Appendix F - Draft RAC Charter

Merced IRWM Program
DRAFT Regional Advisory Committee (RAC) Charter

May 2013

This document is intended to establish rules and guidelines for the Regional Advisory Committee (RAC), for the period following adoption of the Merced Integrated Regional Water Management (IRWM) Plan (expected fall 2013). The RAC is a fundamental component of governance for the Merced IRWM Program.

Table of Contents

1. Purpose

The Merced IRWM Program was established in 2009 by the Regional Water Management Group (RWMG), comprised of the Merced Irrigation District, City of Merced, and Merced County. In February 2011, the RWMG was awarded a grant by the Department of Water Resources (DWR) to prepare an IRWM Plan for the Merced Region. The RAC is an advisory body which provides recommendations to the RWMG on topics related to the IRWM Program. The RWMG gives primary consideration to the recommendations of the RAC and incorporates the RAC's recommendations into documents prepared for presentation to the RWMG governing bodies.

The RAC was originally formed in April 2012 to assist the RWMG with completion of the Merced IRWM Plan and prioritization of projects for a Proposition 84 funding application. The IRWM Plan is expected to be complete 2013, and the Merced Region has applied for $3.2 million to fund projects under Proposition 84. After completion and approval of the Merced IRWM Plan in 2013, the RAC will continue to serve as an advisory body providing recommendations to the RWMG governance structure on key issues related to IRWM planning and funding applications. The RAC and the RWMG have established the following purpose for the RAC:

- Represent the broad interests and perspectives in the region.

- Assist in the implementation and revision of the Merced IRWM Plan.

- Encourage cooperative planning among various aspects of water resources management in the Merced Region.

- Foster constructive, meaningful discussion of regional water management issues and needs, goals and objectives, plans and projects, and future funding and governance.

- Advise the RWMG and the governing bodies on these topics.

This charter continues the establishment of the RAC, sets forth RAC member composition, duties, and responsibilities, and outlines organization and operation of the group.

2. Role of the Regional Advisory Committee (RAC)

As an advisory body to the RWMG, the RAC will work closely with the RWMG to develop recommendations for the following:

a. Adopting updates to the IRWM Plan for the Merced Region.
b. Establishing criteria for prioritizing projects to be submitted for IRWM grant programs.
c. Reevaluating projects submitted for grant funding, when necessary.
d. Approving and submitting grant applications.
e. Transitioning responsibility for implementation of the IRWM Plan to a new institutional structure.

When necessary, workgroups will be formed to meet separately and work on an issue or topic that cannot readily be resolved in the broader RAC setting.

3. Meetings

RAC Meetings
There will be four scheduled quarterly RAC meetings per year. All RAC meetings shall be noticed in accordance with the Brown Act. If desired by RAC Members, additional RAC meetings may be scheduled and noticed at least one week in advance.

Meetings shall be conducted in accordance with this Charter. The RAC Chair or Vice Chair will determine if a quorum exists at any RAC meeting. Formal voting may not occur without a quorum of RAC members; however, presentations and discussion of agenda topics may occur.

The definition of a quorum shall be determined at the first meeting of the RAC, when the number of RAC members has been established. The expectation is that a quorum shall be at least 50% of the RAC membership.

Workgroup Meetings

Workgroups are convened as needed by the Management Committee with input and participation by the RAC. Workgroup meetings shall be conducted in accordance with this Charter. The Workgroup Chair will determine if a quorum exists at any Workgroup meeting. Formal voting may not occur without a quorum of Workgroup members; however, presentations and discussion of agenda topics may occur. Workgroups are not subject to Brown Act requirements and may not be publicly noticed in advance. Every effort will be made to post workgroup meetings in advance on the Merced IRWM website (www.merceirwmp.org).

Results of Workgroup meetings will be reported to the RAC at the next scheduled RAC meeting.

4. RAC Member Composition

There are ten membership categories (herein referred to as caucuses) for voting members of the RAC. These caucuses include Agriculture, Business (non-agricultural), Natural Resources/Watersheds, Disadvantaged Communities/Environmental Justice, Land Use, Water/Wastewater Management, Academic/Educational, Civic, Recreation, and At Large. The RWMG representatives participate as ex officio (non-voting) members of the RAC. State, federal, and regional agencies and organizations may also participate as non-voting members. The following is a general overview of the composition of each caucus. **Attachment A** provides a detailed description of the RAC Member Composition.

Membership Categories (Caucuses)	Maximum Number of Representatives
1. Agriculture: Representatives of dairy, ranching, and commodity farming, including large and small operations, row and tree crops.	4
2. Business: Representatives of food processing and other industrial activities, commercial enterprises, institutions (e.g. college and university administrations), and building and real estate, including chambers of commerce and business associations (banking participation is important).	4
3. Natural Resources and Watersheds: Organizations focused on preserving, enhancing, and managing natural resources and watersheds, including fisheries and wetlands.	4
4. Disadvantaged Communities/Environmental Justice: Representatives of disadvantaged neighborhoods and small communities with water management challenges (rural and urban).	2
5. Land Use: Representatives of land planners (or assessor), planning commissions, and land use advocates.	3
6. Water/Wastewater Management: Public agencies and private entities that are not members of the RWMG and have statutory authority to supply municipal or irrigation water, manage wastewater, or provide flood control in the region.	3
7. Academic/Educational: Representatives of K-12 and college/university educators and academics.	2
8. Civic: Representatives of community organizations, including community service, good government, and taxpayer interests.	2
9. Recreation: Representatives of fishing, boating, birding, and park interests.	2
10. At Large Members: Other agencies and entities with interest in and/or impact on water resource management.	4

11. Non-Voting Members: RWMG members and State, Federal, and regional agencies and organizations who are interested parties.	5 RWMG, plus other agencies

All RAC members must be knowledgeable in the field or interest that they represent. As such, RAC members must represent a public agency, non-governmental organization, professional organization, or academia. In addition, the overarching goals for RAC membership are for the RAC to be geographically diverse, to represent multiple stakeholders, and to be approximately balanced between public agencies and non-profits.

5. RAC Member Attributes and Duties

The following are desired attributes for RAC members and their alternates:

1. Have knowledge and experience in water resources management.

2. Represent an agency, organization, tribe, academia, or interests that are under-represented in the region.

3. Have the ability and desire to objectively articulate the perspective of his/her RAC seat and caucus at a level beyond that of his/her individual organization.

4. Provide recommendations with the best interests of the entire Merced IRWM region in mind.

In relation to attribute 3 listed above, RAC members are grouped into ten caucuses, each of which has specific seats that are outlined in **Attachment A**.

The following are general duties for which RAC members and their alternates are responsible:

1. Attend meetings consistently – participation in 75% of the meetings annually is the minimum expectation.

2. Come prepared – review materials ahead of time and provide comments as appropriate.

3. Be responsive to requests between meetings.

4. Act as a point of contact within his/her individual organization for collection and dissemination of information related to the IRWM Program.

5. Disseminate information about the IRWM Program to his/her contacts, as appropriate.

6. Designate an alternate to attend and participate in RAC meetings in his/her absence.

7. Recuse him/herself from discussion and voting if he/she has a personal interest or stake in the outcome.

RAC members and their alternates are subject to recusal due to conflicts of interest in accordance with *Government Code Title 9, Political Reform; Chapter 7, Conflicts of Interest.* A conflict of interest is defined as a RAC member using his/her position to influence IRWM program decisions in which he/she has a financial interest (§87100). Recusal will occur per the discretion of the RWMG, in consultation with the RAC Membership Workgroup described in Section 8.

All Workgroup members are also expected to display the attributes and duties listed above. The recusal policy also applies to ad-hoc Workgroup members.

6. RAC Member and Alternate Terms

Once the RAC is established, members and their alternatives will serve three-year terms, with one-third of the RAC membership terms ending in each year. RAC member and alternate terms do not apply to the non-voting members (including the RWMG). Upon selection of the RAC membership in fall 2013, the members (and their alternates) will be randomly selected for one, two, or three year terms. Ten members will serve one-year terms, ten will serve two-year terms, and ten will serve three-year terms. All subsequent RAC

members will serve three year terms with one-third of the RAC membership terms ending each year. There is no limit to the number of terms served (consecutive or otherwise).

Beginning in 2015, RAC member terms will begin and end on March 1 each year. The RAC member selection process will typically occur in January and February.

7. 2013 RAC Member Selection

At the _____ (date) RAC meeting, the new RAC members will be selected from the applications received from the application process described below.

The following RAC selection process will be implemented by December 2013:

1. The RWMG will solicit applications from all interested IRWM stakeholders, including current RAC members. Applications will be held to a firm deadline, after which applicants will no longer be considered. **Attachment B** of this document contains the RAC Application that will be accepted from (dates).

2. A RAC Membership Workgroup will be convened to develop recommendations for the 2013 RAC selection. The Workgroup will be comprised of 7 members of the existing RAC (composition TBD) as recommended by the RAC and confirmed by the Management Committee (RWMG managers).

3. The RWMG, in coordination with the existing RAC members, will conduct an application solicitation process to identify potential RAC members in all categories (dates).

4. The Membership Workgroup will review the RAC member applicants to confirm that they meet the RAC Member Composition stipulated in **Attachment A**, as well as other selection criteria recommended by the RAC.

5. If the RWMG does not receive applications to fill each open seat on the RAC, it will reopen the application period for one week and the Workgroup meeting will be delayed.

6. In (month), the Workgroup will meet to review the applicants and provide a recommendation to the RWMG Policy Committee on the RAC membership (except non-voting members). The recommendation must be specific enough to ensure that RAC membership is retained as specified in the RAC Member Composition in Attachment A. If the Workgroup cannot reach a consensus recommendation, it will inform the existing RAC of this situation to develop a RAC recommendation.

7. The RWMG Policy Committee will review the recommendation. If the RAC membership recommendation is not approved, the Policy Committee will refer it back to the RAC Membership Workgroup with specific requests for revision. Applicants will be notified by the RWMG of their appointment to the RAC, and at that time will be asked to appoint a permanent alternate who is suitable to participate on the RAC under the member composition guidelines described in Attachment A.

8. New RAC members selected will be randomly assigned to one-, two-, and three-year terms.

9. The new RAC membership will be effective on (date).

RAC member selection as established within this section only applies to the 2013 RAC member selection process. All future member replacement will be completed as described in Section 8.

The newly appointed RAC would establish a Membership Workgroup to address any membership issues that arise, including replacement of a member who retires or resigns.

8. RAC Member Replacement

A portion of the RAC membership will be replaced each year in February. As outlined in Section 6, terms for one-third of the RAC membership shall expire every year. RAC member replacement shall occur via the process outlined below:

1. The RWMG will solicit applications from all IRWM stakeholders, including RAC members whose terms are expiring. Applications will be held to a firm deadline, after which applicants will no longer be considered. **Attachment B** of this document contains the RAC Application that will be accepted from January 1st through 31st.

2. A RAC Membership Workgroup will be convened to develop recommendations for RAC member replacement. The Workgroup will be comprised of 8 members of the RAC whose terms are not expiring (to avoid self-appointments), with no more than one representative of each voting caucus. The full RAC shall identify the 8 members of the Membership Workgroup at a regular RAC meeting, no later than December of each year. Members of the Management Committee may participate as non-voting members of the Membership Workgroup.

3. The Membership Workgroup will establish the application solicitation process with support from the Management Committee, which will receive and distribute the applications for the Membership Workgroup. The Workgroup will review the RAC member applicants to confirm that they meet the RAC Member Composition stipulated in **Attachment A**.

4. If the RWMG does not receive applications to fill each open seat on the RAC, the Management Committee will reopen the application period for one week and the Workgroup meeting will be delayed.

5. The Workgroup representatives may distribute the list of applicants to the voting caucuses and work with the caucus members to develop a recommendation for the new members of their caucus, if desired.

6. In February, the Workgroup will meet to review the applicants and provide a recommendation to the Policy Committee on the RAC membership. The recommendation must be specific enough to ensure that RAC membership is retained as specified in the RAC Member Composition in Attachment A. If the Workgroup cannot reach a consensus recommendation, it will inform the Policy Committee of this situation.

7. The Policy Committee will review the recommendation. If the RAC membership recommendation is not approved, the Policy Committee will refer it back to the RAC Membership Workgroup with specific requests for revision. Applicants will be notified by the RWMG of their appointment to the RAC, and at that time will be asked to appoint a permanent alternate who is suitable to participate on the RAC under the member composition guidelines described in Attachment A. RAC members selected by the Workgroup will be assigned a three-year term.

8. The new RAC membership will be effective on March 1st.

Each RAC Membership Workgroup will remain in place throughout the year to address any membership issues that arise over those two years, including replacement of a member who retires or resigns.

9. Member and Alternate Attendance

All RAC members and their alternates are required to sign the RAC Attendance Policy document (refer to **Attachment C**), which stipulates that members are expected to participate in at least 75% of the RAC meetings each year. If RAC members cannot be present during a meeting or meetings, their alternates are expected to fill the RAC member's position without interruption to the RAC.

At the end of each calendar year, the RAC Membership Workgroup will review attendance of each RAC member and their alternates over the past 12 months to determine if they are in compliance with the RAC Attendance Policy. At the last RAC meeting of each calendar year, the RAC Membership Workgroup will present its attendance findings to the RAC, which will be responsible for deciding if members are in violation of the RAC Attendance Policy and therefore should be replaced as stipulated in Section 8.

10. Member Termination

In the event that the RWMG and RAC determine that a RAC member is not complying with the RAC member attributes and duties in Section 5, termination of that person's membership will be discussed by the

RAC Membership Workgroup in closed session. The RAC Membership Workgroup may recommend termination and replacement to the full RAC, which will review the recommendation and inform the person of their termination. Replacement of that person will also be recommended by the RAC Membership Workgroup and approved by the Policy Committee.

11. RAC Chair and Vice Chair Roles

The RAC Chair and Vice Chair must be RAC members.

Although not required, the following attributes are desirable for the Chair and Vice Chair:

- Chair: prior experience working in the role of a Chair of a committee.
- Vice Chair: attributes and ability to assume Chair role and responsibilities, but not necessarily as much experience as the Chair.
- Chair and Vice Chair should come from different caucus groups (refer to Section 4).
- Should have already served at least 2 years on RAC, so they are familiar with the purpose, structure, and content of meetings.
- Willing and able to attend each RAC meeting during 3-year term.
- Ability to even-handedly articulate all interests.
- Consensus-builder.

The role of the Chair and Vice Chair will vary between RAC meetings; however, the Vice Chair's primary role is to take on Chair responsibilities in the absence of the Chair and/or at the discretion of the Chair. General responsibilities for the Chair are as follows:

1. Review RAC agenda prior to finalization and distribution to stakeholders (one week prior to RAC meetings).
2. Meet with the Management Committee prior to each RAC meeting to go over the RAC agenda and presentation(s) so that the RAC meeting runs smoothly and without interruption.
3. Manage the RAC agenda, select members to speak in turn, and keep the RAC on task and on time.
4. Convene each RAC meeting and initiate introductions.
5. Organize and call on public speakers during appropriate agenda items (if applicable), and determine public comment procedures (refer to Section 15).
6. Identify when the RAC has reached an impasse and needs to move forward with formal voting to resolve an issue (refer to Section 12).
7. Summarize key decisions and action items at the end of each RAC meeting.
8. Close meetings.
9. Ensure that notes are prepared summarizing discussion, agreements, and decisions.
10. Review and provide comments on RAC meeting notes.

The Chair and Vice Chair will serve for a period of two (2) years, concurrently. There is no limit to the number of terms served.

12. RAC Liaison to the Policy Committee

The RAC shall select a member of the RAC to serve as liaison to the RWMG Policy Committee. The RAC Liaison will serve the following functions on behalf of the RAC.

1. Represent the interests, discussion, conclusions, and recommendations of the RAC.
2. Enlist other RAC members as necessary to represent RAC expertise and perspectives.
3. Report to the RAC on Policy Committee discussions, deliberations, and actions.

The RAC Liaison could be the Chair, Vice Chair, or other member of the RAC.

13. RAC Decision Process

The RAC, as an advisory body to the RWMG, will strive to achieve consensus to the maximum extent possible. If consensus is not achievable, the Chair or Vice Chair shall call for a vote. All financial matters require a vote.

Decision Making by Consensus

The RAC will strive to achieve consensus through discussion and debate at RAC meetings. For purposes of the RAC, consensus is defined as Level 1-4 on the list of consensus levels provided below:

1. I can say an **unqualified 'yes'** to the decision. I am satisfied that the decision is an expression of wisdom of the group.
2. I find the decision **perfectly acceptable**. It is the best of the real options we have available to us.
3. I can **live with** the decision. However, I'm not especially enthusiastic about it.
4. I do not fully agree with the decision and need to register my view about it. However, I do not choose to block the decision and will **stand aside**. I am willing to support the decision because I trust the wisdom of the group.
5. I do not agree with the decision and feel the need to **block** the decision being accepted as consensus.
6. I feel that we have no clear sense of unity in the group. We need to do more work before consensus can be achieved.

During discussion, the RAC Chair shall ask for a show of hands indicating each member's "consensus level" for the specific decision at hand. If all RAC members are a "consensus level" 1-4, the decision may proceed as a consensus decision. The Chair will provide an opportunity for those who are at "consensus level" 4 to express their concerns. If not all the RAC members are in consensus (one or more members are at "consensus level" 5 or 6), the RAC shall continue discussions to try to reach consensus. The RAC Chair is responsible for deciding when the RAC is at an impasse, and will call for a vote at that point.

Voting Procedures

The RAC will make non-consensus decisions by vote:

- For approving all non-financial matters, if a vote is necessary due to the lack of consensus, a simple majority vote will be sufficient.

- For approving all financial matters (e.g., submission of projects for a grant application), a super majority (2/3 vote) of the RAC will be required.

- In any case where the RAC is at a formal voting impasse and cannot make a decision, it will be up to the RWMG's discretion to decide how to resolve the issue.

Once the RAC Chair has determined that the RAC is at an impasse and a vote is necessary, he/she will ask for a motion and a second. After the motion has been seconded, the RAC members will be given an opportunity for further discussion on the specific components of the motion. Following this discussion, the RAC Chair will call for a show of hands to pass or fail that motion.

14. Workgroup Member Selection

Periodically, the RAC will request the organization of an ad-hoc Workgroup to meet separately and work on an issue or topic that cannot readily be resolved in the broader RAC setting. Workgroups have historically been convened to provide direction to the RAC on matters such as project selection for grant funding. Note that the role of Workgroups is to provide a recommendation to the RAC; Workgroups are not charged with making decisions for the IRWM Program.

The RWMG may include a non-voting, non-RAC member to any Workgroup, if deemed appropriate for transparency and to provide expert knowledge.

Ad-Hoc Workgroups

The following process shall be followed when convening ad-hoc Workgroups:

1. The Management Committee and the RAC will jointly determine that a Workgroup is necessary, the number of members, and the topics. The RAC will identify the RAC representation for each Workgroup. Workgroups can also include representatives who are not RAC members.

2. If the RAC determines that representation from each caucus is preferred for a Workgroup, each caucus will deliberate and inform the RAC of their chosen representative(s) to the Workgroup. Workgroup members do not have to be current RAC members, but can be other stakeholders representing the caucus. If the caucus cannot reach a consensus recommendation, it will inform the RAC of this situation.

3. The RAC will review the proposed Workgroup members and provide a recommendation to the Management Committee. If the RAC cannot reach a consensus recommendation, it will inform the Management Committee of this situation.

4. The Management Committee will review the recommendation. Applicants will be notified by the Management Committee of their appointment to the Workgroup.

Project Selection Workgroup

The following process shall be followed when convening a Project Selection Workgroup to review and select projects for inclusion within a funding application:

1. The Project Selection Workgroup will be comprised of 5 RWMG (one from each agency) and one representative from each voting caucus, for a total of 15 members.

2. The RAC caucuses will deliberate and inform the RAC of their chosen primary representative and alternate to the Workgroup. Project Selection Workgroup members must be current RAC members. If the caucus cannot reach a consensus recommendation, it will inform the RAC of this situation.

3. The RAC will review the proposed Workgroup members and provide a recommendation to the Policy Committee. If the RAC cannot reach a consensus recommendation, it will inform the Policy Committee of this situation.

4. The Policy Committee will review the recommendation. Applicants will be notified by the Management Committee of their appointment to the Workgroup.

15. Workgroup Decision Process

Workgroups, as advisory bodies to the RAC, will strive to achieve consensus to the maximum extent possible. If consensus is not achievable, the Chair or Vice Chair shall call for a vote. All financial matters require a vote. **Attachment D** provides a summary of the Workgroup Decision Process.

Project Selection Workgroup Decision Process

Because they address financial matters, the Project Selection Workgroups have a unique decision process. In addition to the ground rules, consensus definitions, and Chair selection process provided in Attachment D, the following policies shall be followed when convening Project Selection Workgroups:

- Workgroup discussion will be limited to primary members, not alternates. Agenda will include multiple scheduled breaks so primary and alternate members have a chance to caucus and discuss progress of meeting. Alternates must still attend to hear the discussion should they need to serve in primary capacity at a later meeting.

- Any Workgroup member with a personal financial interest in a submitted project (see conflict of interest definition in Section 6) must step down from the Workgroup. If this arises, the Workgroup member will be replace by his/her alternate and a new alternate will be selected.

- Primary members only should vote, even in informal polling (otherwise representation is skewed). If a primary member abstains for any reason, their alternate may vote.
- Workgroup members may vote on packages that contain projects submitted by their agency or organization; however, they will recuse themselves from discussing and/or advocating for projects.

16. Public Comments at RAC Meetings

All RAC meetings are open to the public, and public comments are welcomed and encouraged. To ensure that members of the public have an adequate chance to provide comments the RAC Chair will invite public comments on any agenda item in which the RAC is making a decision or formulating a recommendation. An open public comment period will be offered at the end of each RAC meeting to allow members of the public to speak to non-agenda topics.

If there is substantial public interest or comment on a topic, the RAC Chair or Vice Chair may implement the following procedures to ensure that such comments are received in a timely manner:

- Members of the public will be asked to fill out a speaker card to indicate their name, affiliation, contact, and the specific agenda item they wish to speak to (if applicable).
- Speaker cards will be limited to one per person per agenda item. Participants may submit multiple speaker cards to address multiple agenda items.
- The RAC Chair or Vice Chair will invite those who submitted speaker cards to address the agenda item prior to calling for a consensus decision and/or vote on that item.
- Speaker cards will generally allow three minutes of public speaking time per speaker. However, in the event that there are a large number of public speaker comments, it will be up to the discretion of the RAC Chair or Vice Chair to reduce the time for each public speaker to ensure that all agenda items are addressed and that the RAC meeting closes on time.

Attachment A – RAC Membership Composition

Attachment A
RAC Membership Composition

The following are the ten voting categories (caucuses) and invited non-voting participants in the Merced Regional Advisory Committee. The caucuses represent the diverse interests of the Merced Region. Within each caucus, the subcategories (numbered lists) identify the types of interests to be represented, however the RAC and Policy Committee will maintain the flexibility to identify and appoint RAC members who best represent regional interests of the category, without a rigid adherence to the subcategories listed.

Voting Categories (Caucuses)

Agriculture (4)
Representatives of farming and ranching operations, including large and small farms/ranches, irrigated and non-irrigated agriculture, and tree and row crops.
1. Commodity farming
2. Dairy ranching
3. Non-irrigated ranching or farming
4. Other (at-large) agriculture

Business (4)
Representatives of non-farm business activities in the region, including business associations.
1. Food processing and industrial operations
2. Commercial businesses
3. Institutions (e.g. college/university administration)
4. Building and real estate

Natural Resources and Watersheds (4)
Agencies and entities focused on preserving, enhancing, and managing natural resources and watersheds, including fisheries and wetlands.
1. Fisheries
2. Wetlands
3. Habitat/land preservation
4. Conservation

Disadvantaged Communities/Environmental Justice (2)
Representatives of disadvantaged neighborhoods and small communities with water management challenges.
1. Urban DAC
2. Rural DAC

Land Use (3)
Representatives with land planning expertise, including land planners (assessor), planning commissioners, and land use advocates.
1. Incorporated
2. Unincorporated
3. Advocacy

Water/Wastewater Management (3)
Public agencies and private entities that are not members of the RWMG and have statutory authority to supply municipal or irrigation water, manage wastewater, or provide flood control in the region.
1. Agricultural water supply
2. Wastewater

3. Flood management

Academic/Educational (2)
Representatives of K-12 and college/university educators and academics.
1. K-12
2. College/university

Civic (2)
Representatives of community organizations, including community service, good government, and taxpayer interests.

Recreation (2)
Representatives of fishing, boating, birding, and park interests.

Other (At Large) Members (4)
Other agencies and entities with interest in and/or impact on water resource management.

Total voting members: 30

Non-Voting Members

RWMG members and state, federal, and regional agencies who are interested parties
Regional Water Management Group (5)
1. County of Merced
2. Merced Irrigation District
3. City of Merced
4. City of Atwater
5. City of Livingston

Others
1. Department of Water Resources
2. Regional Water Quality Control Board
3. U.S. Fish and Wildlife Service
4. California Department of Fish and Wildlife
5. U.S. Army Corps of Engineers
6. Adjacent IRWM Regions

Attachment B – RAC Membership Application

Attachment B
Merced Integrated Regional Water Management (IRWM) Program Regional
Advisory Committee (RAC) Membership Application

The Merced Regional Advisory Committee (RAC) was originally formed in April 2012 to assist the Regional Water Management Group (RWMG) with completion of the Merced IRWM Plan and prioritization of projects for a Proposition 84 funding application. The IRWM Plan is expected to be adopted by the RWMG governing bodies (Merced Irrigation District, City of Merced, and Merced County) along with new RWMG governing bodies (City of Atwater and City of Livingston) in fall 2013. The RWMG submitted a Proposition 84 Implementation Grant Proposal in March 2013. The RAC will continue to serve as an advisory body providing recommendations to the RWMG on key issues related to IRWM planning and funding applications.

Thank you for your interest in serving on the RAC. Having an involved and dedicated RAC is vital to successful ongoing IRWM planning efforts in the Merced Region. RAC meetings are held **quarterly** and are posted for the entire calendar year at www.mercedirwmp.org.

The following are desired attributes for RAC members and their alternates:

1. Have knowledge and experience in water resources management.
2. Represent an agency, organization, tribe, academia, or interests that are under-represented in the region.
3. Have the ability and desire to objectively articulate the perspective of his/her RAC seat and caucus at a level beyond that of his/her individual organization.
4. Provide recommendations with the best interests of the entire Merced IRWM region in mind.

In relation to criterion 3 listed above, RAC members are grouped into ten caucuses, each of which has a specified number of seats as outlined in **Attachment A**.

The following are general duties for which RAC members and their alternates are responsible:

1. Attend meetings consistently – participation in 75% of the meetings annually is the minimum expectation.
2. Come prepared – review materials ahead of time and provide comments as appropriate.
3. Be responsive to requests between meetings.
4. Act as a point of contact within his/her individual organization for collection and dissemination of information related to the IRWM Program.
5. Disseminate information about the IRWM Program to his/her contacts, as appropriate.
6. Designate an alternate to attend and participate in RAC meetings in his/her absence.
7. Recuse him/herself from discussion and voting if he/she has a personal interest or stake in the outcome.

The RAC has a formal charter (see www.mercedirwmp.org) which contains a the rules and guiding principles established for the RAC. Please review the RAC Charter before submitting your application to ensure that you are able and willing to serve on the RAC and follow the guidelines and rules established in the RAC Charter.

If you have any questions about the Merced IRWM Program or the RAC, please contact the Merced IRWM Program Manager Hicham ElTal (heltal@mercedid.org, (209) 722-5761.

Attachment B – RAC Membership Application

Merced Integrated Regional Water Management (IRWM) Program
Regional Advisory Committee (RAC) Membership Application

Please return this form to Hicham ElTal (heltal@mercedid.org) by <date>. Selected RAC members will be notified by <date>; their first RAC meeting will be <date>.

Name: _____

Organization: _____

Email: _____   Phone Number: _____

Please indicate which specific seat within the RAC you are applying for (refer to Attachment A for detailed descriptions).

1st Choice:_____
                Caucus   Interest

2nd Choice:_____
                Caucus   Interest

Please indicate if you meet the eligibility criteria:

☐ Represent an agency, organization, tribe, academia, or interests that are under-represented in the region.

Describe your knowledge and experience related to water management, including participation in the IRWM Program or other water resource policy, planning, outreach, or implementation efforts:

_____

_____

_____

_____

Describe how your experience and knowledge allows you to:

1. **Have the ability and desire to objectively articulate the perspective of your interest and caucus at a level beyond that within your individual organization.**
2. **Provide recommendations with the best interests of the entire Merced IRWM region in mind.**

_____

_____

_____

_____

Describe how your position within your organization allows you to:

1. **Act as a point of contact within your individual organization for collection and dissemination of information related to the IRWM Program.**
2. **Disseminate information about the IRWM Program to your contacts, as appropriate.**

_____

_____

_____

_____

Attachment C
Merced Integrated Regional Water Management (IRWM) Program
Regional Advisory Committee (RAC) Attendance Policy

Thank you for your commitment to being an active member of the Merced IRWM RAC. Having an involved and dedicated RAC is vital to successful ongoing IRWM planning efforts in the Merced region. The RAC meetings are held quarterly and are posted for the entire calendar year at www.mercedirwmp.org.

To that end, the RAC has established an attendance policy that expects participation in at least 75% of the RAC meetings annually. The RAC recognizes that you may occasionally be unavailable due to schedule conflicts, sickness, or other emergencies. In such case, an alternate may attend in your place to ensure that the RAC benefits from the water resources perspective you represent. Please document your alternate below.

If neither you nor your alternate can attend, absences should be communicated to the Merced IRWM Program Manager Hicham ElTal (heltal@mercedid.org, (209) 722-5761). When your absence is foreseeable, please provide as much notice as possible. When you are absent from RAC meetings, your participation is truly missed.

Excessive absences may lead the RAC to request your resignation. If you fail to respond, the RAC will consider that you have voluntarily resigned your position. We appreciate your support, understanding, and acknowledgement of your time commitment to the RAC by your signature below.

I acknowledge and agree by my signature below to abide by this policy to the fullest extent practicable.

RAC Member

Print Name _____

Signature _____ **Date**_____

RAC Alternate

Print Name _____

**Attachment D
Decision Process for RAC Workgroups**

Ground Rules

1. Treat everyone with respect and courtesy.
2. Provide everyone an opportunity to participate: all perspectives are valued.
3. Listen actively and openly.
4. Focus on new input; avoid redundancy.
5. Be concise and constructive.
6. Have fun.

Levels of Consensus

Consensus is achieved if all participants indicate that they are at Levels 1 through 4 (not Levels 5 or 6). The Levels of Consensus are:

1. I can say an **unqualified 'yes'** to the decision. I am satisfied that the decision is an expression of wisdom of the group.
2. I find the decision **perfectly acceptable**. It is the best of the real options we have available to us.
3. I can **live with** the decision. However, I'm not especially enthusiastic about it.
4. I do not fully agree with the decision and need to register my view about it. However, I do not choose to block the decision and will **stand aside**. I am willing to support the decision because I trust the wisdom of the group.
5. I do not agree with the decision and feel the need to **block** the decision being accepted as consensus.
6. I feel that we have no clear sense of unity in the group. We need to **do more work** before consensus can be achieved.

Considerations for Voting Rules

- Workgroups should strive to achieve consensus, which is defined as all Workgroup members voting at Consensus Levels 1 through 4.
- If Workgroup members are not in consensus (one or more members vote at Consensus Level 5 or 6), the Workgroup should continue discussion in an attempt to reach consensus.
- The Workgroup Chair will be responsible for deciding when the group is at an impasse, and is responsible for calling a vote at that point.
- For approving all non-financial matters, if a vote is necessary due to the lack of consensus, a simple majority vote will be sufficient.
- For approving all financial matters (e.g. submission of projects for a grant application), a super majority (2/3 vote) of the Workgroup will be required.
- When voting, Workgroup members only will vote. Alternates will only vote if the Workgroup member is absent or abstains.

Attachment D – RAC Workgroup Decision Process

Chair and Vice Chair Selection Process

1. Determine who is eligible: RAC members and alternates, preferably not RWMG members.
2. Provide an overview of preferred Chair/Vice Chair attributes:
   - Chair: prior experience in chair role
   - Vice Chair: attributes and ability to assume Chair role and responsibilities, but not as much experience as the Chair
   - Chair and Vice-chair should come from different categories (caucuses), e.g., agriculture, business, natural resources
   - Willing and able to serve
   - Ability to even-handedly articulate all interests
   - Consensus-builder
3. Outline responsibilities (see below).
4. Nominate and/or volunteer members to be the Chair and Vice Chair.
5. Reach consensus and/or vote.

Responsibilities of Workgroup Chair and Vice-Chair

General

- Oversight of Workgroup meetings and planning topics.
- Vice-Chair will be responsible in the absence of Chair and/or at the discretion of Chair.

Responsibilities Applicable to Workgroup Meetings

- Coordinate with the RWMG or Consultant on elements of the agenda prior to Workgroup meetings to understand overall goals, outcomes, and purpose.
- Convene meetings and initiate introductions.
- Ensure that someone is assigned to record notes of discussion, conclusions, agreements, and action items.
- Review and provide feedback on draft notes from meetings.
- Identify when the Workgroup has reached an impasse and needs to move forward with formal voting to resolve an issue.
- Summarize key decisions and action items at the end of each Workgroup meeting.
- Close meetings.

Responsibilities Applicable to RAC Meetings

- Report back to the RAC on Workgroup progress at RAC meetings.
- Coordinate with RWMG or Consultant on presentation materials for RAC meetings.
- Coordinate with Workgroup members from various caucuses to ensure that all perspectives are incorporated into presentations.

Responsibilities of Workgroup Members

1. Attend meetings consistently.
2. Come prepared (review materials ahead of time).
3. Be responsive to requests between meetings.
4. Follow the Ground Rules.
5. Represent RAC members within your caucus and keep them informed.