



RULES OF PROCEDURE

JOINT SUBCOMMITTEE OF THE RESOURCE MANAGEMENT COMMISSION, THE WATER AND WASTEWATER COMMISSION, AND THE IMPACT FEE ADVISORY COMMITTEE to be referred to as the “Joint Subcommittee on Austin Water Utility Financial Plan” (adopted by the Joint Subcommittee on November 7, 2011)

NAME

The name of the City Joint Subcommittee is the Joint Subcommittee of the Resource Management Commission, the Water and Wastewater Commission and the Impact Fee Advisory Committee, hereinafter referred to as the “Joint Subcommittee on Austin Water Utility Financial Plan”.

PURPOSE AND DUTIES

The purpose of the Joint Subcommittee on Austin Water Utility Financial Plan is to develop recommendations for short-term and long-term financial plans to strengthen the financial stability of Austin Water Utility as described in Resolution No. 20110922-052.

MEMBERSHIP

The Joint Subcommittee on Austin Water Utility Financial Plan is composed of nine (9) members appointed by the Chair of the Resource Management Commission, Water and Wastewater Commission and the Impact Fee Advisory Committee.

Five (5) members constitute a quorum.

At each meeting, each member shall sign an attendance sheet. Failure to sign the sheet results in the member being counted as absent.

A member who seeks to resign from the Joint Subcommittee on Austin Water Utility Financial Plan shall submit a written resignation to the chair of the Subcommittee, the staff liaison, and the City Clerk’s Office. The resignation should allow for a thirty day notice so the Commission/Committee can appoint a replacement.

OFFICERS

The officers of the Joint Subcommittee on Austin Water Utility Financial Plan shall consist of a chair and a vice-chair. Officers shall be elected at the first regular meeting by a majority vote of the Subcommittee.

A member may not hold more than one office at a time.

In the absence of the chair, the vice-chair shall perform all duties of the chair.

MEETINGS

Joint Subcommittee on Austin Water Utility Financial Plan meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

Joint Subcommittee on Austin Water Utility Financial Plan meetings shall be governed by Robert's Rules of Order.

Joint Subcommittee on Austin Water Utility Financial Plan shall meet until the Subcommittee has been dissolved by Council. Subcommittee members are responsible for attending meetings according to the meeting schedule that was approved by the Committee.

If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting may not be held.

Subcommittee action must be adopted by affirmative vote of the number of member necessary to provide a quorum. The chair has the same voting privilege as any other member.

The chair shall adjourn a meeting not later than 10:00 p.m., unless the Subcommittee votes to continue the meeting.

Each person and Subcommittee member attending a meeting should observe decorum pursuant to Section 2-1-48 of the City Code.

A person or Subcommittee member should not speak out of turn, use disparaging or abusive language, or make threats of violence against any other person during a meeting. The presiding officer:

- a. should maintain order;
- b. should exercise the officer's authority impartially; and
- c. may shorten a person's speaking time or ban a person from speaking for the duration of a meeting for a violation of decorum.

CITIZEN COMMUNICATION

Meetings are open to the public and include a period for public comment. The Subcommittee shall allow citizens to address the Subcommittee on agenda items or matters within the scope of the resolution.

Citizens may speak during a period of time set aside for citizen communications. The chair may limit a speaker to three minutes.

Citizens shall be allotted a maximum of 12 minutes to speak on behalf of an item not on the agenda with up to 3 citizens donating their time to one individual. Citizens donating their time must be in the room at the time the speaker is at the podium.

Citizen communication may not take more than 45 minutes of the Joint Subcommittee Meeting if they wish to speak on specific items on the agenda. Up to 3 citizens may donate their time to one individual. Citizens donating their time must be in the room at the time the speaker is at the podium.