

Rocky Ripple Floodwall Advisory Committee Charter

I. Mission

The mission of the Floodwall Advisory Committee that serves the Rocky Ripple Town Council is to gather information from residents about what will make a positive or negative impact in regards to the established levee floodwall project and provide feedback for decision making to the Rocky Ripple Town Council.

II. Purpose

Provide advice, insight and guidance on floodwall issues to aid the town's programs for the proposed floodwall and related initiatives. The Committee will work with residents living along the wall where it is located on personal and public (Rocky Ripple) property to make the project as palatable as possible. The charge also includes representation of the wants, thoughts and desires of residents living inside the town's boundaries but not along the river; as well as the residents in the nine homes that have been left out of the project where riverbank stabilization is to also be a part of the project.

III. Name

The name of the organization shall be the Floodwall Advisory Committee of the Rocky Ripple Town Council.

IV. Membership Expectations

The membership and expectations of an Advisory Committee member include the following:

- Membership on the Board will consist of Rocky Ripple residents who have an interest in the advancement and continuous improvement of the floodwall and flood protection initiative for Rocky Ripple;
- Demonstrate leadership by making a commitment in time, talents, connections, and a willingness to provide a major commitment that spans the project;
- Actively participate in Advisory Committee meetings and assigned subcommittee meetings to provide feedback on programs including, but not limited to working with the entire town, gathering information about what can make the levee wall better for residents. It can focus on aesthetics, accessibility to the river, foliage, trees and wildlife as well as other issues related to the floodwall.
- Gather information from town residents through open meetings, surveys and other means of contact.
- It may create funding resources through activities that can also be used to garner information about preferred levee improvements.
- In addition, members may be asked for advice and counsel periodically by phone, writing or personal meeting;
- Share positive news about Advisory Committee activities with others.

V. Appointments

Membership will have a maximum number of nine members and shall consist of residents that live on the river along the town's owned property, residents that live where the levee will go across their property, and residents that live inside the town but not along the river, and residents that live in the

homes that were left out of the project. The Advisory Committee seeks to be a diverse group in terms of gender, culture, and area of residence within the town of Rocky Ripple represented. The Advisory Committee shall assist in identifying areas to be represented and assist in recruiting efforts for new Committee members. The Rocky Ripple Town Council has final decision-making authority on new committee members but will seek recommendations and input from the Advisory Committee as needed.

VI. Terms

All members of the Advisory Committee shall be appointed for a 2-year term with the opportunity for reappointment.

VII. Removal of Members

If at any time during a member's term, s/he is not fulfilling the responsibilities of membership, s/he will be asked to resign from the Advisory Committee by the Advisory Committee Chair.

VIII. Governance

The members of the Advisory Committee consist of the body of the Committee and are its government.

IX. Quorum

A simple majority of the members present of the Advisory Committee shall constitute a quorum.

X. Officers

Officers of the Advisory Committee shall consist of a chairperson, chairperson-elect and secretary. The chairperson shall be appointed by the Rocky Ripple Town Council.

XI. Appointments and Terms of Chairperson

Chairperson shall be appointed for a term of two years. A chairperson-elect shall be selected at the spring meeting of the last year of the chairperson's term by the Advisory Committee.

XII. Voting

Advisory Committee matters subjected to a vote will be decided by a simple majority of a quorum.

XIII. Recommendations of the Board

All recommendations of the Advisory Committee are advisory to the Rocky Ripple Town Council for implementation at their discretion.

XIV. Meetings

The Advisory Committee shall meet at least four times per year, on dates announced by the chairperson. Special meetings may be called by the chairperson, with reasonable notice to the membership. Selection of meeting dates and locations shall be the responsibility of the chairperson.

XV. Agenda

A tentative agenda will be planned by the chairperson at least 3-4 days prior to the meeting date. The tentative agenda for meetings will be emailed in advance to the Advisory Committee members and other appropriate individuals along with copies of any meeting presentations for their review.

XVI. Duties of the Chairperson

It shall be the duty of the chairperson to act as the executive head of the Advisory Committee and to preside over meetings of the Committee. The chairperson shall serve as the Committee representative at Rocky Ripple Town Council meetings and provide Committee updates to Town Council, as well as receive information from the Town Council and communicate it to committee members. The chairperson will have the power to call special meetings of the Committee; to appoint working committees; to decide points of order; and to appoint, with concurrence by the Rocky Ripple Town Council, an interim officer in case of vacancy.

XVII. Duties of the Chairperson-elect

The chairperson-elect shall assist the chairperson in the performance of assigned duties and, in the absence or disability of the chairperson, shall succeed to the power and duties of the chairperson, and shall have such other duties as may be prescribed by the Advisory Committee.

XVIII. Duties of the Secretary

The secretary shall maintain accurate minutes of all meetings; distribute minutes to each member on a timely basis; be responsible for the general communication required for the efficient and effective discharge of the Advisory Committee duties and responsibilities; and perform such other duties as may be prescribed by the Committee.

XIX. Duties of the Rocky Ripple Town Council

The Rocky Ripple Town Council shall provide appropriate information and data necessary for the Advisory Committee to carry out its activities, formulate agenda items, and inform the Advisory Committee on actions regarding Advisory Committee recommendations.

XX. Recommendations

Any member of the Advisory Committee may recommend changes to the charter in an official meeting of the Committee.

XXI. Charter Changes/Amendments

The charter may be changed and/or amended by two-thirds vote of a quorum and ratification by the Rocky Ripple Town Council at an official meeting of the Rocky Ripple Town Council. (See voting requirements in section XII.)

XXII. General Provisions

Unless specifically asked to do so through action documented via an official meeting of the Rocky Ripple Town Council, Advisory Committee members shall not communicate or represent themselves as a decision making authority on behalf of the Town of Rocky Ripple for any business pertaining to this project.