members to the Westside Creeks Restoration Oversight Committee (WCROC). The community-wide volunteer stakeholder committee includes two co-chairs and twenty stakeholder organizations. The purpose of the WCROC is to ensure that the concept design and associated projects reflect the ideas and input of the residents and businesses in the vicinity of the creeks as well as those community-wide stakeholder groups with interest in the restoration and enhancement of the creeks; Alazan, Apache, Martinez, and San Pedro Creeks.

The WCROC will provide input to SARA staff related to the restoration and enhancement of the creeks. SARA staff will share the input with project consultants, Bexar County, City of San Antonio, and other project partners supporting the advancement of the creeks' restoration and enhancement concepts. The WCROC will work with SARA staff and Board of Directors, and serve as community liaisons and group leaders during all project phases - public involvement and input, planning, design, construction, construction phasing and funding. The WCROC will strive to reach consensus among the Committee and within the community in support of Westside Creeks improvements. The roles and responsibilities of the WCROC include:

- Attend and participate in all meetings
- Conduct regular meetings as determined by the WCROC and SARA staff
- Review and advise SARA staff on the public involvement plan
- Review and advise SARA staff on project stakeholders list
- Review and advise SARA staff on planning concepts and project designs
- Provide reports to San Antonio River Authority Board as needed
- Disseminate information regarding the Westside Creeks to the organization they represent and others of their constituency

The WCROC will include the formation of subcommittees designated for each of the four creeks as needed. The composition of each subcommittee will include members from the WCROC as well as other designated stakeholders for each of the creek corridors. Each of the subcommittees will provide input, review and comment to SARA staff. The subcommittees will provide insight and information on specific activities and projects within each of the creek corridors that is within their area of responsibility or influence. The WCROC co-chairs will designate a subcommittee chair or co-chairs. The subcommittees will provide reports to the WCROC on a regular basis. The roles and responsibilities for each of the subcommittees include:

- Hold regular meetings as determined by the subcommittee and SARA staff
- Identify stakeholders
- Review and advise on public work session outcomes
- Provide historical perspective to SARA staff and consultant team
- Provide feedback to SARA staff on current project and initiatives within creek corridors
- Provide insight on opportunities and challenges along the creek corridor
- Provide reports at the WCROC meetings

### **Committee Representation**

The restoration and improvements to the Westside Creeks will have far reaching benefits to the community. To realize these future benefits, the WCROC shall consist of diverse interests ranging from neighborhood associations, business representation, environmental and recreational, cultural and historical groups, and educational institutions who have activities and/or interests within the Westside Creeks Restoration Project boundaries. The WCROC's twenty-two member representation shall consist of:

<b>Representation</b>	<b>Number of Appointees</b>
<b>Co-Chairs</b>	2
<b>Cultural and Historical</b>	5
<b>Neighborhood</b>	6
<b>Educational</b>	4
<b>Environmental</b>	1
<b>Recreational</b>	1
<b>Business</b>	2
<b>At-large</b>	1

Members are encouraged to designate an alternate and must notify SARA staff and the Co-chairs with the name and contact information of that person. Members are responsible for keeping their organizations and alternate informed of the progress and activities of the WCROC.

The WCROC Co-Chairs will be appointed by the SARA Board of Directors and the remaining representative groups and number of appointees shall be recommended by SARA staff and the WCROC membership for approval by the SARA Board of Directors.

## **Meeting Protocol**

In general, the WCROC meets six times a year on an every other month bases. The meetings are held on the second Tuesday of February, April, June, August, October, and December at 6:00 p.m. in the San Antonio River Authority Board Room, 100 E. Guenther Street. Special meetings may be necessary based upon individual project deadlines and consensus on the date and time will be sought from the WCROC membership. WCROC members shall make every effort to attend, or have their designated alternate attend the meeting. Members who have missed three consecutive regular meetings without being represented by an alternate shall be considered inactive for purposes of establishing a quorum. Members missing six consecutive meetings without being represented by an alternate shall be considered a non-participant and shall forfeit its Committee representation at which time the Committee will recommend a replacement organization.

The meeting protocol for approving documents, proposals, motions, or other matters that comes before the WCROC for approval shall be based upon consensus. Approval by consensus or without objection is an expedited method of approval that can be used without the formalities of a motion, second, and vote for approving matters such as documents that have been circulated by e-mail prior to the meeting or routine proposals about which the sponsoring Committee member expects no opposition. The procedure is as follows:

- a. The matter is presented as an agenda item or otherwise proposed by a Committee member who asks for approval.
- b. The Committee Chairperson asks if there is any objection to approval of the item or proposed matter.
- c. In the case of previously circulated documents (such as minutes), comments regarding routine corrections or clarifications may be offered.
- d. After such corrections and/or clarifications, the Chairperson once again will ask for any objections to approval.
- e. If there are no objections to the document as corrected/clarified, or to the proposed matter, the Chairperson will announce that the document or matter has been approved without objection.
- f. If there is any objection to the document or proposed matter, or if any Committee member calls for a vote, then a vote will be required as described as follows.

For times when consensus is unachievable, the protocol will be as follows:

1. Protocol when there is objection

- a. When a matter is proposed for a vote of the Committee, the sponsoring member will be asked to clearly articulate the motion for recording in the minutes and to avoid confusion as to the proposed matter. Certain matters may be proposed for a vote as an agenda item, and these will be circulated to members prior to the meeting, if possible.
- b. All proposed matters offered for a vote must be seconded in order to proceed for consideration.
- c. Once seconded, the matter will be open for discussion in the following order and subject to the limitations noted:
  - i. Committee members: reasonable limit on time
    - 1. Motion sponsor speaks first
  - ii. SARA staff: reasonable limit on time
  - iii. Contract consultant's representatives: reasonable limit on time
  - iv. Governmental liaisons (e.g., City, County, SAWS, etc.): reasonable limit on time
  - v. General public: 2 minute limit per speaker
- d. After discussion is concluded, the matter will be placed to a vote with a majority of the quorum required for approval. A quorum will consist of one half the number of active members of the WCROC membership plus one, with one representative allowed to vote for each member organization present. In the case of a tie vote, the motion fails.
- e. Amendments – Amendments to original motions will be allowed following essentially the same procedure outlined above. That is:
  - i. The member proposing the amendment will clearly articulate the amendment offered for consideration.
  - ii. The amendment must be seconded in order to be considered for a vote.
  - iii. Once seconded, the amendment will be open for discussion in the following order and with the limitations noted:
    - 1. Committee members: reasonable limit on time
    - 2. SARA staff: reasonable limit on time
    - 3. Contract consultant's representatives: reasonable limit on time
    - 4. Governmental liaisons (e.g., City, County, SAWS, etc.): reasonable limit on time
    - 5. General public: 2 minute limit per speaker
  - iv. After discussion is concluded, the amendment will be placed to a vote with a majority of the quorum required for approval. A quorum will consist of the members present, with one representative allowed to vote for each member organization present. In the case of a tie vote, the amendment fails, and the original proposal/motion is placed to a vote.

f. Withdrawal by original motion's sponsor – If the amendment passes, and if the original motion's sponsor does not wish to have the original proposal amended, he/she may withdraw the original motion. If the original motion is withdrawn, the member who proposed the amendment is then free to propose the original motion, as amended, as his/her own original motion, or to withdraw the amendment; withdrawing the amendment has the effect of withdrawing the proposal entirely.

## 2. General

- a. Only Committee members of record are eligible to vote on Committee business. If the vote is to be cast by an organization's representative not listed as the primary or alternate representative, the member organization's primary or alternate representative must advise SARA prior to the meeting as to the identity of the person who will be representing the organization at the meeting in order for the vote to be allowed.
- b. A matter that has been voted upon may not be submitted for reconsideration during the same meeting.
- c. Members may refrain from voting, but their presence will nonetheless be counted in determining a quorum.
- d. The Committee Co-chairs reserve the authority to impose or invoke any other reasonable means not specifically enumerated above that may be necessary to maintain order and fairness in the voting process.