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mwmo.org

**MISSISSIPPI
WATERSHED
MANAGEMENT
ORGANIZATION**

CITIZEN ADVISORY COMMITTEE

CAC Policy and Code of Conduct

The Citizen Advisory Committee (CAC) meets at the request of the MWMO Board of Commissioners to assist in managing the water resources of the MWMO. The CAC fulfills legislative requirements for watershed management organizations ([Minnesota Rules 8410](#)).

Scope of Responsibilities

1. Review funding proposals (Stewardship Fund Grants, Capital Improvement Projects, etc)
2. Review the MWMO's annual budget
3. Participate in planning for the watershed
4. Other, as assigned by the MWMO Board of Commissioners

The CAC will provide review and feedback in the form of recommendations made to the MWMO Board of Commissioners. Time commitment will vary from year to year based on the activities of the MWMO. CAC members are expected to commit a minimum of ten hours of time per year.

Staff Liaison

There will be a MWMO staff member who serves as a liaison to the CAC. The principal role of the staff liaison is to facilitate the flow of information between the committee, the MWMO Board of Commissioners, and the MWMO staff. Other general staff responsibilities include:

1. Orient new committee members
2. Distribute committee meeting notices and agendas
3. Provide information and recommendations from the committee to the MWMO Board of Commissioners
4. Support and motivate the committee to participate in other watershed activities

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Membership Policy

All Positions

Preference is given to applicants who are:

- Residents of the MWMO
- Residents of a subwatershed flowing into the MWMO
- Employer or employee in the MWMO
- Employer or employee from a subwatershed flowing into the MWMO

At-Large Positions

Up to two At-large positions may be filled by residents outside the MWMO's boundary. People with diverse expertise and background outside of water resources are encouraged to apply (planning, education, business, etc.).

Appointment

Applications are accepted year-round and open positions may be filled throughout the year. Applications to replace incumbents are due by December 15. Applications are reviewed by the MWMO staff and MWMO Executive Committee using the CAC Selection Criteria (see below), and are approved by the MWMO Board of Commissioners. Appointment is for one year and is renewable annually.

Reappointment

Members may be reappointed annually in January. If applications have been received for an incumbent position, the incumbent will be invited to update their application.

Resignations

Written or verbal resignations from CAC members should be addressed to the staff liaison. Resignations are effective immediately.

Removal

A Citizen Advisor serves at the will and pleasure of the MWMO Board of Commissioners and may be removed at the discretion of the MWMO Board of Commissioners.

1. Being a Citizen Advisor is an at-will appointment.

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2. Removal may occur when a Citizen Advisor fails to meet the criteria for representing the geographic area to which the member was appointed (not applicable for at-large members).
3. Removal may occur when a Citizen Advisor has engaged in conduct detrimental to the accomplishment of the CAC's responsibilities and/or the MWMO's mission, or engages in conduct contrary to the CAC Code of Conduct (see below).

MWMO staff will notify a member if he/she is removed from the CAC. The position will then be considered vacant and open to be filled.

Citizen Advisory Committee Code of Conduct

The MWMO requires that Citizen Advisors comply with this Code of Conduct. All CAC members are expected to perform their duties with integrity, honesty and fairness. Citizen Advisors serve at the will and pleasure of the MWMO Board of Commissioners

Conduct and Behavior

The MWMO believes the CAC will work most productively when its members are committed and knowledgeable, and work together as a team.

The MWMO expects CAC members to:

- Attend a new member orientation
- Make a serious commitment to actively participate in the committee's work
- Notify the staff liaison if unable to attend meetings
- Prepare for meetings and reviews
- Become familiar with the watershed's mission and committee's role
- Understand the roles and relationships of the committee, watershed staff and MWMO Board of Commissioners
- Get to know other committee members and build a working relationship
- Disclose any possible conflicts of interest
- Reflect the perspectives of the watershed's diverse constituency in committee discussions and decision-making processes
- Serve the MWMO in a professional manner

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- Support the majority decision on issues decided by the committee and the MWMO Board of Commissioners at meetings and when representing the watershed at other forums, even if personal opinions are different
- Refrain from making public comments or statements that would misrepresent or negatively represent the MWMO, its decisions, or policies, including written or verbal comments to the media, on blogs, websites, or other forums where it is reasonably foreseeable that the comments will become known to the public at large

All members are responsible for their own good conduct when participating in the CAC and are expected to know and understand the standards in this Code of Conduct.

I understand and agree to the Code of Conduct set forth for the Citizen Advisory Committee.

Name: _____ Date: _____

Signature: _____

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CAC Selection Criteria

The following criteria will be used to review all CAC applications, in order to fairly and consistently select CAC members. The CAC Membership Policy and Code of Conduct may be found at mwmo.org/cac.

Name: [Click here to enter text.](#)

Position Applied For: [Click here to enter text.](#)

Position is Currently: Open Filled

Status: New Applicant Incumbent Former Member

The Applicant:

- Resides in the MWMO
- Resides in a Subwatershed flowing into the MWMO
- Is an employer or employee in the MWMO
- Is an employer or employee from a subwatershed flowing into the MWMO
- Resides outside of the MWMO

Current or Past Involvement with the MWMO

Yes **No** **Unsure**

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Does the applicant have the ability to complete the assigned responsibilities of the CAC? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Will the applicant comply with the CAC Code of Conduct? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Are there any obvious conflicts of interest? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Would the applicant's background/experiences/interests add value, new perspective or diverse experience to the CAC? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Will the applicant provide a perspective that reflects the watershed's constituency? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Is the applicant currently active in civic, professional, community or volunteer groups? (Or, have they been active in the past?) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Did the applicant provide a letter of support? |

Comments:

Recommended **Not Recommended**