



DRBC Water Management Advisory Committee

Practice and Procedures

Purpose and Scope

1. **Authorization.** In 1998 the Commissioners authorized the establishment of a Water Management Advisory Committee (WMAC) to consolidate the functions of the Ground Water Advisory Committee and the Water Conservation Advisory Committee. Those committees, established in 1982 and 1983 respectively, were dissolved¹.
2. **Purpose.** The purpose of the WMAC is to advise the Commission on the following topics:
 - A. Water demand and consumptive use forecasting;
 - B. Implementation of water conservation regulations and recommendations on additional technology transfer;
 - C. Models and methods for characterizing groundwater flow patterns and instream flow needs, and for conducting base-flow frequency analyses and water supply assessments;
 - D. Protocol for review of integrated resource plans; and
 - E. Potential watersheds to be considered for watershed action teams and recommendations for the conduct of watershed-based plans that consider the interrelationships of groundwater recharge and discharge, stormwater management, and instream flow needs.
3. **Membership.** The Committee shall consist of representatives from the following constituencies:
 - A. State of Delaware
 - B. State of New Jersey
 - C. State of New York
 - D. Commonwealth of Pennsylvania
 - E. U.S. Army Corps of Engineers
 - F. U.S. Environmental Protection Agency
 - G. U.S. Geological Survey

¹ DRBC Resolution No. 98-21, 12/9/1998.

- H. City of New York
- I. City of Philadelphia
- J. County Water Agency
- K. Water Resources Association
- L. Industry
- M. Water Utility
- N. Agriculture
- O. League of Women Voters or Other Civic Organization
- P. Environmental Organization
- Q. Watershed Organization
- R. Academia
- S. Recreation
- T. Fisheries

4. Appointments and Terms

- A. Five of the representatives shall be selected by the commissioners, with each state commissioner naming one member from the agency of his or her state charged with primary responsibility for water resource management, and the federal commissioner naming one member of the U.S. Army Corps of Engineers.
- B. The regional directors of the U.S. Geological Survey and the U.S. Environmental Protection Agency each name one member from their respective agencies.
- C. The City of New York and City of Philadelphia shall each name a representative from their respective departments of water resource management.
- D. The nine government representatives (of the states, the U.S. Army Corps of Engineers, U.S. Environmental Protection Agency, U.S. Geological Survey and the cities of New York and Philadelphia) are not appointed for a fixed term.
- E. The remaining eleven members shall be appointed by the Executive Director and serve for terms of five years with staggered re-appointments in accordance with the following schedule:
 - Year 1 – Representatives of Academia, Recreation and Fisheries constituencies
 - Year 2 – Representatives of Environmental Organization and Watershed Organization constituencies
 - Year 3 – Representatives of Agriculture and League of Women Voters or Other Civic Organization constituencies
 - Year 4 – Representatives of Industry and Water Utility constituencies
 - Year 5 - Representatives of County Water Agency and Water Resource Agency constituencies

5. Meeting Frequency. The WMAC is expected to meet three times per year, unless otherwise decided by the Committee.

6. Responsibilities

- A. Each member of the Committee is encouraged to designate an official Alternate to represent them and to vote in their absence. Members may also assign a temporary delegate for a specific meeting by writing or emailing to the DRBC in advance of the meeting. References to members and membership herein shall be inclusive of designated Alternates as well as Members. Committee communications and materials will be sent to Committee Members and Alternates on the official roster of WMAC representatives.
- B. Each member shall make a concerted effort to attend each meeting. Failure of any member to attend more than two meetings of the Committee in any one fiscal year shall result in referral to the Executive Director for review of their appointment.
- C. The Committee shall work with the Commission staff to assure that its recommendations are compatible with related water resources activities of the Commission.
- D. Each member of the Committee appointed to represent state or federal interests shall utilize technical resources at their disposal as appropriate to assist the Committee and to coordinate with other state or federal agencies with authority or interests in the issues under consideration.
- E. Other members are encouraged to coordinate with and to engage technical resources and assistance through other entities in their stakeholder category.
- F. The Executive Director may invite additional knowledgeable persons to attend meetings to provide advice on specific issues.
- G. The Committee may from time to time form subcommittees or work groups on topics of concern, to address specific issues or to perform more narrowly focused tasks. Such subcommittees may include interested members of the Committee as well as others with the expertise to inform the discussion of the issues under consideration. Subcommittees and workgroups shall refer recommendations directly to the WMAC.
- H. The Committee shall schedule a full year of meetings at the last meeting of the year.

7. Committee Officers

- A. A Chair and Vice-Chair shall be elected by the Committee from among the members of the Committee, each for a term of two fiscal years (July 1 through June 30). However, members of state agencies representing a Governor on the Commission will not serve as Chair or Vice Chair.
- B. The Vice-Chair will be elected biennially and rotate to the Chair at the expiration of the term.

- C. The Chair will preside at Committee meetings in general accordance with Robert's Rules of Order. The Vice Chair will assume the responsibilities of the Chair in the advent of his/her absence.
- D. Responsibilities of the Chair include: conducting meetings, consulting with Commission staff on meeting agendas, and reporting to the Commission once a year.
- F. The Committee will endeavor to ensure that, over time, members elected to the positions of Chair and Vice Chair represent all member (sector) interests.

8. Voting

- A. At least 51% of the members – 11 members – shall constitute a quorum. A quorum is not required to hold a meeting.
- B. Decisions will be made by consensus, whenever feasible. When a consensus cannot be reached, a vote will be taken. A quorum is required to hold a vote for recommendations for which the Commission would need to take action or for modifications to these procedures. For recommendations on staff activities with no Commission action required, a quorum is not required.
- C. Each Committee member shall have one vote.
- D. Motions may be offered by any member. After seconding by another member, the membership will be polled. Motions are passed if a majority of the members present affirm the motion.
- E. In the event of a tie vote, the matter will be tabled.
- F. Dissenting members shall have the privilege of filing a minority report for consideration by the Commission.

9. Policy Issues

- A. Members may identify policy issues for consideration by the Commission and offer motions to elevate these issues. Affirmed motions will be presented to the Commission by the Chair of the Committee or their designee. The presentation will include the pros and cons of possible alternative approaches, the substance of the discussion, and the recommendation of the Committee. In cases where the Committee does not agree on an issue, the Vice-Chair or their designee will present the alternative approach.
- B. No recommendation shall be made by the Committee unless a majority of the members present vote in favor thereof. In such a case, the dissenting members shall have the privilege of filing a minority report for consideration by the Commission.

10. Staff and Support

- A. DRBC will provide staff support to the Committee including assistance with the scheduling of meetings and the preparation and distribution of agendas, minutes and other documents. DRBC may also lend technical assistance within its resources.
- B. Commission staff may participate in Committee meetings but shall not have voting power. Staff shall be free to endorse or disagree with specific recommendations through a summary report to the Executive Director.
- C. Draft minutes will be prepared and distributed for approval at the next scheduled committee meeting. Agendas will indicate issues likely to require official committee action.

Modified and Approved: June 19, 2014