

**Committee Procedures  
of the  
Regional Storm Water Management Coordinating Council  
North Central Texas Council of Governments**

**Purpose**

The purpose of the Regional Storm Water Management Coordinating Council (RSWMCC) is to guide the development and implementation of a regional strategy to address the goals of the National Pollutant Discharge Elimination System and to support the continued regional stewardship of the surface waters of North Central Texas.

The Regional Storm Water Management Coordinating Council  
***Policy Position on Managing Urban Storm Water Quality:***

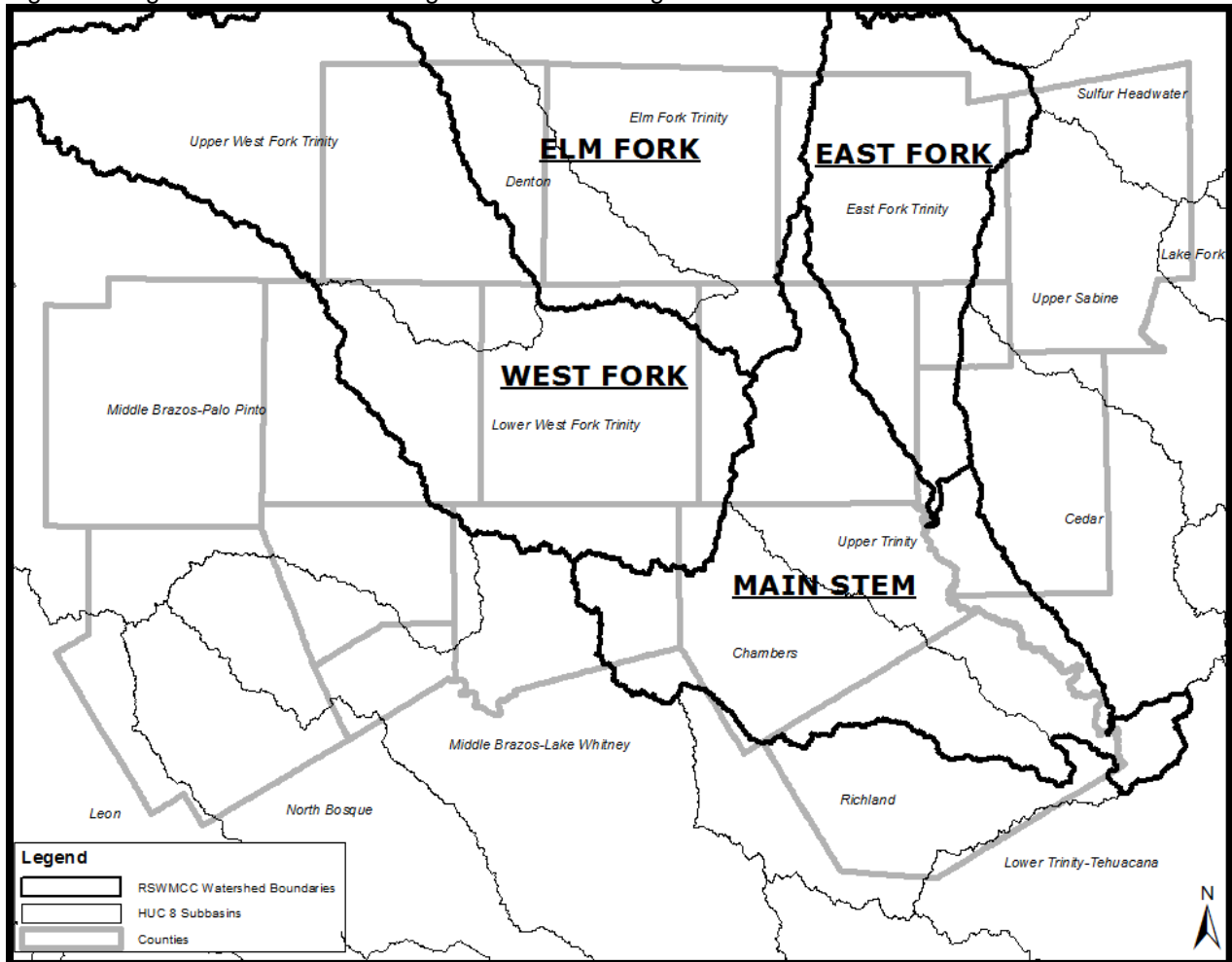
Local government agencies in North Central Texas are dedicated to protecting the region's waters by addressing both the quantity and quality of storm water runoff from urban areas. The agencies within the urbanized areas of this region are committed to implementing a cooperative and comprehensive program of storm water runoff management to maximize the utilization of the region's lakes, streams, and rivers for drinking water supply, recreation, fish and wildlife habitat, and economic opportunity.

**Council Members**

The Coordinating Council consists of a permanent seat for each local government entity designated as a Phase I MS4 by the Texas Pollution Discharge Elimination System (TPDES), and three Phase II MS4 representatives from each of the four major watersheds in the combined urbanized areas of North Central Texas, where only one representative from each entity may serve concurrently. The four major watersheds are divisions of the Upper Trinity River and are known as the Mainstem, West Fork, Elm Fork, and East Fork, see Figure 1. If a community or entity exists outside of these divisions they will be represented within the Mainstem watershed.

Coordinating Council members shall be representatives of local governments or local agencies in the North Central Texas area.

Figure 1. Regional Stormwater Management Coordinating Council Watershed Boundaries



### Watershed Representatives Election and Term

Watershed Representatives are elected to the Coordinating Council by the regional program participants of the watershed to be represented, and are employed by a governmental agency in the watershed they represent.

The Watershed Representative term on the Coordinating Council consists of three consecutive fiscal years. Elections for Watershed Representatives are conducted in the fourth quarter of the fiscal year that the term for any Watershed Representative ends. The terms of the three representatives do not run concurrently, but are staggered so that one term is completed every year. NCTCOG Staff will support the election procedures.

A Watershed Representative is eligible to succeed him- or herself in an election without limitation.

## **Executive Committee Election and Term**

The Executive Committee, comprised of a Chair, Vice Chair and Past Chair, provides leadership to the Coordinating Council and helps guide the Regional Program. Those serving on the EC must be current members of the Coordinating Council. The position of Coordinating Council Chair is supported by a Vice Chair and a Past Chair. Service on the EC starts with a member being elected to the position of Vice Chair, which begins a three year term of service, rotating through the subsequent positions of Chair and Past Chair. Because of this, once a person is elected to the Vice Chair position, his/her position as watershed representative is extended for three years regardless of the number of years remaining in their current term of service.

The Chair and Vice Chair positions shall be comprised of members from both a Phase 1 and a Phase 2 community at all times.

### Vice Chair

Election of the Vice Chair is conducted annually, in the fourth quarter of the fiscal year. The term of office coincides with the fiscal year. Nominations of candidates for Vice Chair are made by the current EC. Election to the position is determined by simple majority of votes from the entire body of the RSWMCC. NCTCOG Staff will support the election procedures.

### Council Chair

The Council Chair position is a one year term to coincide with the fiscal year, and is filled by progression of the Vice Chair to Chair.

### Past Chair

The Council Past Chair is a one year term to coincide with the fiscal year, and is filled by progression of the Chair to Past Chair.

## **General Procedures**

### Meetings

- All Coordinating Council meetings are open to the public. The Coordinating Council may provide the opportunity for public comment relative to specific activities at the discretion of the Council Chair.
- The Coordinating Council shall meet quarterly or as necessary to fulfill its purpose.

### Designated Alternates

- A local governmental agency or the representing member may name, by written correspondence to the Coordinating Council, a Designated Alternate to perform in Coordinating Council activities with the full responsibilities and rights of the absent member.

### Vacancies

- A vacant Watershed Representative seat is filled by election within the watershed. A Watershed Representative elected to fill a vacancy shall only serve the duration of the unexpired term to which he or she is elected.

- A vacant Vice Chair is filled by election within the Coordinating Council, and a Vice Chair elected to fill a vacancy shall serve the duration of the unexpired term and the following full term.
- A vacant Council Chair is filled by the current Vice Chair in conjunction with the election of a new Vice Chair.
- A vacant Past Chair is not filled by the current Council Chair. A vacant Past Chair is filled by nomination of candidates by the Council Chair and Vice Chair and election by the Council.
- A vacant Watershed Representative seat may not be filled via an appointment by the governmental entity of the vacating person.
- Phase I entities are responsible for assigning a representative to the Coordinating Council to fill a vacant seat.
- A member vacating a Coordinating Council seat will notify NCTCOG in order that the vacancy can be filled in accordance with Coordinating Council procedures.

#### Quorum

- A quorum shall consist of a simple majority of the Members of the Coordinating Council, including Designated Alternates.

#### Task Forces

- The Coordinating Council may be assisted by task forces appointed by the Chair. Members of working groups and task forces do not have to be members of the Coordinating Council.
- The Coordinating Council may be assisted by task forces. These subcommittees need not have a set length of service relative to the annual work programs, but should provide continual support for significant regional issues. Standing Subcommittee members do not have to be members of the Coordinating Council, and are appointed by the Chair to serve three year terms.
- The “Work Program Committee” is comprised of a single volunteer representative of each task force, the Executive Committee of the RSWMCC and NCTCOG staff.

#### **Annual Work Program**

Regional activities are guided by an annual Work Program prepared by the Coordinating Council and NCTCOG staff. The annual Work Program describes projects, goals, and initiatives to be undertaken by the Coordinating Council and NCTCOG Staff to support the regional policy position.

Any activity or action that the Council may desire to pursue and is not specifically addressed in these procedures will be conducted in the manner decided by the majority of the council.