



## **Carnelian-Marine-St. Croix Watershed District**

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Scandia Plaza II • 21150 Ozark Avenue • P.O. Box 188 • Scandia, MN 55073 • Tel 651.433.2150

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### **CITIZEN ADVISORY COMMITTEE POLICIES AND BYLAWS**

The Carnelian Marine St. Croix Watershed District (CMSCWD) Citizens Advisory Committee (CAC) is organized to advise and assist the CMSCWD Board of Managers and staff in accordance with Minnesota Statutes § 103D.331. The CAC makes recommendations on matters affecting the interests of the watershed and assists in developing and supporting programs that help improve and protect the water resources of the CMSCWD. This is a volunteer position, with no benefits or pay.

#### **Eligibility**

Preference is given to applicants who live in the CMSCWD or are an employer or employee in the CMSCWD. Eligible candidates must have an interest in natural resource protection/management, education/outreach, and/or planning. Eligible candidates must be able to work efficiently with others.

#### **Roles and Responsibilities**

- Support the mission and goals of the CMSCWD.
- Commit a minimum of 10 hours per year to attending meetings and volunteering at events.
- Assist in review and development of the CMSCWD education events.
- Advise on proposed Capital Improvement Projects.
- Share concerns and aspirations for the development of the watershed 10 year management plan.
- Raise issues of concern from the public and serve as a liaison to the CMSCWD for the area in which the member lives/works.

#### **Staff Liaison**

A CMSCWD staff member serves as a liaison to the CAC. The staff liaison recommends where CAC input would provide value and facilitates the flow of information among the committee, the CMSCWD Board of Managers, and District staff. Other staff liaison responsibilities include:

- Interview potential applicants
- Orient new CAC members
- Distribute CAC meeting notices and agendas
- Provide support for the CAC to participate in other watershed activities

#### **Appointment Process**

Applications are accepted and reviewed by CMSCWD staff year-round. Applicants are approved and appointed by CMSCWD Board of Managers. Appointment is for one year and is renewable



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annually in January. All CAC members serve at the will and pleasure of the CMSCWD Board of Managers.

### **Meetings**

The staff liaison will establish a meeting schedule and the CAC will meet approximately 4-5 times per year, typically on the third Wednesday of the month at 6:00 p.m. Unless scheduled in advance for another location, the CAC will meet at the **TBD**. Notices of meetings of the CAC are posted on the CMSCWD website and all meetings are open to the public.

A majority of the appointed members will constitute a quorum to do business. Any action the CAC takes will be by a majority vote of members present. No member may appoint a proxy for any vote.

### **Reappointment**

Members may apply for reappointment annually with the staff liaison. A member's record of attendance will be considered during the reappointment process, and a member's unexcused absence from two or more regular meetings in a year or absence from one-third or more of the regular meetings in a year may be reported to the Board of Managers. Members seeking reappointment will also be approved by the Board of Managers.

### **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 CMSCWD Board of Managers and may be removed at the discretion of the CMSCWD Board of Managers.

1. Removal may occur when a Citizen Advisor fails to meet the criteria for representing the geographic area to which the member was appointed.
2. Removal may occur when a Citizen Advisor has engaged in conduct detrimental to the accomplishment of the CAC's responsibilities and/or the CMSCWD's mission or engages in conduct contrary to the CAC Code of Conduct.

CMSCWD 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.



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### **Citizen Advisory Committee Member Code of Conduct**

The CMSCWD 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 CMSCWD Board of Managers. The CMSCWD believes the CAC will work most productively when its members are committed and knowledgeable, and work together as a team, and therefore has the following expectations of CAC members:

- Treat other CAC members, staff, and members of the public with respect. The District will not tolerate harassment or discrimination of any kind.
- Commit to contribute to the CMSCWD's efforts to improve, protect, and restore water resources in the watershed;
- Make a serious commitment to prepare and actively participate in the committee's work and develop a strong working relationship with other committee members;
- Regularly attend committee meetings, and notify the staff liaison in advance of an absence
- Consider the perspectives of the watershed's diverse constituency in committee discussions and decision-making processes, taking care to disclose any time when an issue before the CAC would substantially affect the member's economic interests or those of an associated business; and
- Refrain from making public comments or statements that misrepresent the CMSCWD, 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 these Bylaws, Duties, Operating Procedures, and Expectations.

**I understand and agree to the Bylaws, Policies and Expectations set forth for the CAC.**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_