

Western Water Network

RULES OF OPERATION

Article I. Name

The name of this organization will be the Western Water Network.

Article II. Mission

The Western Water Network is a cooperative formed under the auspice of USDA-sponsored Rapid Response Committee W508: Western Water Network for Agriculture and Water Smart Communities: Responding to Climate Change and Other Stressors to Water Resources. The mission of the Western Water Network is to “Advance collaborative, proactive, science-based water decision making that supports dynamic human and natural systems in the West.” The Network will draw on current capacity and plan for future needs to create a coordinated infrastructure that connects the broad community of researchers, extension professionals, service providers, stakeholders, and policymakers tasked with confronting the West’s most pressing water issues.

Article III. Membership

- A. The Western Water Network will be comprised of organizations, individuals, and representatives of organizations interested in collaborative, proactive, science-based water decision making that supports dynamic human and natural systems in the West.
- B. An Interim Coordinating Committee will serve as the Network’s governing body until a permanent Coordinating Committee is established. The Interim Coordinating Committee will be comprised of Executive Directors of the Western Association of Agricultural Experiment Station Directors and Western Extension Directors Association plus six At Large members who attended the 2020 Mini Summit on water security in the Western U.S. and agreed to serve as At Large members of a leadership team. Vacant positions shall not impede the Network’s deliberations. The process for appointments to a permanent Coordinating Committee shall be determined following recommendations of an Advisory Committee.
- C. A permanent Coordinating Committee will serve as the Network’s governing body. The permanent Coordinating Committee will be comprised of Executive Directors of the Western Association of Agricultural Experiment Station Directors and Western Extension Directors Association plus six At Large members appointed by the other Committee members. As At Large members leave the Coordinating Committee, the Coordinating

Committee will decide to replace these members and, if so, who will be appointed to vacant positions. Vacant positions shall not impede the Network's deliberations.

- D. An Advisory Committee will provide recommendations to the Coordinating Committee. The Advisory Committee will include the chairs and incoming chairs of each Western Region multistate committee dealing with water. Respective multistate committees may appoint two members to the Advisory Committee if the chair and incoming chair are unable to serve on the Advisory Committee. Additional members of the Advisory Committee will be appointed by organizations interested in collaborative, proactive, science-based water decision making that supports dynamic human and natural systems in the West, such as Western Governors' Association, Council of State Governments-West, Western Interstate Region- National Association of Counties, Western Region Water Resource Research Institutes, Western Region Climate Hubs, and Western Region Research Center Administrative Society.

Article IV. Responsibilities

- A. The Coordinating Committee will provide leadership and policy direction to the Western Water Network and will serve as the final decision maker for the Network. Responsibilities may include but are not limited to: representing their respective organization's interests in Network meetings; casting votes on Network matters; submitting actions for consideration by the Coordinating Committee, Advisory Committee, and members of the Western Water Network; coordinating development of proposals for funding and work assignments and requests; forming Working Groups; and advocating, educating, and informing others about the actions of the Network.
- B. The Advisory Committee will provide insights and recommendations to the Coordinating Committee. Advisory Committee members shall promote the Network's collaborative efforts by seeking input from the group they represent.

Article V. Working Groups

- A. The Coordinating Committee, with the recommendation of the Advisory Committee when appropriate, may establish Working Groups.
- B. The purposes and responsibilities of such Working Groups shall be defined and revised as necessary by the Coordinating Committee.
- C. The members and leadership of Working Groups shall be determined by the Coordinating Committee, in consultation with appropriate authorities representing the affiliate members of the Working Group.
- D. Working group membership shall be open to any representative recommended by members of the Coordinating Committee and/or the Advisory Committee at the discretion of the Coordinating Committee.

- E. All Working Groups shall report to the Coordinating Committee at such times as may be recommended by the Advisory Committee.
- F. Any recommendations generated by a Working Group are subject to the approval of the Coordinating Committee and, as appropriate, to prior review by the Advisory Committee.
- G. All Working Groups created pursuant to this rule are subject to dissolution at any time by the Coordinating Committee.

Article VI. Voting and Quorum

- A. A quorum is required for the Coordinating Committee to vote on any motion, position statement, or resolution. A quorum is defined as two-thirds majority of the filled positions in the Coordinating Committee membership.
- B. Coordinating Committee members shall attempt to reach consensus on any motion, position statement, resolution, or other decisions. If consensus cannot be achieved, then a simple majority of voting members shall constitute a final decision on all matters unless otherwise stated in the Rules of Operation. For the purpose of this clause, 'majority of voting members' is defined as the quorum present in scheduled meetings or of the filled positions if outside of scheduled meetings.
- C. A roll call vote may be requested by any voting member.
- D. If a member of the Coordinating Committee abstains from a vote, the member shall have the right to have their name removed from any documents transmitting or containing information regarding the final decision. Any abstaining or disagreeing member may include a brief statement explaining why they abstained or disagreed.
- E. Electronic balloting may be utilized for instances in which a decision must be made outside of a scheduled meeting or when the decision may require more than a quorum attending a scheduled meeting.
- F. The Advisory Committee and Working Groups shall follow Article VI when votes are determined to be necessary by their members.
- G. Delegation of Authority rests with the Coordinating Committee.

Article VII. Position Statements and Resolutions

- A. Position statements or resolutions may be proposed by any member of the Coordinating Committee or may be recommended by the Advisory Committee.
- B. Position statements or resolutions should be submitted for the Coordinating Committee's consideration no fewer than two weeks prior to a scheduled meeting. Proposed position statements or resolutions not submitted for prior review may be considered at a Coordinating Committee meeting only if a quorum is present and the majority present consent.

- C. Any resolution or statement of any kind that purports to be the position of the Western Water Network shall be adopted by the Coordinating Committee in accordance with the voting guidelines articulated herewith. Prior to such approval, recommendations by the Advisory Committee or any Working Group are to be considered only recommendations and not an official position of the Western Water Network.
- D. Any emergency resolutions or statements of any kind that purports to be the position of the Western Water Network shall be adopted by the Coordinating Committee in accordance with the voting guidelines articulated herewith.

Article VIII. Staff Support

- A. The Western Association of Agricultural Experiment Station Directors will provide staff support to the Western Water Network. This includes planning and staffing meetings; coordinating communication among members; responding to requests for information from members and other interested parties; maintain records of meetings, notes, and official communications; and executing decisions made by the Coordinating Committee.

Article IX. Meetings and Events

- A. Support staff will schedule regular meetings for the Coordinating Committee. Additional meetings may be requested by any member of the Coordinating Committee.
- B. Participation in Coordinating Committee meetings are not restricted to members if guests are approved to attend in advance. Guest attendees may offer advice and make recommendations, but decisions may only be made through vote by members of the Coordinating Committee as outlined in herewith.
- C. The Coordinating Committee may also sponsor periodic issue conferences or other events, the focus and frequency of which shall be determined by the Coordinating Committee.
- D. Unless restricted by an action of the Coordinating Committee, participation in Western Water Network conferences and events shall be open to all parties interested in attending.

Article X. Rules of Operation: Adoption, Amendment, Repeal, and Suspension

- A. The Western Water Network Rules of Operation may be amended or repealed at any Coordinating Committee meeting provided that a notice of such amendments is filed with support staff at least two weeks prior to a scheduled meeting. Upon receipt of the proposed amendments, support staff will forward copies thereof to members of the Coordinating Committee.

- B. Western Water Network Rules of Operation may be amended or repealed at any Coordinating Committee meeting by three-quarters vote of the Coordinating Committee membership. These Rules of Operation shall not be suspended at any time, except by unanimous consent of the Coordinating Committee membership.

Adopted (date and location)

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