

**Kentucky Water Resources Board  
Draft Ground Rules  
Updated 7-27-2016**

**1. Water Resources Board Governance:**

- a. The Kentucky Water Resources Board consists of eleven (11), including three (3) *ex officio* members and six (6) members appointed by the Governor, and two (2) non-voting liaisons who are members of the General Assembly.
- b. The Secretary of the EEC shall serve as Chair and will run the meetings. In the absence of the Chair, the Chair may appoint a proxy.
- c. A quorum is established by attendance in person by at least 6 members (KRS 151.113 (5) (b)).
- d. Water Resources Board members may conference and communicate in meetings by phone, but will not be able to vote by phone.
- e. Meeting notice, draft agenda and draft minutes will be delivered to group members at last 2 business days in advance of the meeting
- f. Public meeting notice will be made by Energy and Environmental Cabinet at least 24 hours in advance of meetings
- g. Water Resources Board meetings will be open and accessible to the public and Workgroup meeting materials are subject to the Kentucky Open Records Act (KORA).
- h. Minutes of the Water Resources Board meetings will be kept and made available to the public after acceptance by the Water Resources Board.
- i. The Water Resources Board may establish sub-groups for the purpose of gathering information and educating board members; subject matter experts or other resources may be identified by the Workgroup to assist with sub-group activities; sub-group meetings of less than a quorum will not be subject to open meetings requirements.
- j. Copies of all printed materials presented at the Water Resources Board meetings will be made available to the public at the meetings

**2. Workgroup members will:**

- a. Make effort to attend majority of meetings.
- b. Let the Chair know at least 24 hours in advance if he/she cannot attend the meeting
- c. Come prepared to meetings, listen attentively and limit side conversations
- d. Actively participate and respect the input of others during meetings
- e. Actively work towards consensus for the benefit of public health and safety
- f. Be assigned to one or more sub-committees
- g. Silence their phones during the meetings, and excuse themselves from the meeting if they must make or take a phone call.

**3. Decision making and recommendations of the workgroup:**

- a. The minutes and agenda will be reviewed and approved at the beginning of each Water Resources Board meeting
- b. Chair will work to gain consensus of all Water Resources Board members for recommendations and action items.
- c. Decisions and final recommendations of the Water Resources Board must be approved by a simple majority of Water Resources Board members in attendance at the meetings.
- d. Decisions, recommendations and action items will be recorded in the minutes.

**4. Workgroup Attendees (guests, media, liaison, resources, presenters))**

- a. Water Resources Board attendees must silence their phones during the meetings, and excuse themselves from the meeting if they must make or take a phone call.
  - b. At the discretion of the chair, the meeting may have a comment period when the public/attendees may address the workgroup.
  - c. The Chair may call for input from liaisons, resources or presenters during the course of the meeting.
5. After adoption, Water Resources Board Ground Rules may be amended by a majority vote of the Water Resources Board members in attendance at any meeting of the Water Resources Board.

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