

## CLARIFICATION OF PROCEDURES: WATERSHED PLANNING ADVISORY COUNCIL (WPAC)

### OVERVIEW OF WPAC LEGISLATIVE CHARGE

WPAC was established by the Iowa Legislature (see [Iowa Code 466B.31](#)) to assemble diverse group of stakeholders “to review research and make recommendations to various state entities regarding methods to protect water resources in the state, assure an adequate supply of water, mitigate and prevent floods, and coordinate the management of those resources in a sustainable, fiscally responsible, and environmentally responsible manner.” The Council shall meet at least once a year, may seek input from councils of government or other organizations, and may appoint a task force to complete its duties. The 24 members designated in statute represent 20 voting members from nongovernmental organizations and the Iowa Department of Agriculture and Land Stewardship and Iowa Department of Natural Resources, and four non-voting members representing the Iowa House and Senate. (Members listed at the end of this document.)

By December 1 of each year, the WPAC is to submit a report to the Governor, the General Assembly, the Department of Agriculture and Land Stewardship, the Department of Natural Resources, and the Water Resources Coordinating Council.

### TASK FORCE WORKGROUPS

In 2015, a survey of WPAC members served as the basis for some procedural changes. This included moving to hold general WPAC group meetings quarterly rather than bi-monthly, with an attempt to schedule at least one meeting per year the same day as the Water Resources Coordinating Council (WRCC) to accommodate those who travel. Out of the seven issue areas outlined in 466B.31, three were prioritized and became the basis for the current WPAC task forces/work groups. Much of the work of the WPAC is to begin in these subgroups, which are charged with meeting at least once between quarterly WPAC meetings to develop recommendations for approval by the full membership. Recommendations from a Task Force workgroup should be shared with all WPAC members for review at least a week prior to the full group meeting.

The current task force groups:

1. Create Economic Incentives
2. Improve Water Quality/Optimize Costs
3. Develop Reliable Protocols and Procedures

### **WPAC PROCEDURAL CLARIFICATIONS adopted April 20, 2016**

#### **Co-chairs presiding:**

Ben Gleason, Iowa Corn Growers Association  
Ann Robinson, Iowa Environmental Council

As called for in the WPAC enabling legislation, each year, the voting members of the advisory council shall designate one voting member as chairperson. WPAC voted to also select a vice-chair from voting members to assist the chair and preside at meetings when the chair cannot attend.

A quorum to conduct a vote at a meeting requires that a majority of the voting members be present.

The WPAC has adopted Robert’s Rules of Order as standard procedure, granting latitude to the presiding officer of the meeting to conduct business in general accordance with these procedures.

## **WPAC PROCEDURAL CLARIFICATIONS adopted June 22, 2015**

### **Co-chairs:**

Ben Gleason, Iowa Corn Growers Association

Jennifer Terry, Iowa Environmental Council

### RECOMMENDATIONS FROM TASK FORCE WORK GROUPS (“WORK GROUPS”)

Work groups may present recommendations to WPAC members for discussion at any of the quarterly meetings throughout the year; no need to wait until the last quarter of the year. When your work group decides a recommendation is ready for discussion and a vote, contact the co-chairs and ask that the recommendation be listed on the next agenda with clear instructions that there will be a vote taken at the next meeting. *Work groups must email the recommendation to the entire WPAC list for consideration at least a week prior to the WPAC quarterly meeting so members are prepared to discuss the recommendation.*

### VOTING ON WORK GROUP RECOMMENDATIONS

Work groups will notify the WPAC co-chairs when a recommendation is ready for discussion and vote. Co-chairs will list the recommendation and the vote on the agenda and will allow 45 minutes for discussion prior to a vote. At the conclusion of the vote, a tally will be taken to determine whether consensus has been reached. *If consensus has been reached, the recommendation will go to the Water Resources Coordinating Council (WRCC) at its next regularly scheduled meeting; the recommendations to WRCC will not be delayed until the end of the year.* If consensus is not reached, the recommendation may be modified and re-submitted for another vote at a later date, or the work group may choose to discontinue working on that recommendation.

### CONSENSUS

Three Step Process: A clearer definition of consensus.

- ✓ Step 1: Recommendation is presented to the WPAC group (after having been emailed already) at a regular meeting
- ✓ Step 2: Discussion among group members who are present at the regular meeting
- ✓ Step 3: Vote ‘yes’ or ‘no’; tally and announce whether consensus was reached

*Consensus = 75% of voting WPAC members in attendance at that regular meeting vote ‘yes’ (with ‘yes’ including ‘I don’t love it, but I can live with it’).*

*There are 18 voting members of WPAC. [Number corrected: updated statute established 20 voting members.]*

### MINORITY REPORTS

If a recommendation is passed by 75% of the voting members in attendance, the 25% who voted ‘no’ are strongly encouraged, but not required, to draft a minority report which will be included in the recommendation to WRCC so opposing viewpoints are represented as well.

*Minority reports will be one page maximum in length.*

### SUGGESTED GUIDELINES FOR WPAC PARTICIPATION:

- Read your WPAC emails.
- Analyze recommendations sent to you by work groups prior to the meetings.
- Consider joining a work group.
- Show up at meetings. If you can’t attend, send a designee in your place from your organization that is authorized to vote.
- *Promptly* call, email or offer to meet with other work groups if you have suggested revisions to a recommendation.

- Raise objections in a timely manner at meetings; don't wait until after a meeting to voice objections.
- Take responsibility for your participation in this process. Ask questions at meetings if you're unsure of the process; this is a new framework.
- Come to meetings ready to work toward solutions; e.g. be respectful of the time other groups invested in the recommendation and of viewpoints that differ from your own. Be ready to offer input and engage in civil dialogue.
- Work groups have the flexibility to make recommendations based upon their interpretation of the Iowa Code section assigned to their work group; be respectful of how each group decides to tackle a particular issue. *For example, work group #2 is currently working on a recommendation for a farmer-led water quality monitoring program; their Code section deals with "Improving water quality and optimizing costs of voluntarily achieving and maintaining water quality standards." It is their prerogative how they choose to work on that topic.*
- Respect the process. If you find yourself in the 25% minority after a vote, then draft a minority report and be sure your viewpoint, reasoning and objections are heard.

**WPAC MEMBERS** (Title XI Natural Resources, Subtitle 2 Lands and Waters, Chapter 466B:  
Subchapter III Watershed Planning Advisory Council

**Voting Members**

- (1) 1 member selected by the Iowa Association of Municipal Utilities
- (2) 1 member selected by the Iowa League of Cities
- (3) 1 member selected by the Iowa Association of Business & Industry
- (4) 1 member selected by the Iowa Water Pollution Control Association
- (5) 1 member selected by the Iowa Rural Water Association
- (6) 1 member selected by Growing Green Communities
- (7) 1 member selected by the Iowa Environmental Council
- (8) 1 member selected by the Iowa Farm Bureau Federation
- (9) 1 member selected by the Iowa Corn Growers Association
- (10) 1 member selected by the Iowa Soybean Association
- (11) 1 member selected by the Iowa Pork Producers Council
- (12) 1 member selected by the Soil and Water Conservation Districts of Iowa
- (13) 1 member representing the Department of Agriculture and Land Stewardship selected by the Secretary of Agriculture
- (14) 1 member representing the Department of Natural Resources selected by the Director
- (15 & 16) 2 members selected by the Iowa Conservation Alliance
- (17) 1 member represented by the Iowa Drainage District Association
- (18) 1 member selected by the Agribusiness Association of Iowa
- (19) 1 member selected by the Iowa Floodplain and Stormwater Management Association
- (20) 1 member selected by Iowa Rivers Revival

**Nonvoting Members**

- (1) 2 members of the Senate. One senator shall be appointed by the majority leader of the senate and one senator shall be appointed by the minority leader of the senate.
- (2) 2 members of the House. One member shall be appointed by the speaker of the house of representatives and one member shall be appointed by the minority leader of the house of representatives.