



*Wake County Water  
Partnership Rules of  
Procedure*

Environmental Services Department  
11/9/2015  
5/16/2016 – Approved  
11/21/16 – Amended

## Contents

I.	Name .....	3
II.	Mission.....	3
III.	Membership and Composition .....	3
IV.	Water Partnership Officers .....	6
V.	Meetings.....	7
VI.	Action by the Water Partnership.....	12
VII.	Duty to Vote .....	15
VIII.	Committees .....	17
IX.	Amendment of Rules.....	18

## **I. Name**

The name of this committee appointed to serve the Wake County Board of Commissioners shall be referred to as the Wake County Water Partnership (hereinafter referred to as the Water Partnership).

## **II. Mission**

The mission of the Water Partnership shall be to facilitate collaboration to promote leadership in water management and sustainability and promote health by providing high quality water throughout Wake County.

The roles of the Water Partnership members as approved by the Wake County Board of Commissioners are:

- A. Data-driven, targeted, educational outreach concerning private wells, septic systems, and surface water nutrients in Wake County
- B. Strategic planning that integrates all of Wake County's partners into a comprehensive conservation and drought response plan
- C. Integration of information from the efforts groups within Wake County, such as UNRBA, JLP and TJCOG, to advise Wake County on opportunities to align County services and regulatory functions to support the water quality and supply planning efforts that impact Wake County residents.

The Water Partnership will evaluate the types of activities, initiatives and projects that may affect water resource management within Wake County and make recommendations to the Wake County Board of Commissioners about the most urgent, important, or efficient actions that could be taken to improve long term management and stewardship of water.

## **III. Focus**

The Water Partnership will have a primary mission to advise the Wake County Board of Commissioners concerning water resource management and sustainability. In furtherance of that mission, topics of discussion will be limited to topics that are suggested by the Wake County Board of Commissioners, pertain to rules, ordinances, or programs of Wake County, or concern activities of Wake County staff or elected officials. Topics that pertain to rules or activities of the various stakeholders shall be considered off topic for the Wake County Water Partnership, unless that topic is volunteered as a discussion topic by the affected stakeholder's representative. As such, topics of discussion for the Water Partnership shall include the following:

- A. **Water Stewardship, Education, and Outreach** – The Water Partnership shall consider methods of educating the public and various stakeholder groups concerning proper maintenance, operation, repair, and ownership of:
- a. **Wells** – as outreach is conducted by the Groundwater Outreach Program within the Wake County Division of Water Quality
  - b. **Septic Systems** – as inspections and other outreach programs are conducted by the Wastewater and Technical Assistance section of the Wake County Division of Water Quality
  - c. **Stormwater Control Devices** – as outreach is conducted by the Watershed Management section of the Wake County Division of Water Quality
- B. **Water Management cooperation** in the areas of drought planning and conservation of water resources through demand side conservation strategies and technologies. This will include flow reducing plumbing fixtures, methods of irrigation that maximize efficiency, and coordinated efforts to respond to water shortages.
- C. **Reports** about the progress of other water collaboratives including the UNRBA, the Jordan Lake Partnership, and Triangle J Council of Governments will be shared and discussed to ensure all of the stakeholders of the Wake County Water Partnership can hear the ideas and methods of water management that are being considered by those other entities.
- D. **Green Infrastructure projects**, standards, and opportunities that can be implemented by Wake County singly, or in collaboration with members of this committee.

Topics other than those listed above will be considered to be outside the Wake County Water Partnership's purview and shall not be entertained for discussion except for topics suggested by the Wake County Board of Commissioners. The Water Partnership's purpose is specifically to advise the Wake County Board of Commissioners, and the Water Partnership shall not consider topics outside of the jurisdiction of Wake County unless such a topic is volunteered as a discussion topic by the affected stakeholder's representative.

#### **IV. Membership and Composition**

As approved by the Wake County Board of Commissioners, the structure of the Water Partnership is:

- A. Wake County Board of Commissioners member (1)
- B. Representatives of Environmental Advocacy Groups (1)
- C. Private water provider (1)
- D. Representatives of municipalities in the County
- E. A private well owner (1)
- F. A representative of the Wake Soil and Water Conservation District (1)
- G. A representative from the agriculture community (1)
- H. A representative from the building and real estate community (1)

- I. An academic expert in economics or water planning (1)
- J. County Staff (non-voting)

This gives a committee with diverse membership and County staff to support them.

**Appointment and Term** - The Wake County Board of Commissioners shall make all primary and alternate appointments to the Water Partnership. All appointments shall comply with established rules and procedures of the Board of Commissioners. Any person appointed by the Wake County Board of Commissioners to fill an unexpired term shall be appointed to serve the duration of the term.

- A. **Wake County Board of Commissioners Appointee (1)** - The Wake County Board of Commissioners shall appoint a member to serve as the Board of Commissioner appointee to the Water Partnership. The Board of Commissioners, at their discretion, may appoint an alternate member, to represent the Commissioners in the event of the absence of the appointed member.
- B. **Representatives of Environmental Advocacy Groups (1)** - Different environmental interest groups will be represented on the committee at different times. This position will be selected by the Wake County Board of Commissioners. If the committee requests, staff of the Wake County Division of Water Quality may assist in identifying a pool of applicants.
- C. **Private Water Provider (1)** - Different water system owner-operator companies will be represented on the committee at different times. This position will be selected by the Wake County Board of Commissioners. If the committee requests, staff of the Wake County Division of Water Quality may assist in identifying a pool of applicants.
- D. **Municipal Representatives (encouraged to share representation)** - Municipalities that are located in Wake County have different roles in the water industry. Raleigh, Cary, Apex, Fuquay-Varina, and Holly Springs are water suppliers. Each of them shall have 1 seat. Wendell, Zebulon, and Knightdale have agreed to participate with joint representation. Rolesville, Morrisville, Wake Forest, and Garner and will be offered a seat for each. Each municipality or group shall promote or endorse one representative that the Wake County Board of Commissioners can consider for membership on the committee of the Water Partnership. All of the seats for the municipalities and Wake County shall be staff level positions.
- E. **Citizen Appointees (3)** - The Wake County Board of Commissioners shall appoint three citizens to serve on the Water Partnership. The Wake County Board of Commissioners shall have the option to appoint alternates for the Citizen Appointees. These positions shall not be currently elected officials.
- F. **Private Well Owner (1)** - Different owners of private wells will sit on the committee at different times. This position will be selected by the Wake County Board of Commissioners. If the committee requests, staff of the Wake County Division of Water Quality may assist in identifying a pool of applicants.

- G. **Wake County Soil and Water Conservation District (1)** – The Wake County Soil and Water Conservation District shall designate one member of their organization to sit on the committee. This shall be a staff level position.
- H. **North Carolina Agriculture Community (1)** – The North Carolina Cooperative Extension shall assist in designating a member of the agriculture community to sit on the committee.
- I. **Academic Expert in Environmental Policy or Economics (1)** – This position will be selected by the Wake County Board of Commissioners. If the committee requests, staff of the Wake County Division of Water Quality may assist in identifying a pool of applicants.
- J. **Building and Real Estate Community (1)** – This position will be selected by the Wake County Board of Commissioners. If the committee requests, staff of the Wake County Division of Water Quality may assist in identifying a pool of applicants.
- K. **Director - Wake County Environmental Services Department (non-voting)** – The Director and the staff of Environmental Services staff shall provide administrative support to the Water Partnership. The Director and/or a designee may be called on to provide requested information and/or advice to the Commission. The Director and/or a designee may participate in any discussions, however is not permitted to vote.
- L. **Recommendation for Removal from Water Partnership** – Other than those actions outlined in Section V (K) of this document, the Water Partnership may recommend to the Wake County Board of Commissioners the removal of any appointed member for actions that might damage or compromise the integrity of the Water Partnership or any committee thereof. This will require a majority vote of the Water Partnership, excluding the member under consideration. It is the responsibility of the Wake County Board of Commissioners to determine if grounds are sufficient to warrant removal of the appointee from the Water Partnership.
  - a. **Removal of Committee Chair or Member** – The Water Partnership has the power to remove a committee chair or member deemed to have acted in a manner that damages or compromises the integrity or used their position in a manner inconsistent with the intent of the Water Partnership. A two thirds majority of the Water Partnership is required for the removal.

## **V. Water Partnership Officers**

- A. **Water Partnership Chair** - The Water Partnership will elect a Chair annually from among the voting membership. The Chair shall preside at Water Partnership meetings, if present. The chair may vote in all cases. In order to address the Water Partnership, a member must be recognized by the chair.

If the chair is absent, the vice-chair shall preside. If both the chair and vice-chair are absent, another member designated by vote of the Water Partnership shall preside. The vice-chair or another member who is temporarily presiding retains all of his or her rights

as a member, including the right to make motions and the right to vote.

If the chair becomes actively involved in debate on a particular matter, he or she may designate another Water Partnership member to preside over the debate. The chair shall resume presiding as soon as action on the matter is concluded.

The presiding officer shall have the following powers, to include but not be limited to:

- To rule motions in or out of order, including any motion deliberately offered to obstruct or delay the conducting of Water Partnership business;
- To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this ground;
- To entertain and answer questions of parliamentary law or procedure;
- To call a brief recess at any time;
- To adjourn in an emergency.

A decision by the presiding officer under any of the powers listed may be appealed to the Water Partnership upon motion of any Commission member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion, if timely made, may not be ruled out of order.

- B. **Water Partnership Vice-Chair** - The Water Partnership will elect a Vice-Chair annually from among the voting membership. The position of Vice-Chair shall be a voting position. The role of the Vice-Chair shall be to serve as the presiding officer of the Water Partnership in the absence of the Chair. While serving as the presiding officer, the Vice-Chair shall have the same powers as the Chair.

## VI. Meetings

The Water Partnership shall meet as needed to accomplish its mission as designated by the Chair.

A. **Regular Meetings**

The Water Partnership shall hold a regular meeting on a regular monthly schedule, on a day to be decided upon by the membership beginning in January of each year, except that if a regular meeting day is a legal holiday, the meeting shall be held on the next business day. The meeting shall be held at the Wake County Justice Center, Room 2800 unless otherwise scheduled elsewhere and shall begin at 7:00 PM.

B. **Special Emergency and Rescheduled Meetings**

(a) **Special Meetings.** The chair or a majority of the members may at any time call a special meeting of the Water Partnership. At least -seventy-two hours before a special meeting called in this manner, written notice of the meeting stating its time and place and the subjects to be considered shall be given to each Water Partnership member and to the Clerk to the Board of County Commissioners.

A special meeting may also be called or scheduled by vote of the Water Partnership in open session during another duly called meeting. The motion or resolution calling or scheduling the special meeting shall specify its time, place, and purpose. At least forty-eight hours before a special meeting called in this manner, written notice of the meeting stating its time and place and the subjects to be considered shall be given to each Water Partnership member and to the Clerk to the Board of County Commissioners.

Only those items of business specified in the notice may be discussed or transacted at a special meeting, unless (1) all members are present and (2) the Water Partnership determines in good faith at the meeting that it is essential to discuss or act on the item immediately.

**(b) Emergency Meetings.** The chair or a majority of the members may at any time call an emergency meeting of the Water Partnership by signing a written notice stating the time and place of the meeting and the subjects to be considered. Written or oral notice of the meeting shall be given to each Water Partnership member and to the Clerk to the Water Partnership of County Commissioners. Emergency meetings may be called only because of generally unexpected circumstances that require immediate consideration by the Water Partnership. Only business connected with the emergency may be considered at an emergency meeting.

**(c) Recessed Meetings.** A properly called regular, special, or emergency meeting may be recessed to a time and place certain by a procedural motion made and adopted in open session during the regular, special, or emergency meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed session of a properly called regular, special, or emergency meeting.

**C. Organizational Meeting**

On the date and at the time of the regular meeting in January, the Water Partnership shall nominate and elect from its own membership a Chair and Vice-Chair. Beginning with the regular Water Partnership meeting in January the Chairperson will open the nominations and accept nominations from the Water Partnership members. The Chairperson shall close the nominations and if necessary, immediately conduct an election. A simple majority of those voting, providing a quorum is present, shall be sufficient in determining the outcome.

**D. Cancellation and Rescheduling of Meetings**

The Chair may cancel or reschedule a scheduled regular meeting upon determining that there will be no business for the Water Partnership to consider at that meeting, or sufficient notification has been given that indicates that there will be not be a quorum at the meeting.

**E. Meeting Notice - Regular Meeting**

A regular schedule specifying the time, date, and place of the Water Partnership's regular meetings for the calendar year will be kept on file with the Clerk to the Wake County

Board of Commissioners. Any revision to the schedule will be sent to the Clerk at least seven calendar days before the first meeting to be held under the revised schedule.

F. **Meeting Notice – Special Meetings**

For any Water Partnership meeting to be held at a time or place other than those shown on the filed schedule of the Water Partnership's meeting, a written notice of the date, time, and place and purpose of the meeting will be sent to the Clerk to the Wake County Board of Commissioners at least three calendar days or seventy-two hours before the meeting.

G. **Meeting Cancellations**

For cancellations of any meeting, all Water Partnership members will be notified at least 24 hours before the scheduled meeting time. Water Partnership members may be notified via phone, fax, e-mail, or in writing. In addition, written notice will be sent to the Clerk to the Wake County Board of Commissioners at least 24 hours before the scheduled meeting time.

H. **No Notice – Continuation of Recessed Meetings**

If the Water Partnership recesses a regular or special meeting for which proper notice was given, after the Chair has announced in open session the time and place at which the meeting will be continued, no further notice needs to be given for the continuation of the meeting.

I. **Quorum**

A majority of the actual membership of the Water Partnership excluding vacant seats shall constitute a quorum. A majority is more than half. The Chair shall be considered a member of the Water Partnership in determining the number on which a majority is based and in counting the number of members actually present.

A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present. The Chair may not call a meeting to order until such time as a quorum is present unless, after waiting a reasonable time past the meeting's scheduled starting time, the Chair determines that there is no hope of obtaining a quorum. In that case, the Chair will call the meeting to order, note the lack of a quorum, and adjourn the meeting. If a quorum ceases to be present at any time during a meeting, the Chair will note the lack of a quorum, order the cessation of business, and adjourn the meeting.

J. **Attendance**

All members of the Water Partnership are expected to be present at all regularly scheduled meetings. Members who are not physically present but are in direct contact via telephone or internet shall be counted present. NOTE: It is not the intent of the previous sentence to encourage telecommuting for Water Partnership meetings. The intent is to provide for those members who, for a legitimate reason, cannot be physically present for the meetings a means to be involved in the Commission's business and represent those for whom he/she is responsible.

Absences due to health, family emergencies, and shift assignment and work conflict (citizen members) are considered excused for the purpose of this section. All others are considered unexcused.

**(a) Committees**

Members of any Water Partnership committee are also expected to attend all meetings of that committee. Therefore the same standard of attendance is required for Committee - meetings and Partnership meetings.

**K. Action for Nonattendance**

Should any appointed member of the Water Partnership, other than alternate appointees, have three (3) unexcused absences within a calendar year, the Water Partnership shall make a recommendation to the Wake County Board of Commissioners that the appointee be removed from the Water Partnership and that a new person be appointed to fulfill the unexpired term of the original appointee.

Consistent attendance by all Water Partnership members is important. In the event a pattern is noted concerning a lack of consistent attendance by a member, the Chair shall recommend to the Board of Commissioners the replacement of that member.

**(a) Committees**

Absences due to health, family emergencies, and shift assignment and work conflict members that are employed outside of Wake County Government are considered excused for the purpose of this section. All others are considered unexcused.

**L. Meeting Agenda**

The agenda should be prepared to achieve two functions:

- Focus the Water Partnership by determining what issues will be considered at the meeting and what order each issue will be considered.
- Serve as a guide to the public as to what issues will be considered at the meeting.

**(a) Proposed Agenda.** The Chair determines the content and order of the agenda for Water Partnership meetings. The Chair will advise the Wake County Director of Environmental Services as to the content of the agenda. At least 7 calendar days before the Water Partnership's next scheduled meeting, the Director of Environmental Services or a designee of the Director will prepare the meeting's agenda. Copies of the Water Partnership proposed agenda and any supporting documents shall be emailed to all Commission members and chief officers of all departments prior to the applicable meeting.

Any Water Partnership member may, by a timely request, have an item placed on the proposed agenda. A request to have an item of business placed on the agenda must be received at least 20 working days before the meeting. Each member that requests an item to be on the agenda shall provide a copy of all proposed information, reports, resolutions, etc., that will be attached to the proposed agenda. All agenda documents shall be submitted in the format (see attachment page 18 of 18) identified by the Director of the Environmental

Services.

An agenda package shall be prepared that includes, for each item of business placed on the proposed agenda, as much background information on the subject as is available and feasible to reproduce and/or distribute. Each Water Partnership member shall receive a copy of the proposed agenda and the agenda package and the materials shall be available for public inspection and/or distribution when they are distributed to the Water Partnership members.

**(b) Adoption of the Agenda.** As its first order of business at each meeting, the Water Partnership shall review the proposed agenda, vote on proposed amendments, if any, and adopt an agenda for the meeting. The Water Partnership may, by majority vote, add items to or subtract items from the proposed agenda, except that the Water Partnership may not add items to the agenda of a special or emergency meeting unless (a) all members are present and (b) the Water Partnership determines in good faith at the meeting that it is essential to discuss or act on the item immediately. If items are proposed to be added to the agenda, the Water Partnership may, by majority vote, require that written copies of particular documents connected with the items be made available at the meeting to all Water Partnership members.

The Water Partnership may designate certain agenda items “for discussion and possible action.” Such designation means that the Water Partnership intends to discuss the general subject area of that agenda item before making any motion concerning that item.

**(c) Open Meetings Requirements.** The Water Partnership shall not deliberate, vote, or otherwise take action on any matter by reference to a letter, number or other designation, or other secret device or method, with the intention of making it impossible for persons attending a meeting of the Water Partnership to understand what is being deliberated, voted, or acted on. However, the Water Partnership may deliberate, vote, or otherwise take action by reference to an agenda, if copies of the agenda—sufficiently worded to enable the public to understand what is being deliberated, voted, or acted on—are available for public inspection at the meeting.

#### **M. Order of Business**

Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:

- Call to Order and Announcement of Quorum
- Introductions and Announcements
- Roll Call
- Adoption of Agenda
- Approval of the Minutes of previous meetings
- Presentations
- Items of Business

- Committee Reports
- Appointments
- Agenda for the next meeting
- Public Comment (limit 3 minutes)
- Adjournment

By general consent of the Water Partnership, items may be considered out of order.

#### N. **Conduct of Meetings**

The deliberations of all meetings of the Water Partnership and various subcommittees shall be governed by NCGS 143-318, N.C. Open Meeting Law, these Rules of Procedure, and Robert's Rules of Order, Newly Revised. The Water Partnership shall conduct business in accordance with the distributed agenda.

All official meetings of the Water Partnership will be open to the general public and any person is entitled to attend. An "official" Water Partnership meeting is any gathering together of, or simultaneous communication between, a majority of Water Partnership members for the purpose of considering the public business of the Water Partnership. A purely social gathering or communication does not constitute an official meeting.

As presiding officer, the Chair may take whatever action is necessary to provide opportunity for discussion on issues, focus comments and discussion on issues being considered, ensure orderly meetings, and ensure the efficient and effective disposition of issues before the Water Partnership. At the time the meeting is scheduled to begin, or at some reasonable waiting time thereafter if a quorum is not initially present, the Chair will call the meeting to order and announce which members are absent.

### **VII. Action by the Water Partnership**

The Water Partnership shall proceed by motion as provided for in this section. Any member, including the Chair, may make a motion. A motion must be on the floor before a Water Partnership may proceed with discussion or action.

After a motion is made, the Chair shall state the motion and then open the floor for debate. The Chair shall preside over the debate according to the following general principles:

- The maker of the motion is entitled to speak first.
- A member who has not spoken on the issue shall be recognized before someone who has already spoken.

To the extent possible, the debate shall alternate between proponents and opponents of the motion.

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reconsideration has been adopted.

The introducer may withdraw a motion at any time before it is amended or before the Chair

puts the motion to a vote, whichever occurs first.

- **Second Required** - A motion requires a second.
- **One Motion at a Time** - A member may make only one motion at a time.
- **Substantive Motions** - A substantive motion (any motion other than a procedural motion) is out of order while another substantive motion is pending.
- **Adoption by Majority Vote** - A motion shall be adopted by a majority of the votes cast, unless otherwise required by these rules or the laws of North Carolina. A majority is more than half.

### **Procedural Motions**

- A. **Certain Motions Allowed.** In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of the votes cast, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.
- B. **Order of Priority of Motions.** In order of priority (if applicable), the procedural motions are:

**Motion 1. To Appeal a Procedural Ruling of the Presiding Officer.** A decision of the Chair ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the whole of the Water Partnership. This appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

**Motion 2. To Adjourn.** This motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to [recess] [adjourn] to a time and place certain shall also comply with the requirements of Section V. Meetings, B. (c).

**Motion 3. To Take a Brief Recess.** This motion may be made to provide a break of no more than fifteen (15) minutes to allow members to attend to personal matters, attempt to gather necessary information for Committee actions, or for basic relief. The Chair shall determine the length of the recess.

**Motion 4. Call to Follow the Agenda.** The motion must be made at the first reasonable opportunity or it is waived.

**Motion 5. To Suspend the Rules.** The Water Partnership may not suspend provisions of the rules that state requirements imposed by law on the Water Partnership. For adoption, the motion requires an affirmative vote equal to a two-thirds majority of the entire membership of the Water Partnership.

**Motion 6. To Go into Closed Session.** The Water Partnership may go into closed

session only for one or more of the permissible purposes listed in G.S. 143-318.11(a). The motion to go into closed session shall cite one or more of these purposes and shall be adopted at an open meeting. A motion based on G.S. 143-318.11(a) (1) shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. 143-318(a)(3) shall identify the parties in each existing lawsuit concerning which the Water Partnership expects to receive advice during the closed session, if in fact such advice is to be received.

**Motion 7. To Leave Closed Session.**

**Motion 8. To Divide a Complex Motion and Consider It by Paragraph.** The motion is in order whenever a member wishes to consider and vote on subparts of a complex motion separately.

**Motion 9. To Defer Consideration.** The Water Partnership may defer a substantive motion for later consideration at an unspecified time. A substantive motion the consideration of which has been deferred expires 60 days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remains pending (has not expired). A person who wishes to revisit the matter during that time must take action to revive consideration of the original motion, or else move to suspend the rules.

**Motion 10. To Postpone to a Certain Time or Day.** If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A person who wishes to revisit the matter must either wait until the specified time or move to suspend the rules.

**Motion 11. To Refer a Motion to a Committee.** The Water Partnership may vote to refer a substantive motion to a committee for its study and recommendations. Sixty days or more after a substantive motion has been referred to a committee, the introducer of the substantive motion may compel consideration of the measure by the entire Water Partnership, whether or not the committee has reported the matter to the Water Partnership.

**Motion 12. To Amend.**

- (a) An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a motion to amend.
- (b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote.

- (c) Any amendment to a proposed [order] [policy] [regulation] [resolution] shall be reduced to writing before the vote on the amendment.

**Motion 13. To Revive Consideration.** The Water Partnership may vote to revive consideration of any substantive motion earlier deferred by adoption of Motion 9. The motion is in order at any time within 120 days after the day of a vote to defer consideration. A substantive motion on which consideration has been deferred expires 120 days after the deferral unless a motion to revive consideration is adopted.

**Motion 14. To Reconsider.** The Water Partnership may vote to reconsider its action on a matter. The motion to do so must be made by a member who voted with the prevailing side (the majority, except in the case of a tie; in that case the “noes” prevail) and only at the meeting during which the original vote was taken, including any continuation of that meeting through [recess] [adjournment] to a time and place certain. The motion cannot interrupt deliberation on a pending matter but is in order at any time before final adjournment of the meeting.

**Motion 15. To Rescind or Repeal.** The Water Partnership may vote to rescind actions it has previously taken or to repeal items that it has previously adopted. The motion is not in order if rescission or repeal of an action is forbidden by law.

**Motion 16. To Prevent Reintroduction for [Six] Months.** The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires for adoption a vote equal to two-thirds of the entire membership of the Water Partnership. If adopted, the restriction imposed by the motion remains in effect for [six] months or until the next organizational meeting of the Water Partnership, whichever occurs first.

C. **Renewal of Motion**

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reconsideration has been adopted.

D. **Withdrawal of a Motion**

A motion may be withdrawn by the introducer at any time before it is amended or before the chair puts the motion to a vote, whichever occurs first.

## **VIII. Duty to Vote**

Every member must vote unless excused by the remaining members of the Water Partnership. A member who wishes to be excused from voting shall so inform the chair, who shall take a vote of the remaining members. No member shall be excused from voting except in cases involving conflicts of interest, as defined by the Water Partnership or by law, or the member’s official conduct. In all other cases, a failure to vote by a member who is physically present in the Water Partnership meeting, or who has withdrawn without being excused by a majority vote of the remaining members present shall be recorded as an affirmative vote.

- A. **Basis for Determining a Voting Result** – A simple majority of a qualified quorum shall determine the voting result.
- B. **Voting Procedure** – Regular business of the Water Partnership shall be ratified or opposed by a voice vote or show of hands. Per NCGS 143-318.13 (b): At no time shall the Water Partnership or any subcommittee of the Water Partnership vote by secret ballot.
- C. **One Vote each** – Each member of the Water Partnership or member of a subcommittee of the Water Partnership, as designated by the Water Partnership, shall be entitled to one vote. Since the Chair and Vice-Chair serve as voting members their vote shall be counted.
- D. **Abstention** – Members of the Water Partnership may register their abstention on any vote, which shall be reflected in the minutes. Members are to abstain from voting and from participating in deliberations on matters, which may pose a conflict of interest for them or an agency represented.
- E. **Determination of Actions** – All final actions, committee appointments, or policy recommendations shall require the favorable vote of a majority of those Water Partnership or subcommittee members present and not abstaining on the vote at a duly called meeting.
- F. **Public Address to the Water Partnership** - Any individual or group who wishes to address the Water Partnership shall sign-up to speak at the meeting prior to the public comment period. The Chair shall determine whether it will hear the individual or group. Allowable time for the address shall be no more than three (3) minutes, unless there is an affirmative vote to suspend the rule.
- G. **Public Hearings** - Public hearings required by law or deemed advisable by the Water Partnership shall be organized by a special order that sets forth the subject, date, place, and time of the hearing as well as any rules regarding the length of time allotted for each speaker, and other pertinent matters. The special order is adopted by a majority vote. Its specifications may include, but are not limited to, rules fixing the maximum time allotted to each speaker; providing for the designation of spokespersons for groups of persons supporting or opposing the same positions; providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of hearings subject to the open meetings law, for those excluded from the hall to listen to the hearing); and providing for the maintenance of order and decorum in the conduct of the hearing

All notice and other requirements of the open meetings law applicable to Water Partnership meetings shall also apply to public hearings at which a majority of the Water Partnership is present; such a hearing is considered to be part of a regular or special meeting of the Water Partnership. These requirements also apply to hearings conducted by appointed or elected committees of Water Partnership members, if a majority of the committee is present. A public hearing for which any required notices have been given may be continued to a time and place certain without further advertisement. The requirements of Section V. Meetings, B. (c) shall be followed in continuing a hearing at which a majority of the Water Partnership, or of a Water Partnership committee, as

applicable, is present.

At the time appointed for the hearing, the Chair or his or her designee shall call the hearing to order and then preside over it. When the allotted time expires, or earlier, if no one wishes to speak who has not done so, the presiding officer shall declare the hearing ended.

- H. **Closed Sessions** - The Water Partnership may hold closed sessions as provided by law. The Water Partnership shall commence a closed session only after a motion to go into closed session has been made and adopted during an open meeting. The motion shall state the purpose of the closed session. If the motion is based on G.S. 143-318.11(a) (1) (closed session to prevent the disclosure of privileged or confidential information or information that is not considered a public record), it must also state the name or citation of the law that renders the information to be discussed privileged or confidential. If the motion is based on G.S. 143-318.11(a) (3) (consultation with attorney; handling or settlement of claims, judicial actions, mediations, arbitrations, or administrative procedures), it must identify the parties in any existing lawsuits concerning which the public body expects to receive advice during the closed session. The motion to go into closed session must be approved by the vote of a majority of those present and voting. The Water Partnership shall terminate the closed session by a majority vote, using a motion.
7. Only those actions authorized by statute may be taken in closed session. A motion to adjourn shall not be in order during a closed session.
- I. **Minutes** - Accurate minutes of the Water Partnership meetings shall be kept. The Water Partnership shall also keep an audio recording of any session. These minutes and audio recordings shall be open to inspection of the public, except as otherwise provided in this rule. The exact wording of each motion and the results of each vote shall be recorded in the minutes, and on the request of any member of the Water Partnership, the entire Water Partnership shall be polled by name on any vote. Minutes shall be kept by a representative of the Wake County Environmental Services Department.

## **IX. Committees**

- A. **Establishment and Appointment** - The Water Partnership may establish and appoint members for such standing and ad hoc committees as are required to help carry on the Water Partnership's work, such as:

- Budget Committee
- Staffing Committee

The Water Partnership shall establish and appoint three committees that shall be standing committees that will investigate and review specific topics on behalf of the Water Partnership for the purpose of carrying ongoing business forward. Those committees are:

- Communication and Education
- Water Quantity and Drought Planning

- Surface Water Resource Collaboration

If the Water Partnership proposes to refer an issue to a committee for further review but the issue is not within the purview of one of the standing committees, the Water Partnership may refer it to an ad hoc committee appointed for a particular purpose. If the Water Partnership makes such a referral, the Chair will appoint members of the ad hoc committee.

- B. Minimum Standing Committee Membership** - Voting membership of each standing committee must consist of at least one member from each region and one voting member of the Water Partnership. Not more than two (2) municipalities from a single region can be represented by voting members on a committee. Each municipality can be represented by no more than one (1) voting member on each committee.
- C. Standing Committee Appointments** – The Water Partnership Chair shall make appointments for voting members to Standing Committees. Each committee is composed of one member and one alternate member from the Water Partnership Board membership. A Standing Committee Chairperson will be appointed by the Water Partnership Chair to manage activities of the Standing Committee. Citizens may be representatives on established Standing Committees. The Water Partnership Chair may appoint up to four (4) citizens members and four (4) citizen alternates to Standing Committees.
- D. Standing Committee Procedures** – The Chair of the Standing Committee will supervise the meetings and all minutes and agendas. The Chair of the Standing Committee will only cast a vote if there is a tie. The Water Partnership Chair has the discretion to grant voting privileges to a Chair of a Standing Committee. Agendas are to be sent to all, Water Partnership members, and each voting member of the committee at least two (2) days prior to a meeting. Final meeting minutes are to be distributed to the same persons listed above within one (1) week of a committee meeting. A Standing Committee quorum will consist of a simple majority of the members (including the Chairperson).
- E. Ad-Hoc Committees** – As addressed in VIII (A) - above, the Chair has the power to appoint special committees to address issues of interest to the Water Partnership that do not fall under the purview of a standing committee. The chairman of the committee can vote on any measure brought before or addressed by this committee and is responsible for presenting the findings to the Water Partnership on or before the date requested.

## **X. Amendment of Rules**

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting, unless a statute or a rule of the body that created the Water Partnership provides otherwise. Adoption of an amendment to these rules shall require an affirmative vote equal to a quorum.

**Item Title:**

**Specific Action Requested:**

That the Wake County Water Partnership

**Item Summary:**

**Attachments:**

DRAFT