

**COLUMBIA ASSOCIATION
WATERSHED RESIDENT ADVISORY COMMITTEE CHARTER**

Mission Statement

The mission of the Columbia Association Watershed Resident Advisory Committee (the “Committee”) is to advise the Columbia Association (“CA”) on matters directly related to CA’s Watershed Plan and to work with CA and the Village Community Associations to enhance public awareness of and facilitate education on watershed issues.

Goals

In July of each fiscal year, the Committee will submit to the CA Board for approval a Charge consisting of three to four items to be addressed by the Committee in order to fulfill its mission. Those items must be aligned with CA’s Strategic Plan and the President/CEO’s goals. Once the Charge has been approved by the Board, the Committee will work on the identified items for the remainder of the fiscal year. The Committee’s Charge may include some or all of the following:

1. Assist CA staff in evaluating techniques, procedures and approaches (from the Watershed Plan) that will improve and maintain the water quality and ecological integrity of Columbia’s watersheds.
2. Recommend the best watershed management practices to reduce nonpoint source pollution.
3. Recommend methods for monitoring the progress of the Watershed Plan, including the creation of specific and practical measurable goals.
4. Advise CA on public awareness programs and facilitate community education.
5. Foster an informed public by encouraging resident feedback, assessments and ideas in conjunction with CA’s Communications and Marketing Division.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

The Watershed Resident Advisory Committee shall consist of CA’s Watershed Manager and up to eleven (11) resident members. Each Village Community Association will be asked for recommendations on potential members. Members will be recommended for appointment to the Committee based on their experience, educational background, and interest in watershed issues.

Section 2

After receiving Village input, the CA Board shall appoint the Committee members.

Section 3

Committee members will be appointed for one-year terms commencing May 1, with member renewal determined by the Board.

Section 4

Committee members, in connection with their services, may be given access to certain confidential information. Before such information is provided, committee members will be required to sign CA's "Non-Disclosure Agreement for Resident Members of Columbia Association Board of Directors Committees".

Section 5

Members may be removed from the Committee for not fulfilling their duties or failing to adhere to the Columbia Association Board Values, or otherwise at the discretion of the CA Board.

ARTICLE II: OFFICERS

Section 1

The officers of the Committee shall be a Chairperson and Vice-Chairperson. Officers shall be elected by a majority vote of members present at the first regular meeting of the Committee in May each year.

Section 2

The Chairperson with the assistance of the Watershed Manager shall be responsible for preparation of meeting agendas and shall preside over meetings of the Committee.

Section 3

The Vice-Chairperson shall preside over meetings in the Chairperson's absence and otherwise assist the Chairperson in the performance of his/her duties.

ARTICLE III: DUTIES OF MEMBERS

Section 1

By accepting a position on the Watershed Resident Advisory Committee, each member agrees to attend and actively participate in regular and special Committee meetings.

Section 2

The Committee advises on specific matters as directed by the CA Board.

Section 3

The Committee may recommend policy to the CA Board, but will have no policy-making authority for CA. The Committee also shall have no authority to direct or oversee the day-to-day work of CA's staff.

Section 4

The Committee members will inform their respective Village Associations of the Committee's activities and watershed efforts.

Section 5

The Committee will advocate with residents, Village associations and other Columbia organizations regarding use of CA approved practices and techniques to address watershed concerns.

Section 6

Each Committee member must participate in a majority of Committee-sponsored community events.

Section 7

If the Committee intends to request funds from CA, the Committee Chair shall provide testimony during the budget process to support that request.

ARTICLE IV: MEETINGS

Section 1

Regular meetings of the Committee shall be held at least quarterly and all meetings shall be open to the public, unless closed pursuant to the provisions of the Maryland Homeowners Association Act. More frequent meetings may be established by the membership.

Section 2

The Chairperson may call special meetings at any time and shall notify all members and the public, at least one week prior to such meeting, as to the time, place and purpose of such special meetings.

Section 3

Additionally, at the request of the majority of the members, the Chairperson shall cause a special meeting to be called. The request must be made in writing and be received at least two weeks before the requested scheduled date and must state the purpose for the meeting. No business but that specified in the notice may be transacted without the unanimous consent of those in attendance.

Section 4

A majority of the Committee's membership is required to be present at a meeting to constitute a quorum.

Section 5

On any matters brought to a vote before the Committee, each member shall be entitled to one vote.

ARTICLE V: AMENDMENTS

The Committee may vote at any regular or special meeting to recommend to the CA Board amendments to this Charter. The recommendation must be accomplished by a vote of two-thirds of the entire Committee. Proposed amendments must be communicated to the membership at least 15 days prior to the meeting at which a vote will be taken with respect to such amendment. CA management may recommend charter amendments to the CA Board at any time.

ARTICLE VI: PARLIAMENTARY AUTHORITY

The rules of parliamentary practice set forth in “Robert’s Rules of Order, Newly Revised” shall govern all proceedings of this Committee, subject to such special rules as may be adopted.

ARTICLE VII: STAFF SUPPORT

The CA Watershed Manager will provide support to the Committee by working with the Chairperson to prepare and distribute the agenda, maintaining a schedule of Committee meetings and notifying the public of meetings, preparing and posting minutes of meetings, and otherwise carrying out the responsibilities described in “Responsibilities of Staff Liaisons for CA Advisory Committees.” The Watershed Manager also will assist the Committee in gathering, assessing and presenting information to the CA Board.

ARTICLE VIII: REPORTS AND PRESENTATIONS

The Committee will provide a written report to the CA Board by June 15 each year listing the Committee’s major accomplishments, stating its recommendations to the Board, if any, and outlining its proposed Charge.

Approved: December 22, 2009

Revised April 28, 2016

Revised October 27, 2016