The Mission of the Sauk River Watershed District is to apply our unique abilities and authorities in ways that protect and enhance our watershed’s waters and natural resources for today and tomorrow.

Contents

- Introduction 3
- SRWD Citizen Advisory Council Framework 4
- SRWD Citizen Advisory Council Bylaws 5
- MN State Statutes 8
What is the Sauk River Watershed District?

The Sauk River Watershed District is a special purpose unit of government created to manage and protect the Sauk River Basin along with the wetlands, creeks, and lakes that all drain into the Sauk River. The SRWD covers 1,041 square miles across portions of five counties: Pope, Douglas, Stearns, Meeker, and Todd. The SRWD encompasses thousands of wetlands, over a hundred lakes, and approximately a hundred miles of public ditches. The SRWD also includes several cities and smaller communities as well as a large portion of the St. Cloud Metro area. The total population of residents within the SRWD exceeds 75,000 with many of these residents clustered along popular recreational lakes such as Lake Osakis, Big Sauk Lake, Big Birch Lake, and The Sauk River Chain of Lakes.
What is the SRWD Citizen Advisory Committee?

The Citizen Advisory Committee (CAC) is a group of environmentally concerned residents from throughout the watershed who meet monthly to assist and advise the SRWD’s Board of Managers.

The CAC is a unique and diverse group of individuals representing their own unique niches within the SRWD both geographically and economically. Members participate in the overall functioning of the SRWD as an organization in a variety of aspects.

Roles and Responsibilities

- Communication link between the SRWD Board of Managers and the citizens of the District.
- Review the annual budget and comprehensive plan.
- Attend workshops and tours of projects and activities.
- Participate in outreach and education activities.
- Coordinate the annual banquet and awards program.
- Consensus building and conflict resolution.

Engagement and Involvement

It is in the goal of the SRWD to have a diverse and geographically extended CAC that best represents the whole District and its citizenry. It is the intention of the District to follow Minnesota State Statute on CAC appointment recommendations. However, the District feels by having citizens representing local communities and local interests, this will ultimately result in a stronger and more impactful voice to the CAC and the SRWD as a whole. The CAC members will apply to and be appointed by the District Board following MN State Statutes and the District’s CAC bylaws.
BY-LAWS OF THE CITIZEN ADVISORY COMMITTEE
SAUK RIVER WATERSHED DISTRICT

I. PURPOSE AND AUTHORITY

The Citizen Advisory Committee is established to advise and assist the Sauk River Watershed District Board of Managers with.

(a) District organizational development, planning processes, and program implementation.

(b) District communications between the citizenry and the Board of Managers

(c) Consensus building and conflict resolution.

(d) Additional roles as jointly determined by the Citizen Advisory Committee and Board of Managers

II. MEMBERSHIP

Citizens Advisory Committee members are appointed or reappointed annually by the Board of Managers and serve at the pleasure of the Board.

The Citizens Advisory Committee will be composed of a minimum of five members who are District residents, as required by Minnesota Statutes 103D.331, and a maximum number as required to represent the diverse interests of the District’s communities and neighborhoods. In addition, the Board of Managers may appoint interested and technical persons who are not District residents to the Citizen Advisory Committee.

III. MEETINGS

Citizen Advisory Committee meetings shall be conducted in accordance with Robert’s Rules or Order.

Regular meetings shall be held minimum of one meeting per quarter. Those members present at the scheduled meeting will schedule next meeting, time and location.

Special and/or emergency meetings may be called by the Chair, and shall be limited in subject and scope to meet the need for such a meeting. Notice of special and emergency meetings should include the subject and scope of the meeting and be made 24 hours in advance of the meeting by mail, phone, fax or e-mail.

A quorum to conduct Citizen Advisory Committee business will be the presence of a simple majority of the members.

Prior to deliberation on an issue, a member who feels they have a potential financial conflict of interest shall disclose that information to the Chair. Members may also identify potential conflicts of interest of other members to the Chair. A majority vote of members present will determine whether the conflict of interest is substantial enough to exclude the member from voting on the issue.

All Citizen Advisory Committee meetings are open to the public. Public participation at meetings will, to the extent possible, be for the purpose of presenting information that was not previously available to the Citizen Advisory Committee.
IV. OFFICERS

Officers shall be elected for a one-year term with a limit of two consecutive terms. Elections shall be held during the 3rd quarter Citizen Advisory Committee meeting.

Candidates for office shall have been a Citizen Advisory Committee member for at least three months prior to the election. Officers shall be

(a.) Chair    (b.) Vice-President    (c.) Secretary

Duties of officers:

(a) Chair prepares meeting agendas in collaboration with the Sauk River Watershed District Administrator and asks the Board for ideas and input. The Chair presides at all regular and special meetings of the Citizen Advisory Committee.

(b) Vice-Chair presides at meetings whenever the Chair is absent.

(c) Secretary administers the paperwork at each meeting, prepares and distributes meeting minutes, receives Citizen Advisory Committee members’ expense reports and forwards them to the Board of Managers, handles all Citizen Advisory Committee correspondence and maintains a Citizen Advisory Committee file of pertinent information.

Officers may delegate their duties to other Citizen Advisory Committee members or to District staff.

Any officer whose Citizen Advisory Committee Membership ceases prior to the expiration of his/her term as an officer shall be replaced for the balance of his/her term by a special election shall be held during the next regular meeting of the Citizen Advisory Committee immediately following termination of the officer’s membership.

V. PARTICIPATION

To ensure the efficient and effective working of the Citizen Advisory Committee, regular attendance at meetings is necessary. Accordingly, if a member fails to attend three consecutive (unexcused) regular meetings that member will forfeit his/her Citizen Advisory Committee membership. The Board will be informed if any member is not meeting their attendance obligations. A member in jeopardy due to lack of attendance (above) shall be notified in the Citizen Advisory Committee minutes and by separate memorandum to the member that his/her attendance is required at the next regularly scheduled Citizen Advisory Committee meeting to avoid forfeiture of membership.

An absence shall be deemed excused if the member notified the Chair or another Citizen Advisory Committee member prior to the meeting.

Members shall communicate their intention to resign in writing to the Citizen Advisory committee Secretary, who in turn will notify the Citizen Advisory Committee and the Board of Managers.

Advisory Committee members are encouraged to attend Board of Mangers’ meetings and functions.
VI. REIMBURSEMENT

Citizen Advisory Committee members can be reimbursed for expenses incurred while carrying out the business of the District when such expenses are pre-approved by the Board of Managers. Typical reimbursements will be for travel, lodging, meals, and supplies to attend and/or participate in conference, workshops tours and meetings. Costs incurred in attending regular, special, and emergency meetings of the Citizen Advisory Committee and the Board of Managers are not normally considered reimbursable expenses but can be reimbursed upon decision of the Board of Managers when need is demonstrated.

VII. AMENDMENTS

These by-laws may be amended by a two-thirds vote of the members present at any regular meeting of the whole Citizen Advisory Committee, provided that written notice setting forth in detail the content of the proposed amendment (s) has been presented at the prior regular meeting and has been reviewed by the Board prior to adoption.

These by-laws shall be reviewed for possible updating annually.

By-laws and any changes thereto shall be submitted to the Sauk River Watershed District Board of Managers for comment prior to adoption.
Subdivision 1. Purpose.
The managers must annually appoint an advisory committee to advise and assist the managers on all matters affecting the interests of the watershed district and make recommendations to the managers on all contemplated projects and improvements in the watershed district.

Subd. 1a. Duties.
For purposes of carrying out its duties under this section the advisory committee shall:
(1) elect a chair from its membership;
(2) elect a recorder from its membership;
(3) establish a meeting schedule, which at a minimum meets annually;
(4) consider issues pertinent to the functions and purposes of the watershed district;
(5) review and comment on reports, minutes, activities, and proposed projects of the managers; and
(6) report to the managers the general content of advisory committee meetings and resulting recommendations.

Subd. 2. Members.
(a) The advisory committee consists of at least five members. If practicable, the advisory committee members selected should include a representative from each soil and water conservation district, a representative of each county, a member of a sporting organization and a member of a farm organization. Other advisory committee members may be appointed at the discretion of the managers. The members must be residents of the watershed district, except representatives from soil and water conservation districts and counties, and serve at the pleasure of the managers.

(b) In addition, the managers may appoint other interested and technical persons who may or may not reside within the watershed district to serve at the pleasure of the managers.

Subd. 3. Expense reimbursement.
The managers may reimburse members of the advisory committee for actual traveling and other necessary expenses incurred in the performance of duties in the amount as provided for state employees.