

State Water Plan Task Force Bylaws

Name

The name of the group shall be the State Water Plan Task Force (hereinafter referred to as the “SWPTF”). The SWPTF is comprised of members as defined below.

Authority

The SWPTF was codified under the Water Plan Task Force Act (20 ILCS 4132/).

Purpose

The SWPTF shall evaluate, provide recommendations, and implement improvements to the state’s programming, laws, policies, research, and capital projects to improve the resiliency, sustainability, public safety, stewardship, economic development, and education related to the water resources of Illinois.

Objective

The SWPTF is a coordination of Illinois State agencies and universities to develop, implement, and track progress on a concise State Water Plan (SWP) for addressing water issues facing the State. The SWPTF and Member Support Staff shall develop a SWP to:

- (1) identify and define critical water issues;
- (2) develop recommendation(s) to address the identified critical water issue;
- (3) implement, or oversee recommendations; and
- (4) reevaluate and present critical water issues and needs to appropriate audiences at least annually

Members

Members of the SWPTF are defined in 20 ILCS 4132/10 as the directors, or their designees, from the following State entities:

- The Office of Water Resources of the Department of Natural Resources (SWPTF Chair).
- The Office of Resource Conservation of the Department of Natural Resources.
- The Department of Public Health.
- The Environmental Protection Agency.
- The Department of Transportation.
- The Department of Agriculture.
- The Illinois Emergency Management Agency and Office of Homeland Security.
- The Pollution Control Board
- The Department of Commerce and Economic Opportunity.
- The State Water Survey of the University of Illinois.
- The Water Resource Center of the University of Illinois.

Member Support Staff

Staff of members may carry out functions of the SWPTF at the request of members, including but not limited to, serving as Topic Leads and administering SWPTF duties. The Staff are appointed by the Chair or by vote when required.

Representation

Members may request non-members with relevant expertise to a specific topic be recognized to participate in meetings, with approval of the Chair, for a period of time deemed necessary by members.

Meeting Frequency

Meetings shall occur not less than once per quarter each calendar year as required by 20 ILCS 4132/10.F.

All SWPTF meetings shall be open to the public unless a meeting or portion thereof qualifies for a closed session in accordance with the Open Meetings Act.

Special meetings may be called by the Chair, in accordance with the Open Meetings Act. It shall be the responsibility of SWPTF to give notices of the location, date, and time of said special meetings to each member at least 10 calendar days prior to each of the said meetings.

Conducting Business

All business shall be conducted in a manner consistent with Robert's Rules of Order.

Meeting dates and agenda will be posted on the SWPTF official website:

<https://dnr.illinois.gov/waterresources/statewaterplantaskforce.html>

Participation shall be by in-person or remote means. A member is present to conduct business if attending a meeting in person or via audio or video conference.

The Chair, or their designee, shall prepare an agenda of business scheduled for deliberation prior to each meeting. The approval of minutes from the previous meeting and a public comment opportunity shall be included on each agenda.

The Chair shall preside at all SWPTF meetings. In absence of the Chair, the Chair's Designee shall preside at meetings. The Chair shall be responsible for conducting the meeting in accordance with the Bylaws and the agenda.

Quorum is required for conducting official votes. Quorum is reached when at least 60% (7 of 11) of the membership in attendance of an official business meeting.

Voting

Items that require a vote include, but are not limited to approval of minutes, modification of SWP topics and/or Topic Leads, SWP recommendations, development of Sub-Task Force groups, annual report, State Water Plans, Sub-Task Force Reports, technical reports etc., and letters of support.

It is the intent of the SWPTF to reach consensus on decisions brought to it for action. In the event that a consensus cannot be attained, each member shall have one vote on a contested motion. A contested motion shall be passed by a majority vote of the members present, except as otherwise provided in these Bylaws. The chair only votes in cases of a tie.

Each member, except the SWPTF Chair, shall have one (1) vote on all matters presented to the membership for vote. Members may have more than one representative present at a meeting, but only one shall be eligible to exercise the member's voting privilege. When voting, a vote of abstain or present, or a vote other than yea or nay, or a failure to vote is not counted in determining whether a measure has been passed by the SWPTF.

State Water Plan Development

The membership shall vote on the topics to be included in each revision of the SWP. At the beginning of each SWP revision cycle the SWP include all topics of the previous SWP. Any member may propose additions or removals of topics within the plan during the plan development. Any change requires a membership vote. The chair may seek volunteers to assist with the assembly of the plan. The membership shall confirm all volunteer positions through consensus or vote.

Topic Leader

Each topic identified by the most current SWP or one under revision will be assigned a Topic Leader from the SWPTF Members or Member Support Staff. A Topic Leader will be responsible for developing related content of any SWPTF report revisions, implementation status updates, coordinating efforts with the topic committee, and coordination with any related Sub-Task Force group. Topic Leaders will be determined by membership vote. A topic lead may appoint a designee for temporary topic lead responsibilities as needed.

Topic Committees

For the development of SWP topic sections and for implementation of recommendation develop there in, the Topic Leader shall organize a committee. The committee will be made up of any individuals with interest and knowledge on this topic. For each recommendation, the committee may designate a contact to report on and implement recommendation.

Sub-Task Force Groups

The SWPTF, at their own direction or by external recommendation, may vote to implement Sub-Task Force groups. These Sub-Task Force groups will have a designated Topic Leader which they report to. The members of said group are not restricted to SWPTF Members or Member Support Staff and are determined by the designated Topic Leader. The chair of the Sub-Task Force shall be appointed by the Sub-Task Force membership. This group will abide by the SWPTF bylaws except as noted. Any publications or results of a Sub-Task Force shall be reviewed, approved, and published by the SWPTF. A Sub-Task Force may be disbanded by recommendation of the designated Topic Leader or by SWPTF vote or when the defined purpose of the Sub-Task Force is completed.

Public Participation

Members of the public may comment at each meeting, subject to reasonable constraints. Participants are expected to follow these guidelines:

1. Address the SWPTF only as indicated on the agenda and/ or when recognized by the chair or their delegate.
2. Identify oneself and be brief. Ordinarily comments shall be limited to five minutes.

3. In the interest of time and in order to give all participants the opportunity to speak, the Chair may shorten the allowable time for all participants' remarks and this restriction shall be stated at the opening of public comments period.
4. Conduct oneself with respect and civility toward others.

Bylaws

Adoption, alteration, or amendment of these Bylaws requires a two-thirds vote of the SWPTF present and voting at an official meeting that has been properly noticed as required by these Bylaws.

Amendments shall be proposed only by members during a meeting of the SWPTF and voted upon during the next subsequent meeting.