



Title: 2025 Citizens Advisory Committee Executive Committee Election

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Purpose:

At the January 15, 2025, meeting of the Minnehaha Creek Watershed District Citizens Advisory Committee (CAC), the CAC will elect its Executive Committee for the year. This memo outlines the process for electing the 2025 Executive Committee.

Background:

On July 22, 2021, the MCWD Board of Managers approved updates to the CAC Bylaws in [Resolution 21-048](#). These bylaws, unanimously approved by CAC members on July 14, 2021, guide the function and operations of the CAC.

Article IV of the CAC Bylaws, "Committee Structure; Officers; and Operations," provides direction for the composition and election of the CAC Executive Committee.

- **Section 2 (Officer elections)** directs the annual election of officers by a quorum of CAC members by simple majority.
- **Section 3 (Election procedures)** notes that nominations for an officer position can occur through nomination by any member or self-nomination. All active members are eligible to vote for each candidate.
- **Section 4 (Officers and duties)** defines the composition of the Executive Committee and describes the positions of Chair, Vice Chair, and two Executive Officers.
 - Chair: Convenes regularly scheduled CAC meetings, presides or arranges for other officers to preside each meeting in the following order: Vice-Chair, then an executive officer.
 - Vice-Chair: Discharges the duties of the Chair if they are absent or disabled.
 - Executive Officers (2): Responsible for supporting the CAC at the request of the Chair or Vice-Chair.

The CAC Executive Committee meets ahead of each regular CAC meeting. Executive Committee members support and advise on meeting operations, new member on-boarding, recruitment, and other strategic initiatives as interest and needs arise.

January 15, 2025, CAC meeting:

At the January 15, 2025, CAC meeting, current Executive Committee members will speak to the duties of each position. CAC members may nominate themselves or another CAC member to any of the Executive Committee positions. Those who accept nomination will be asked to speak to their interest in serving on the Executive Committee.

The election will begin with Chair, then proceed to Vice-Chair, followed by the two executive officer positions. Results will be determined by simple majority of all members.

Attachments:

- Citizens Advisory Committee Bylaws

**BYLAWS
OF THE
MINNEHAHA CREEK WATERSHED DISTRICT
CITIZENS ADVISORY COMMITTEE**

July 2021

ARTICLE I — NAME AND PURPOSE

Section 1 — Name: The name of the committee shall be **the Minnehaha Creek Watershed District Citizens Advisory Committee (CAC)**. The CAC is a citizen-led volunteer advisory group to the Minnehaha Creek Watershed District that serves at the pleasure of the MCWD Board of Managers.

Section 2 — Purpose: In accordance with §103D.331, the CAC is organized exclusively to assist the Minnehaha Creek Watershed District Board of Managers on matters affecting the interests of the Watershed District.

The purpose of this committee is to:

- **Examine, refine, and build upon the strategy and communication associated with a variety of the District’s key initiatives;**
- **Support the mission statement and goals of the Minnehaha Creek Watershed District;**
- **Review and comment on reports, minutes, activities and projects of the Watershed District as necessary;**
- **Consider issues pertinent to the functions and purposes of the Watershed District;**
- **Advise and assist in decision-making;**
- **Raise issues of concern from the public;**

ARTICLE II — MEMBERSHIP

Section 1 — Eligibility for membership: Membership is granted after completion and receipt of a membership application and appointment by the MCWD Board of Managers. The number of members of the CAC shall be determined by the MCWD Board of Managers annually through the membership appointment process.

Section 2 — Rights of members: Each member shall be eligible to cast one vote in all decisions if present at a scheduled meeting.

Section 3 — Terms: All CAC members shall serve two-year, staggered terms, but are eligible for re-appointment every-other-year by the MCWD Board of Managers. There are no term limits for committee membership.

ARTICLE III — MEETINGS OF MEMBERS

Section 1 — Regular meetings: Regular meetings of the members shall be generally held every-other-month or as determined by District staff, and at a time and place designated by staff. Regular meetings will be held at a public location within the Watershed District or virtually. All meetings of the CAC are open to the public. Anyone wishing to address the Citizens Advisory Committee will be provided time at the beginning of the meeting or when an agenda item arises for which they'd like to make a directly-related comment. Comments will be limited to two minutes, with ten minutes total time allotted to public

comment. Both the individual speaking time and the total allotted time may be extended by majority consent of the CAC members present. The CAC chair shall not permit actions or behavior that prevent the orderly conduct of the Committee meeting.

Section 2 — Special meetings: Special meetings may be called by District staff, the MCWD Board of Managers, or called jointly by the chair of the CAC and District staff.

Section 3 — Executive officer meetings: The Executive Officers as defined in Article IV, Section 4 will meet with MCWD staff ahead of each scheduled CAC meeting. The MCWD Board President and Administrator will attend two Executive Officer meetings per year.

Section 4 — Notice and record of meetings: Notice of each meeting including proposed agenda and draft minutes of the last meeting shall be provided to each member, by e-mail, generally two business days prior to the meeting. A webpage displaying information such as meeting agendas, schedules, times and locations shall be maintained by the Minnehaha Creek Watershed District. The MCWD staff liaison shall keep records of CAC actions, including the taking of minutes at all CAC meetings, and assuring that all necessary records are maintained.

Section 5 — Quorum: The members present at any properly announced regular or special meeting shall constitute a quorum provided that there are no fewer than one-third (1/3) of members present.

Section 6 — Meeting procedure: Members shall request by hand signal to be recognized by the chair and, after recognition, shall not be interrupted except by the chair. All members shall be given the opportunity to speak on any agenda item. CAC meetings will be conducted based on Robert's Rules of Order.

Section 7 — Voting: All motions shall be decided by a simple majority (more than half) of those members voting negatively or positively on the motion. Abstentions count as part of the quorum. Members who are recusing themselves are not counted as part of the quorum on the motion. No single member may appoint a proxy for any vote. Recusal or to recuse oneself means to remove oneself from participation in a decision so as to avoid a conflict of interest.

Section 8 — CAC communication with the MCWD Board of Managers: Generally, at least one member of the MCWD Board of Managers will attend each CAC meeting and provide a summary of CAC discussions and/or recommendations to the MCWD Board of Managers, as necessary. All CAC members are encouraged to attend and participate in meetings of the MCWD Board of Managers and all subordinate committees.

ARTICLE IV — COMMITTEE STRUCTURE, OFFICERS, AND OPERATIONS

Section 1 — Committee role: The MCWD Board of Managers is responsible for overall policy and direction of the Watershed District, and delegates responsibility of day-to-day operations to the staff and administrator. CAC members will coordinate with staff at the direction of the administrator.

Section 2 — Officer elections: New officers and current officers shall be elected annually. At a minimum, a quorum of CAC members must participate in the officer elections for the results to be considered valid. Officers will be elected by a simple majority of members who vote in the election.

Section 3 — Election procedures: Any member can nominate a candidate or nominate themselves to the slate of nominees of prospective officers. All members will be eligible to vote for each candidate.

Section 4 — Officers and duties: There shall be four officers of the CAC, consisting of a chair, vice-chair, and two executive officers. No member shall hold more than one office at a time. Their duties are as follows:

- *The chair* shall convene regularly scheduled CAC meetings, shall preside or arrange for other officers to preside at each meeting in the following order: vice-chair, then an executive officer.
- *The vice-chair* shall discharge the duties of the chair if the chair is absent or disabled.
- *The executive officers* shall be responsible for general support of the CAC at the request of the chair and/or vice-chair.

Section 5 — Vacancies: Mid-term vacancies on the CAC will be filled during the next appointment cycle or at the prerogative of the Board of Managers.

Section 6 — Resignation, termination, and absences: Resignation from the CAC should be in writing and received by the CAC staff liaison. Members are expected to attend at least four meetings in a calendar year. A member may be recommended for removal for any reason by a two-thirds majority vote of the remaining members of the CAC. Any CAC member may be removed by a majority vote of the MCWD Board of Managers, with or without recommendation of CAC members.

ARTICLE V — AMENDMENTS

Section 1 — Amendments: These bylaws may be amended by a two-thirds majority vote at any properly convened CAC meeting. Proposed amendments must be submitted to and approved by the MCWD Board of Managers and included with regular Board announcements.

CERTIFICATION

These bylaws were approved at a meeting of the Minnehaha Creek Watershed District Citizens Advisory Committee by a two-thirds majority vote on _____.

CAC Chair

Date

These bylaws were acknowledged and accepted at a meeting of the Minnehaha Creek Watershed District Board of Managers by majority vote on _____.

MCWD Board of Managers, Secretary

Date