



## Charter

### **The Lower American River Conservancy Program Advisory Committee**

*Adopted October 24, 2017*

#### I. Principles

This document provides the protocols and guidelines for the administration and parliamentary function of the Lower American River Conservancy Program Advisory Committee (Committee).

#### II. The Lower American River Conservancy Program Act

The Lower American River Conservancy Program (Program) Act was created by law in 2016 (see Public Resources Code section 5845 *et seq.*). The Program is administered by the Wildlife Conservation Board (WCB). WCB is authorized to receive and expend proceeds from bonds or other appropriations for the benefit of the American River Parkway and related lands. In administering the Program, WCB shall prioritize expending moneys to develop and implement a natural resource management plan and to improve access to, and protection and restoration of, the American River Parkway.

#### III. Relationship of Committee to the Wildlife Conservation Board

It is the role and sole prerogative of WCB's voting members to approve funding of all projects under the Program. The Committee is expected to review all proposed projects, offer recommendations for project selection and funding, and provide information to WCB regarding the American River Parkway.

#### IV. Membership

Composition: The Committee consists of 12 members. Membership is defined by Public Resources Code section 5845.4 as follows:

- (1) Three members of the Board of Supervisors of the County of Sacramento, selected by a majority vote of the board of supervisors, or their designees;
- (2) Two representatives of the City of Sacramento, which may include the Mayor and one member of the City Council of the City of Sacramento, or two members of the city council, selected by a majority vote of the city council, or their designees;
- (3) The Mayor or a member of the City Council of the City of Rancho Cordova, selected by a majority vote of the city council, or his or her designee;
- (4) Representatives from the Natural Resources Agency, the Department of Finance, and the State Lands Commission; and
- (5) Three members from the public at large who have demonstrated knowledge of and expertise in the American River Parkway Plan. One member shall be appointed by the

Governor, one member shall be appointed by the Senate Committee on Rules, and one member shall be appointed by the Speaker of the Assembly.

Term: A person shall not continue as a member of the Committee if that person ceases to hold the office that qualifies that person for membership. In that event, the person's membership on the Committee shall automatically terminate.

Compensation: Members of the Committee shall serve without compensation.

#### V. Organizational Structure

Officers: The Committee will have a Chair and Vice Chair who are elected for one-year terms by the membership. Elections will be held at the first meeting of the calendar year.

#### VI. Procedural Rules

Meetings: The Committee will meet at least two times per year. All meetings of the Committee are subject to the Bagley-Keene Open Meeting Act [Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2 of the Government Code].

Quorum: A quorum shall consist of a simple majority of appointed members. Absent a quorum, the Committee cannot conduct business.

Minutes: Approved Minutes of each meeting will be kept. Copies will be electronically mailed to the WCB board members and Committee membership within three weeks after a meeting. Minutes will be kept by WCB staff.

Voting: Any action taken by the Committee shall be passed by a simple majority vote of the members present (i.e., 50% +1). In the event a vote ends in a tie (i.e., an equal number of votes in favor and opposed) then the proposed action shall fail.

Meeting Location: The Committee shall meet at a location in the County of Sacramento which is accessible to the public and has Americans with Disabilities Act accommodations.

#### VII. Parliamentary Authority

Except as otherwise provided, the Committee shall be governed in its proceedings by the current edition of Robert's Rules of Order, Newly Revised.

A formal vote shall be taken when a decision is required and it is to be documented for future reference.