



Agriculture Water Quality Authority Operating Guidelines

Section 1 – Meetings

1. The Agriculture Water Quality Authority, hereafter referred to as Authority, shall meet quarterly at times and places designated by the chair. The chair shall provide for a yearly schedule of regular meetings. Agenda items shall be solicited from Authority members and committee chairs by the chair. The agenda for each regular meeting of the Authority shall be e-mailed to members of the Authority and committee chairs no later than three weeks prior to the date of the meeting. Additional items may be placed on the agenda with the consent of a majority of the members present at any meeting. Division of Conservation (DOC) will provide administrative support to the chair for the conduct of Authority business.
2. Special meetings.
 - (a) If a regular meeting is rescheduled, the Authority chair shall provide written notice of the rescheduled meeting.
 - (b) The chair or a majority of the members of the Authority may call a special meeting. The chair shall provide written notice of a special meeting consisting of the date, time, location, and agenda to be addressed at the special meeting.
 - (c) If an emergency meeting must be called, reasonable effort will be made to notify members, agencies, media organizations and the public of the emergency meeting. At the beginning of the emergency meeting, the person chairing the meeting shall briefly describe for the record the emergency circumstances that necessitated the meeting. These comments shall appear in the minutes. Discussions and action at the emergency meeting shall be limited to the emergency for which the meeting is called.
3. All Authority meetings are open to the public and therefore a public notice pursuant to KRS 61.820(2) will be issued for all regular meetings and pursuant to KRS 61.823(3) and (4) for all special meetings. DOC staff will draft public notices, which will be reviewed by the chair prior to issuance.

Section 2 – Quorum



1. Eight (8) members of the Authority shall be required to constitute a quorum of which two (2) members shall be at large from agricultural operations.
2. The Authority shall act by a majority of those present at the meeting and constituting a quorum.

Section 3. Meeting Participation

1. All Authority meetings and committee meetings will adhere to the Kentucky Open Meetings Act (KRS 61.800-850).
2. All efforts shall be made to have a virtual option for all Authority meetings and committee meetings.
3. The designation of a proxy for any ex officio Authority member shall be in writing and shall be submitted to the chair prior to the first meeting the designated proxy attends. If the requirements of this subsection are not met, the designated proxy shall not be permitted to vote or speak on behalf of the member. Proxies are not permitted for non-ex officio members.

Section 4. Meeting Minutes, Biennial Reports

1. Draft minutes of each Authority meeting shall be prepared and e-mailed to each member of the Authority and committee chairs within one month following the meeting. Commitments made by Authority members and committee chairs during meetings shall be documented in the minutes. Approved minutes will be posted on the Authority website.
2. The Authority shall prepare a biennial report of its activities and progress for the previous two years. The Authority shall submit the biennial report to the Governor and Legislative Research Commission by October 1 in each even-numbered year. Upon receipt of the biennial report, the Legislative Research Commission may publish it in the Legislative Record or other appropriate publication.

Section 5. Officers

1. The Authority shall biennially nominate and elect a chair, vice-chair and committee chairs to two year terms. Officers can be reelected after having served in any of these roles. The officers shall be elected from among the members of the Authority, but the committee chairs are not required to be members of the Authority. The years for electing these officers will be staggered to avoid complete officer turnover in any one year.



2. The election of the chair shall occur in even years, and the election of the vice chair shall occur in odd years. The election of officers shall be held at the meeting of the Authority immediately preceding the July 1 meeting of each year. Prior to that meeting the chair shall appoint a Nominating Committee, consisting of three members, to prepare and present to the Authority a list of candidates for the offices to be filled, but nothing shall prevent additional nominations for such offices to be made from the floor at the time of election.
3. The vice-chair shall preside over meetings in the absence of the chair. The officers shall be elected from among the members of the Authority. Officers shall hold office for a term of two years.
4. The committee chairs for all committees will be named by the chair during the last meeting of each even year.

Section 6. Committees

1. Kentucky Revised Statute 224.71-110 identifies four committees for agriculture operations—Livestock, Crops, Pesticides, and Farmstead issues. The Chair, with Authority approval, may also create other standing committees as well as special committees. The appointment of other committees shall include the task to be performed and the time frame for completion. Members of a committees may be Authority members or non-Authority members when appropriate. The members of the standing Silviculture Committee shall be the members of the Forestry Best Management Practices Committee.
2. A committee shall include at least three (3) members, two (2) of whom are Authority members. The Authority chair shall appoint members and a committee chair, and there should be a voting ex officio member of each committee. As committee members resign, and new members are appointed, the committee chair and the Authority chair will confer and agree upon what constitutes the membership of the committee. Committee membership rosters will be maintained by DOC.
3. A majority of the members of a committee shall constitute a quorum. A committee shall act by a majority of those present at a meeting at which a quorum is present.
4. Committee membership shall be established at the last meeting of each calendar year.
5. The objectives to be fulfilled by each committee shall be as directed by the Authority chair with the consent of the Authority.
6. Each committee shall meet at least once each year to review BMPs and fulfill any additional objectives assigned to that committee.



7. Each standing committee and ad hoc committee shall report on the committee's actions at each Authority meeting. Any revisions to BMPs or specific recommendations from the committee shall be submitted to the Authority chair three weeks prior to the next meeting of the authority. These recommendations and proposed changes shall be distributed to Authority members and committee chairs two weeks prior to the next Authority meeting.
8. At the beginning of each fiscal year, a planning committee made up of the Authority chair; the Directors of the Division of Conservation, Division of Forestry, and Division of Water; and a representative of UK will review the Authority's strategic plan and ensure that the Authority's priorities will be addressed during the course of the year ahead.

Section 7. Meeting Procedures

1. The rules contained in Robert's Rules of Order Revised shall govern this organization in all cases to which they are applicable.

Section 8. Amendments or Revisions to these Guidelines

1. These procedures may be amended or added to or repealed at any regular meeting or at any special meeting of the Authority by a two-thirds vote of those present, provided the meeting is following the requirements of the Kentucky Open Meetings Act and notice in writing of the proposed amendment, addition or repeal has been e-mailed to each member of the Authority at least three weeks before the meeting.

Section 9. Administrative Support

1. After meetings are scheduled for each calendar year (typically done in the last meeting of the calendar year), DOC staff will reserve locations, and any supplies needed for meetings. Prior to each meeting, DOC staff will work with the Chair to ensure a quorum of members will be attending the meeting. Four weeks prior to each Authority meeting, the DOC Director will draft an agenda and email it to the AWQA Chair for review. Two weeks prior to each Authority meeting, DOC staff will email meeting notice, agenda, draft minutes, and any information pertinent to new or old business to AWQA members and interested parties and will submit the information required for public notice to the EEC Cabinet. On the day of the meeting, DOC staff will ensure the meeting room is ready, including AV needs, copies of materials, etc. DOC staff will prepare and distribute minutes of each Authority meeting



2. When new or revised BMPs are approved by the Authority, DOC staff will send them to the DOW Director for review. Upon review and approval, DOC staff will incorporate the new or revised BMPs into the statewide plan.
3. Prior to the end of each member's term, DOC staff will work with the Soil and Water Conservation Commission and the required agencies/groups to prepare nominations for the Governor's approval.
4. In the last half of each even year, the DOC Director will draft the biennial report, including progress and accomplishments of the Authority. After approval by the chair, the DOC Director will submit the report to the Authority, the Governor, and the Legislative Research Commission.