

# **SAN ANTONIO RIVER TOTAL MAXIMUM DAILY LOAD**

## **STEERING COMMITTEE**

### **GROUND RULES**

#### **MISSION**

The mission of the San Antonio River TMDL Steering Committee is to assist in determination of total daily maximum load actions for bacteria in segments 1911 (Upper San Antonio River), 1910 (Salado Creek), and 1901 (Lower San Antonio River).

#### **POWERS**

The committee is an advisory rather than oversight body. The committee expects to provide informal advice on a routine basis but may also choose to develop formal recommendations. Formal committee recommendations will be identified as such in the meeting and meeting notes. Formal recommendations will be considered by the lead organization (JMA) and TCEQ. The committee will be told whether or not formal recommendations have been implemented and, if not, why not.

#### **LIFE OF THE STEERING COMMITTEE**

The committee will continue until the watershed action plan is put into action.

#### **MEMBERSHIP**

**Representation** Members include both individuals and representatives of organizations. A variety of members serve on the panel to reflect the diversity of interests within the Upper San Antonio River, Salado Creek, and Lower San Antonio River watersheds and to incorporate the viewpoints of those who will be affected by the TMDL.

**Selection** Members were selected by JMA with input from TCEQ.

**Replacements and Additions** Steering committee members may replace members unable to continue serving or add members to increase the diversity of the group. A new member must be recommended by an existing committee member and approved by consensus of existing members.

**Substitutes** Those unable to attend a meeting (an absentee) may send a substitute. An absentee can provide advance notification to the lead organization or facilitator of the desire to send a substitute. A substitute attending with prior notification from an absentee will serve as a proxy for that absent member. A substitute attending without advance notification is considered an observer (see definition of observer under

Meetings). Absentees may also provide input via another panel member or send input via the facilitator. The facilitator will present such information to the group but may not argue in its favor.

**Absences** Three absences in a row of which the lead organization or facilitator was not informed of beforehand and without designation of a substitute constitute a resignation.

## MEETINGS

**Observers** Meetings are open and observers welcome. Observers will be recognized by the facilitator prior to making comments during the meeting.

**Open Discussion** Participants express their views candidly, but without personal attacks. Time is shared because all participants are of equal importance. JMA will take notes during the meetings, and a facilitator may provide audio recording. Meeting summaries will be based on notes and/or recording. A committee member can ask to go off record; an observer cannot go off record.

**Location and Arrangements** JMA, under the guidance of TCEQ and the facilitator, is responsible for making meeting arrangements.

**Timing** Meetings start and end on time. Meetings are scheduled as needed based on milestones in the TMDL process. Meetings are scheduled to allow time for member input to be considered for incorporation into plans and reports. Meeting times will be set to permit all to attend. While afternoon meetings are preferred, the committee can decide time and date of meetings

**Agenda** The facilitator, lead organization, and TCEQ program manager, in consultation with committee members, develops the agenda. The anticipated topics are determined at the previous meeting. A draft agenda is sent to the committee with the notice of the meeting. Agenda items may be added by members at the time of the draft agenda is provided. The draft agenda will provide an estimation of meeting duration. The facilitator reviews the agenda at the start of each meeting and amends if the group agrees. The committee then follows the approved agenda unless they agree to revise it.

**Meeting Notes** JMA drafts meeting notes and distributes them to the committee for their review. The panel revises if needed and approves the notes at the next meeting.

**Distribution of Materials** JMA prepares and distributes the agenda and other items needed for mailings to members. To encourage equal sharing of information, materials made available to one committee member will be made available to all. Those who wish to distribute materials to the panel may ask JMA to do so on their behalf.

## **ROLES**

**Members** Members identify and present insights, suggestions, and concerns from a community, environmental, or public interest perspective as they carry out the purposes of the group. The members offer their advice to the lead organization and TCEQ.

**Facilitator** The committee operates without a chair but can request a professional facilitator. The facilitator serves as a third-party neutral to help the panel organize its work, run meetings, draft notes and other materials if requested, and work with the lead organization to send notices and mailings. The facilitator encourages dialogue and candid input, conveys any panel recommendations to the lead organization and TCEQ, and follows up to see that a response is provided to the panel.

**Speaking in the Name of the Committee** Individuals do not speak for the committee as a whole unless authorized by the committee to do so. Members do not speak for the lead organization, and the lead organization does not speak for committee members. If committee spokespersons are needed, they are selected by committee members. Materials are not released in the name of the committee unless the committee agrees to the release.

**Draft Documents** Members will review draft TMDL documents and respect the fact that they are in draft form. No TMDL documents will be released to the public until final or unless okayed by the committee.

## **DECISIONMAKING PROCESS**

The committee makes decisions by consensus rather than voting. If members develop formal recommendations, they will do so by consensus. Committee members may also submit recommendations as individuals or on behalf of their organization. They are encouraged to share them with other committee members. Consensus is defined as being able to live with the decisions made.

## **DEVELOPMENT AND REVISION OF GROUNDRULES**

The groundrules were drafted by the facilitator and lead organization. This draft will be presented to the members for their review, possible revision, and adoption. Once adopted, groundrules may be changed by consensus among committee members as long as more than half the stakeholders and lead organization as well as the TCEQ representative are present for the discussion.