

WACD POLICY # 2012-007
WACD COMMITTEES AND COMMITTEE OPERATING PROCEDURES POLICY

2012-2013 WACD Committees

Part 1
Committee Structure

The following three committees shall serve as standing, permanent committees:

1. Executive Committee -President, Chair

Type: Standing (*Listed in Bylaws*)

Function: Manage business and affairs of Association

Duration: Permanent

Members: President, Vice President, Immediate Past President, Secretary/Treasurer, National Director (*set in Bylaws*)

Actions: Develop budget; authorize expenditures, contracts; seek and accept contributions; hire employees; set procedures; formulate and direct programs and plans (*per Bylaws*)

Support Staff: WACD Executive Director; WACD Administrative Coordinator

2. Bylaws Committee –Sec/Treasurer, 2012 Chair

Type: Standing (*Recommend list committee in Bylaws*)

Function: Revise Bylaws; resolve Bylaws interpretations

Duration: Permanent

Members: Members appointed annually by President

Actions: Bylaw resolutions; Bylaw amendments

Support Staff: WACD Executive Director

3. Nominating Committee –Past President, Chair

Type: Standing (*Listed in Bylaws*)

Function: Prepare nominations for elected officer and elected Washington State Conservation Commission positions

Duration: Permanent

Members: Members appointed annually by President (*One from each area per Bylaws*)

Actions: Nominations for officers; interview officers and candidates; nominations for elected Commission positions

Support Staff: WACD Executive Director

The following committees shall serve as special committees:

4. Legislative Committee -Vice President, Chair

Type: Special

Function: Set legislative and funding priorities; prepare actions on legislation, and agency relations and policy

Duration: Permanent

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Members: Executive Committee; *other supervisors may be appointed by President as needed for a one-year term*; WADE representative
Actions: Process resolutions; develop legislation; appropriated funding; agency relations, policy
Support Staff: WACD Executive Director; WACD Consultant/Lobbyist; WSCC Executive Director

5. Natural Resources Policy Committee -Chair appointed by President to a two-year term

Type: Special - incorporates former stand-alone committee topics forestry, irrigation, livestock
Function: Coordinate policy on natural resources programs and delivery policies
Duration: Two years
Members: Members appointed by President to a two-year term; WADE representative
Actions: Resolutions; review program delivery; recommend program development; consider program rules and standards
Support Staff: *Conservation district staff; WSCC staff*

6. District Operations and Education Committee – Chair appointed by President to a two-year term

Type: Special
Function: Coordinate operational aspects of conservation service delivery; district management; local working groups; good governance process; local assessments or rates and charges process; elections and appointments tracking; IT; office leases; implementing budgets; education issues
Duration: Two years
Members: Members appointed by President to a two-year term; WADE representative
Actions: Resolutions; focus actions on district operations, office management; information technology; fiduciary management; district consolidation; grant application and management; education; Environmental Education Auction Proceeds; educational programs
Support Staff: *Conservation district staff; WSCC staff*

Part 2
WACD Special Committee Operating Procedures

A key activity of WACD special committees at the WACD Annual Meeting is the processing of resolutions or other actions assigned to them by the Executive Committee on behalf of the Board of Directors. Special committees shall have authority to process assigned resolutions or other actions in three ways:

- Taking a vote to recommend passage by the general assembly (at the annual meeting business session);
- Taking a vote to recommend passage **with amendments**; or,
- Taking no action.

Committee action on an assigned resolution (e.g., move to consider, pass, or amend) shall be initiated only by a **motion by a committee member**, seconded by another committee member. No other party may move to consider, pass or amend an assigned resolution in committee.

Once a committee initiates action on a resolution during a committee session, **any eligible voting supervisor present** in the committee session may vote in an action by the committee. Motions are passed by a **simple majority vote of all eligible voting supervisors present** at a committee session or meeting. A **WADE representative** appointed to a WACD special committee (*Legislative, Natural Resources Policy, District Operations*) may make motions and vote with supervisors in committee meetings.

Failure by a committee to carry a motion to recommend passage shall be reported as a message to the general assembly of the committee's rejection of a resolution. Committees may choose to take no action on a resolution, making no motion or recommendation, with the understanding that the resolution is thereby rejected.

A rejected resolution may be brought before the general assembly later in **only** one of two ways:

- On a **motion from the floor by the applicable committee chair** to consider the rejected resolution; or,
- On a **motion from the floor by a supervisor from the resolution's authoring conservation district** upon obtaining **twenty (20) supervisor signatures** (WACD signature form provided) in support of bringing the resolution before the membership for consideration.

A committee, in committee session, may also prepare a recommendation to the general assembly to approve an original resolution (a **committee resolution**, not having been assigned by the Executive Committee), on a **motion from a committee member**, seconded by another committee member, with passage by a simple majority of all eligible voting supervisors present at the committee session. A **WADE representative** appointed to a WACD special committee (*Legislative, Natural Resources Policy, District Operations*) may make motions and vote with supervisors in committee meetings. The general assembly may then consider a proposed committee resolution only on a **motion by the committee chair**.

In committee session, testimony on a resolution under consideration shall be accepted first from a supervisor(s) from the conservation district that proposed the resolution, and then from **any supervisor** present at the committee meeting. Committees may accept assigned professional

staff support and administrative support from personnel of conservation districts, partner agencies, or WACD subject to the approval of the committee chair. Support staff cannot vote, but they may assist by explaining resolutions and answering questions in response to requests put to them by committee members, and by assisting committee members in developing amendments.

Committee results shall be reported to the general assembly by committee chairs. The general assembly shall act on committee reports in one of two manners:

- Vote to approve, by simple majority, a committee's report and recommendations in total (all assigned and committee resolutions), approving committee action on all reported resolutions simultaneously; or,
- Vote to consider resolutions from a committee report separately, with a general assembly passage, by simple majority, of each resolution in turn as passed by the committee or as amended by the general assembly.

The general assembly shall take action to vote following committee reports based on a **motion and second by any eligible voting supervisors present**. The President, at his or her discretion, may elect to consider resolutions from a committee's report separately without a vote. Committee chairs shall explain committee action and respond to points of discussion or motions to amend resolutions contained in a committee's report.

WACD encourages conservation districts to develop and vet resolutions through the fall area meetings. Further, it is WACD's intent that resolutions be managed through the WACD committee process. However, **original resolutions** may be considered by the annual meeting general assembly after committees have completed their resolution work (i.e., annual meeting business session, from the floor), based only on emergencies or in timely response to critical, unforeseen events occurring at the time. Such a motion may be brought before the general assembly only by a **motion of any committee chair**, seconded by any committee member, upon the proposing district obtaining **twenty (20) supervisor signatures** (WACD signature form provided) in support of bringing the resolution before the membership for consideration. Passage of any such original floor resolution shall be by a simple majority of all eligible voting supervisors present at the business session.

Committee chairs and committee members shall be instructed on committee operating procedures and rules of order prior to committee sessions at the annual meeting. Committees shall be consistent in following Roberts Rules of Order, except as otherwise directed herein, and shall rely on the WACD Parliamentarian to resolve issues of order. Committees shall consult separate WACD policy on resolutions as needed for more information about the process for resolution development and approval.