



State of Rhode Island and Providence Plantations  
The Rhode Island Rivers Council  
RI Water Resources Board  
100 North Main Street  
Providence, RI 02903

# **Operating Procedures of the Rhode Island Rivers Council**

October 2006

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## **Rhode Island Rivers Council Rules of Procedure**

The purpose of these rules are to describe the organization and operating procedures of the Rhode Island Rivers Council (hereinafter "Council") for administering R.I.G.L. Chapter 46-28.

### **Rule 1: Membership of the Council**

The membership of the Council is set forth in R.I.G.L. Section 46-28-5.

#### **1.1 Terms**

All members shall serve for the period of appointment and until their successors are appointed.

#### **1.2 Vacancies**

The Council shall notify appointing authorities of vacancies in the Council and the expiration of terms on the Council.

#### **1.3 Attendance**

If any member is absent for more than three successive regular meetings, the Council shall inquire in writing whether said member wishes to continue to serve on the Council.

#### **1.4 Watershed Councils/Associations**

Any organization officially designated by the Council to be a Watershed Council/Association shall be entitled to appoint a representative to participate, in Rivers Council meetings as a non-voting member. Participation is at the discretion of the Chair.

### **Rule 2: Meetings of the Council**

#### **2.1 Regular Meetings of the Council**

Regularly scheduled meetings of the Council shall be established by the Council at the beginning of each calendar year pursuant to R.I.G.L. Section 42-46-6.

#### **2.2 Annual Meeting**

An Annual Meeting of the Council shall be held in January and shall be a regular meeting of the Council. At the Annual Meeting the Council shall adopt an Annual Report as required by R.I.G.L. Section 46-28-9.

#### **2.3 Special Meetings of the Council**

Special meetings of the Council may be called by the Chair of the Council or any three members of the Council upon 48 hours notice. The notice of a special meeting shall state the purpose of the special meeting, and only business described in the notice of a special meeting may be conducted at a special meeting.

## **2.4 Notice of Meetings**

Notices of meetings and agendas will be posted at the administrative offices of the Department of Administration and at the State House. All members of the Council and organizations officially designated as local Watershed Councils/Associations shall be provided a written notice of all Council meetings.

## **2.5 Quorum**

Six members shall be required for quorum as required by R.I.G.L. Section 46-28-6. No action by the Council may be held without a quorum of members present.

## **2.6 Voting**

Each member of the Council shall have one vote. There shall be no voting by proxy.

## **2.7 Rules of Order**

The rules of order of the Council shall be Roberts Rules of Order, as most recently revised.

## **2.8 Records**

The official records of the Council shall be kept at the RI Water Resources Board.

### **Rule 3: Officers and Committees of the Council**

#### **3.1 Officers**

The officers of the Council shall be a Chair, a Vice-Chair and such other officers, with such powers and duties, as the Council may establish and elect. Terms of office shall be for one year or until the election of their successors. Unexpired terms shall be filled for the duration of the original appointment. The duties of officers shall be as set forth by this rule and as established by the Council.

#### **3.2 Chair**

The Chair shall preside at meetings of the Council and shall be the official spokesperson of the Council. The Chair shall have the power to appoint the membership of committees established by the Council, unless in the creation of any committee the Council decides otherwise. The Chair shall have power, with the Council's approval, to execute legal documents on behalf of the Council. The Chair shall have the power to call special meetings of the Council.

#### **3.3 Vice-Chair**

The Vice-Chair shall have the power to preside at meetings of the Council in Chair's absence and to conduct all necessary business on behalf of the Council during the course of the meeting. If the office of the Chair becomes vacant for

any reason, the Vice-Chair shall assume all of the duties of the Chair for the balance of the term.

### **3.4 Secretary**

The Secretary shall distribute meeting notices and agendas prior to each meeting. The Secretary shall keep or cause to be kept a record of the proceedings of the Council's meetings. The Secretary shall be responsible for Council correspondence and shall perform such other duties as are required.

### **3.5 Treasurer**

The Treasurer shall be responsible for all finances received by the Council and funds disbursed by the Council. All disbursements shall require the Treasurer's signature. The Treasurer shall keep or cause to be kept an accurate record of receipts and disbursements and shall render a monthly report to the Council. The Treasurer shall report fully on the financial standing of the Council on an annual basis.

### **3.6 Committees**

The Council may establish such committees and subcommittees as it may deem appropriate and may appoint persons to such committees and subcommittees who are not members of the Council, provided however that all committees and subcommittees of the Council shall have a majority of members who are members of the Council. The Council may not delegate any of its formal responsibilities to any committee or subcommittee.

## **Rule 4: Designation of Watershed Councils/Associations**

Pursuant to R.I.G.L. Section 42-46-8, the Council shall establish and recognize local watershed councils/associations. The procedure for designation shall be included in the Rivers Policy and Classification Plan as adopted by the State Planning Council.

## **Rule 5: Grant Funding for Watershed Councils/Associations**

R.I.G.L. Section 46-28-7(7) authorizes the Council to provide grants to local watershed councils/associations.

### **5.1 Eligibility**

Only those Watershed Councils/Associations formally designated by the Council are eligible for grants from the Council.

### **5.2 Allocation of Available Funds**

Upon determining the level of funding available, the Council may:

**5.2.1** Set a maximum per project funding limit.

**5.2.2** Establish a maximum number of submissions per applicant for funding proposals.

**5.2.3** Establish funding categories and funding allocation for each category.

### **5.3 Solicitation of Grant Applicants**

In the event that funds are available, the Council shall solicit and accept grant applications.

### **5.4 Grant Application Form**

The Council shall develop and adopt a grant application form that shall qualify an applicant for consideration of receiving a grant. Application forms shall be distributed to organizations upon request. Forms shall be available at the office of Department of Administration's Statewide Planning Program.

### **5.5 Grant Application Acceptability**

Applications found to be complete will be referred to the Council for evaluation. Applications found to be incomplete will be returned to the applicant with a statement as to the deficiencies noted and a notice that the applicant can correct these and resubmit the application.

## **RULE 6. Evaluation Procedures**

### **6.1 Grant Review**

Applications will be reviewed by the Council or by a designated committee of the Council. Final grant approval will be decided by a majority vote of a quorum of the Council. Applicants will be notified in writing of the Council's decision.

### **6.2 Eligible Expenses**

Eligible expenses include: preparation/update of watershed action plans, implementation of watershed action plans, capacity building and administrative expenses that leverage other resources. A description of how administrative expenses will leverage other resources must be explained in the grant proposal.

### **6.3 Evaluation Criteria**

The Rivers Council shall notify eligible watershed councils/associations of the availability of grant funds and the criteria by which the application shall be evaluated.