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RULES GOVERNING
THE STATE AFFAIRS STANDING COMMITTEE

The following rules regarding the CWC State Affairs Standing Committee ("Committee") are established by the CWC Board of Directors:

I. Committee Membership

a. The State Affairs Committee is open to any CWC member in good standing with CWC membership dues of at least $1000 and payment of an annual fee per individual for participation in the State Affairs Committee. The participation fee shall be established by the CWC Board and apply to each individual participating on behalf of a CWC member in the State Affairs Committee, regardless of whether that individual participates in a particular meeting or votes on that member's behalf. The purpose of this fee is to support the work of the Committee including staff resources, contract lobbyists, and bill tracking services.

b. The annual Committee fee is due on or before July 1 of each year and will cover activities for the Committee through June 30 of the following year. The CWC Board may establish a surcharge for delinquent payment of Committee fees that are not received by October 1.

c. Membership dues and Committee fees must be fully paid to participate in the Committee.

d. A CWC member may have a principal and multiple alternate representatives on the Committee.

e. CWC Board members who are not otherwise dues paying members of the Committee may attend all Committee and subcommittee meetings without the benefit of voting privileges to fulfill their responsibilities as a CWC Board member. CWC Board members will have web access to work products of the Committee.

II. Committee Leadership

a. The Committee shall have a Chair, a First Vice Chair, a Second Vice Chair, and a Parliamentarian. The Chair and Vice Chairs of the Committee shall be members of the Committee and shall be appointed by the CWC Board of Directors with due consideration for the geographic and political diversity of Colorado. The Executive Director shall be a member of the Committee, ex officio, but without a vote.

b. The Chair, First and Second Vice Chairs, and Parliamentarian shall serve for 2-year terms. Terms shall begin on October 1 and end on September 30.

c. The First Vice Chair will chair the meeting in the absence of the Chair, and the Second Vice Chair will chair in the absence of the first. If the Chair or Vice Chairs are not present, the Parliamentarian shall chair.

III. Committee Meetings

a. Meetings of the Committee shall normally be held at 8:00am on a Monday (Tuesday following a Federal holiday) during the period when the Colorado General Assembly is in session; provided, however, that the Chair may schedule meetings at different times.

b. Meetings may be held in person or using CWC's virtual platform.

c. Portions of the Committee meetings may be limited to members of the Committee only and will be designated as such on the meeting agenda.

d. Additional meetings of the Committee shall be held upon the call of the Chair, Vice Chairs, CWC President or Vice-President or at the request of at least five members of the Committee.

e. There is no quorum requirement for the Committee.

IV. Meeting Agenda

a. Agendas for meetings of the Committee shall be drafted and finalized by CWC staff in consultation with the Committee Leadership and CWC's retained lobbyist.

b. Meeting agendas shall be distributed to members of the Committee by email at or before 5:00pm on the second business day before the meeting date. They will also be posted on the State Affairs Committee page on the CWC website.

c. Once the final agenda is distributed, additions or changes to the meeting agenda will need Committee Leadership approval before redistribution.

d. Items may also be added to or removed from the final agenda at the time of the Committee meeting by unanimous consent of the Committee members.

e. A matter (including requests for reconsideration) shall be placed on the agenda for the Committee meeting if requested by a member of the Committee. Such requests must be made to the Executive Director by email no later than 24 hours prior to when the agenda is to be distributed as required under Rule IVb.

f. Requests to distribute draft legislation or draft bill concepts will need initial approval from at least one of the bill proponents before being distributed broadly to Committee members.

V. Meeting Management

a. The Chair shall have the authority to take matters out of order from the written agenda, either to accommodate the schedules of guests at the meeting or to accommodate the schedules of Committee members.

b. The Chair shall control the amount of time to allow for discussion of any issue. Within the time allowed, the Chair shall try to allow all points of view to be presented. Any bona fide questions by Committee members, which are not simply argument in question form, shall be given precedence by the Chair in allocation of discussion time. The Chair shall reasonably restrict repetitive statements and may ask for a show of hands to allow the Committee to efficiently assess the sentiment of the Committee as to statements already made by members. The Chair may limit participation to only one person from a CWC member's organization.

c. Rulings of the Chair may be overruled by a two-thirds vote of members in attendance upon motion made and seconded, and such motions shall take precedence over any other pending motions.

d. CWC State Affairs Committee meetings are generally limited to Committee members and, as provided above in Rule Ie, CWC Board members. State Legislators and legislative staff, in particular Legislators directly working with water issues, are also welcome and encouraged to attend Committee meetings. The Executive Director and CWC staff may invite members of the State Legislature sponsoring or co-sponsoring water-related legislation to attend Committee meetings to discuss and answer questions concerning their bills. Proponents of a bill who are not Committee members may also be invited by the Executive Director and CWC staff to discuss and answer questions concerning their bills. Advance notice will be given to Committee Leadership of who will be attending the meeting and what bill they are coming prepared to discuss.

e. If any member of the Committee wishes to invite someone to participate, they must coordinate such invitation with the Executive Director and CWC staff prior to setting the meeting agenda.

f. Non-Committee members invited to speak on a particular bill, will be excused from the meeting once they have given their presentations.

g. Committee members shall treat Legislators with respect due their office. The Chair shall request that Legislators and non-Committee members leave the Committee meeting while bills are being voted upon.

h. Committee members are expected to treat each other with respect and refrain from personal attacks and incivility.

i. The Committee will make a reasonable effort to provide constructive suggestions to resolve problems with legislation prior to taking a position to oppose if time allows. This shall not preclude taking a position to oppose when legislation is fundamentally unacceptable.

j. In the event the Committee does not wish to act on any issue, it may decide to take no action, either by motion or by announcement of such consensus by the Chair. Matters on which a vote or determination of no action has been made shall be placed on the Monitor list and subject to further discussion. Action by the Committee on a matter being monitored may occur if so noticed on the meeting agenda. A request for consideration of a matter on the Monitor list must be made to the Executive Director no later than 24 hours before the meeting agenda is due to be distributed.

k. The Committee shall operate under The Modern Rules of Order (5th edition) by Donald A. Tortorice except that the rules set forth herein shall supersede The Modern Rules of Order on the same subject matter. The Committee may, by adoption of a motion, suspend the applicability of The Modern Rules of Order in a particular case, but the rules set forth herein cannot be suspended.

VI. Motions

a. All actions of the Committee shall be initiated by a motion.

b. The Chair shall have the discretion to allow discussion of any issue either before or after a motion concerning such issue is made.

c. Any motion that does not receive a second shall not be further considered at that meeting.

d. A motion may be amended with the consent of the movant and the second. A motion may be withdrawn by the movant with the consent of the second. A proposed substitute motion shall be treated as a motion to amend the pending motion. The only subsidiary motions that shall be taken up while a motion is pending are a motion to table, a motion to amend, a motion to take no action and a motion to overrule a ruling of the Chair. These subsidiary motions shall be decided before the main motion is decided.

e. All motions before the Committee must be approved by a two-third vote of those voting, including but not limited to motions on positions to be taken by the CWC on bills and other proposals before the state legislature and other governmental bodies. Abstentions do not count as votes.

f. The failure of a motion to receive the required two-thirds vote shall not be considered to approve the opposite position and shall not preclude further motions or action on the matter at the same or subsequent meetings if that matter is properly on the agenda.

g. The Chair may make or second a motion. If the person chairing a meeting of the Committee makes or seconds a motion before the Committee, that person shall relinquish the Chair to the next person qualified to chair the meeting.

h. Issues or matters on which the Committee has taken a vote to Support or Oppose may be reconsidered upon a motion and second of any Committee member. Such a motion can only be made if the proposal for reconsideration is specified on the agenda for the meeting which is distributed as required in Rule IVb. In addition, the Executive Director shall have the authority to request reconsideration of a position taken on a bill or other proposal in the legislature if there have been substantive changes in the bill or proposal that may cause the Standing Committee to change its position. The Executive Director shall add such matters to the agenda pursuant to Rule IVc.

i. <u>Subcommittees</u>

a) The Chair may appoint a special subcommittee made up of representatives that will provide balanced representation on an issue for the purpose of attempting to achieve resolution of the differences. The Chair may appoint Subcommittee Chairs.

b) The Chair may appoint individuals to a subcommittee that are not members of the Committee.

c) Non-Committee members may be invited to participate in a subcommittee if they can provide unique expertise on the subject matter in question.

d) Subcommittees shall be responsible for developing their own operating procedures.

e) Subcommittees shall report their recommendations to the Committee. Such recommendations are not binding.

f) In the event of a controversial issue, the Committee or the CWC Policy and Advocacy Committee may refer the issue to the CWC Board of Directors for action and disposition. The Board may on its own initiative decide that an issue is so controversial and important that it will exercise its plenary powers and make the final decision on the issue.

VII. <u>Voting</u>

a. No votes shall be entertained unless the matter is listed on the agenda, members have the benefit of a copy of the bill or other proposal to inspect before the vote, and the bill or proposal has been presented at a prior Committee meeting. The foregoing requirements may only be waived if the Chair determines that a vote is

necessary to adequately present the CWC position or upon the unanimous consent of the voting members present at the Committee meeting.

b. Only one CWC member representative may vote at a Committee meeting.

c. No individual shall cast more than one vote per motion.

d. There shall be no proxy voting in the Committee.

e. CWC Membership dues and the Committee fees must be fully paid for the representative to be eligible to vote in the Committee.

f. Individuals may have their virtual voting option suspended if the Chair determines that their use of the system is disruptive. If suspended, the individual will be responsible to demonstrate to the satisfaction of the Chair that the problem has been addressed.

g. The Chair shall have the discretion to hold a roll call vote when necessary to accurately determine the outcome of the vote.

VIII. Advocacy

a. The Executive Director shall be primarily responsible for determining who will present CWC positions on a bill or other proposal before the State Legislature or other governmental body unless otherwise specified in a motion.

b. Any individual making a motion or a second to a motion setting forth a CWC position on a bill or other proposal before the State Legislature or other governmental body shall by that action agree to testify on the bill.

c. If the individual making a motion or a second on a bill is unavailable to provide testimony, the responsibility to convey CWC's position will fall to CWC's retained lobbyist.

d. An individual making a motion must state the reason or reasons for the position that is being taken on the bill. This individual may be asked to assist the CWC retained lobbyist and Executive Director in determining the CWC strategy on the bill or proposal.