



Title: 2023 Citizens Advisory Committee Executive Committee Election

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Purpose:

At the January 18, 2023, 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 2023 Executive Committee.

Background:

On June 10, 2021, the MCWD Board of Managers approved [Resolution 21-042](#), in which they adopted the Citizen Advisory Committee Operational Recommendations Report (CAC Alignment Report) to align the CAC with [MCWD's Balanced Urban Ecology approach](#) and to ensure organization resources are aligned to serve its mission.

Following the approval of the CAC Alignment Report, the MCWD Board of Managers approved updates to the CAC Bylaws on July 22, 2021, in [Resolution 21-048](#). Bylaws guide the function and operations of the CAC and these updates, unanimously approved by the CAC members on July 14, 2021, ensured conformity with the CAC Alignment Report.

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 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 general support of the CAC at the request of the Chair and/or Vice-Chair

The CAC Alignment Report defined that the CAC Executive Committee will meet six times per year ahead of the regular CAC meetings. Executive Committee members have support meeting operations, new member on-boarding, recruitment, and other strategic initiatives as interest and needs arise.

CAC meeting focus and next steps:

At the January 18, 2023, CAC meeting, members will be able to nominate themselves or another CAC member to any of the Executive Committee positions. Those nominated 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, and the two executive officer positions. Results will be determined by simple majority of all members.