

**SAN ANTONIO RIVER BASIN  
ENVIRONMENTAL ADVISORY COMMITTEE OVERVIEW  
SAN ANTONIO RIVER AUTHORITY**

**Purpose**

The primary function of the advisory committee is to serve as the comprehensive public participation group that reviews and provides input on the environmental studies and programs at SARA. In addition to its other duties, the Environmental Advisory Committee acts as the Clean Rivers Program Steering Committee. All EAC and CRP Steering Committees are open to the public. If you would like to be involved you are invited to attend these meetings.

**Membership**

**Co-Chairs**

The advisory committee will be co-chaired by two individuals recommended by the SARA Communications Committee and appointed by the SARA Board of Directors; one representing Bexar County and one representing a downstream county.

**Number of Members**

The advisory committee will have a maximum of 25 members, including co-chairs, but may vary from time to time. Also a technical committee will be formed to assist the Advisory Committee. Those participating on the technical committee will be staff from local, state, and federal governments. The members of the Advisory Committee will include representation from the following interest groups (interest groups will have one or more slots available to them on the committee, as noted to the right):

Co-Chairs	2
Academia	1
Agriculture	2
Bay and estuary	2
Business and industry	1
Counties (one per county)	4
Environmental	2
Municipalities (total selected from municipalities along the San Antonio River and major tributaries)	7
The Public	1
Parks and Recreational Users	1
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Water Utilities/Water Purveyors/Fee Payers	1
Water Right Holders	1
<b>Total</b>	<b>25</b>

**Nominations and Appointments**

Members of the committee are nominated by interest groups identified by the SARA Communications Committee. Not every nominee can be selected to fill a seat on the committee. Once all nominations have been received by the deadline, the Communications Committee and staff will review and select 25 applicants that best create a diverse and representative committee to submit to the SARA Board of Directors for approval and appointment.

**Terms of Appointment**

Committee members will serve staggered three year terms. A lottery process will be used initially to select which terms are served by the members representing each interest group.

**Resignations or Replacement Appointments**

If a member decides to resign from the committee, they are encouraged to provide notice of intent to resign to the committee and remain active until a replacement can be selected. They are also encouraged to help the committee select a suitable replacement. Replacement members will be appointed by the SARA Board of Directors for the remaining term of the resigning member.

### Advisory Member Duties

Regular attendance is vital to the mission and objectives of the Advisory Committee. Members accept the duty and obligation to attend meetings and to provide advance notice to SARA staff if they are unable to attend. Repeated absences may be considered an abdication of the appointment and may be grounds for terminating a member's appointment at the recommendation of the full committee.

### **Order of Business and Schedule of Meetings**

#### Meeting Schedules and/or Workshops

The advisory committee will meet at least four times a year. In addition to the meetings, SARA may offer workshops to provide up-to-date information that would affect the committee objectives.

#### Meeting Procedures, Notice and Records

The committee and subcommittees will conduct all meetings in accordance with the latest edition of Robert's Rules of Order.

The San Antonio River Authority shall be responsible for posting meeting notices.

The San Antonio River Authority shall prepare and maintain minutes of the committee meeting. All records are subject to the provisions of the Texas Public Information Act.

### **Subcommittees**

#### Purpose

The committee may create subcommittees to address specific study or policy initiatives of the San Antonio River Authority Board of Directors, on an as-needed basis to provide input and recommendations. Subcommittee shall be created for a specific purpose and shall operate for a specific time period. A subcommittee will automatically dissolve upon completion of its charge, or the time period prescribed by the San Antonio River Authority Board of Directors, without any further action by the Board of Directors.

#### Membership

Non-members of the Advisory Committee may serve on subcommittees. The size of the subcommittee may be equal to but no larger than the size of the committee of the whole. The chair of a subcommittee shall be a member of the committee of the whole.

### **Public Information**

In addition to any other applicable notification requirement, San Antonio River Authority will issue media advisories, will post information on the SARA website and will provide additional informational material to community and civic groups via email. Notices will also be posted at the San Antonio River Authority Headquarters located on 100 E. Guenther Street, San Antonio, Texas 78204, and at its Environmental Services Center located at 600 E. Euclid San Antonio, Texas 78212.

### **New Member Orientation**

A thorough orientation will be provided to all newly appointed committee members by the SARA Environmental Services and Intergovernmental/Community Relations Departments. The orientation is mandatory. SARA Intergovernmental and Community Relations shall maintain records of these documents.