



**RULES OF PROCEDURE  
AUSTIN INTEGRATED WATER RESOURCE PLANNING COMMUNITY  
TASK FORCE**

ARTICLE 1. NAME.

- (A) The name of the task force created by Council Approved Resolution No. 20141211-119 (attached) is the Austin Integrated Water Resource Planning Community Task Force (Task Force).

**Note: Items in these Rules of Procedure that are included in the Council Approved Resolution No. 20141211-119 are highlighted in bold.**

ARTICLE 2. PURPOSE.

- (A) **The Task Force was created to participate in the development of the Integrated Water Resource Plan (IWRP).**

ARTICLE 3. MEMBERSHIP.

- (A) **The Task Force will consist of eleven (11) members in total, with diverse and balanced representation from a broad range of customers such as low-income renters and homeowners, high-volume commercial and/or multifamily customers, education and institutional customers, small businesses, Austin's environmental/conservation community, residential builders, and recreational water users.**
- (B) **A quorum for the conduct of business is a majority of Task Force members.**
- (C) Six (6) members constitute a quorum.
- (D) At each meeting, each member shall sign an attendance sheet. Failure to sign the sheet results in the member being counted as absent and his/her votes are not counted.
- (E) A member who seeks to resign from the Task Force shall submit a written resignation to the chair of the Task Force, the staff liaison, or the City Clerk's Office. If possible, the resignation should allow for a thirty day notice.

#### **ARTICLE 4. OFFICERS.**

- (A) **The Task Force shall elect a chair and vice-chair at its first meeting.**
- (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.

#### **ARTICLE 5. MEETINGS.**

- (A) **The Task Force shall comply with the Open Meetings Act.** All meetings will be open to the public, and the public will be given a reasonable amount of time to provide input. All Task Force meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
- (B) The Task Force shall generally meet once per month, with more frequent meetings as necessary. The Task Force shall consider adoption of a meeting schedule at its first meeting.
- (C) Task Force meetings shall be governed by Robert's Rules of Order.
- (D) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting may not be held.
- (F) To be effective, a Task Force action must be adopted by affirmative vote of six (6) members (the number of members necessary to provide a quorum).
- (G) The chair has the same voting privilege as any other member.
- (H) The chair shall adjourn a meeting not later than 10:00 p.m., unless the Task Force votes to continue the meeting.
- (I) Each person and Task Force member attending a meeting should observe decorum pursuant to Section 2-1-48 of the City Code:
  - (a) A person or Task Force member should not speak out of turn, use disparaging or abusive language, or make threats of violence against any other person during a board meeting.
  - (b) The presiding officer:
    - (1) should maintain order;
    - (2) should exercise the officer's authority impartially; and
    - (3) may shorten a person's speaking time or ban a person from speaking for the duration of a meeting only for a violation of decorum set out in this section.

## **ARTICLE 6. CITIZEN COMMUNICATION.**

- (A) The Task Force shall allow citizens to address the Task Force only on agenda items, except briefings, and during a period of time set aside for citizen communications. The chair may limit a speaker to three (3) minutes.
- (B) The Citizens Communication segment will be at the beginning of the meeting. Up to 10 citizens can speak. Citizens must sign up before the meeting or before the Citizens Communication segment is over. Citizens shall be allotted a maximum of 12 minutes to speak on behalf of an item not on the agenda, but related to the charge of the task force, with up to 3 citizens donating their time to one individual. Citizens donating their time must be in the room at the time the speaker is at the podium and must have been in the first 10 speakers signed up prior to the meeting being called to order.
- (C) Citizen communication may not take more than 45 minutes of the Task Force Meeting if they wish to speak on specific items on the agenda.

**Attachment:** Council Approved Resolution No. 20141211-119