

**Rivanna River Basin Commission
Organizational Meeting**

Memo to Agenda

To: Rivanna River Basin Commission
Fr: Staff
Date: April 25, 2007
Re: Organizational Items

There are two Organizational Items on the agenda that require further explanation before actions are taken on these issues. This memo describes options available for addressing the two items.

Organizational Item 1b – Establish process for selecting initial Chair and Vice Chair

The statute authorizing the establishment of the Rivanna River Basin Commission states: “The Commission shall elect a Chair and Vice Chair from among its membership.” There are several options for selecting the initial Chair and Vice Chair.

Option 1 – A Selection Committee composed of three members can be elected by majority vote of the Commission members. The Selection Committee will then elect the Chair and Vice Chair by majority vote prior to the second meeting.

Option 2 – A Nominating Committee composed of three members can be elected by majority vote of the Commission members. The Nominating Committee will recommend a Chair and Vice Chair and Commission members will vote by electronic mail prior to the second meeting. Voting will close 10 days from the date the Nominating Committee provides the slate of recommendations. In the event that the slate is not elected, the Nominating Committee will recommend another slate with voting to be conducted as above.

Option 3 – A Nominating Committee composed of three members can be elected by majority vote of the Commission members. The Nominating Committee will recommend a Chair and Vice Chair and voting will occur at the beginning of the second meeting. In the event that the slate is not elected, the Nominating Committee will recommend another slate.

Option 4 – At the beginning of the second meeting, Commission members can make nominations for the Chair and Vice Chair, and the Chair and Vice Chair can be elected by majority vote of the Commission members.

Option 5 – Any other option the Commission selects.

If the process chosen for selecting the initial Chair and Vice Chair requires a Selection Committee or a Nominating Committee, the Commission should elect members of the committee at the first meeting.

Organizational Item 3a – Discuss process for appointing Technical Advisory Committee

The Commission should establish a Technical Advisory Committee (TAC) comprised of the members of the Commission, staff of the entities represented by the Commission, and others appointed by the Commission (non-staff members).

All members of the Commission should be members of the TAC. Each entity represented by the Commission (Albemarle County, Fluvanna County, Greene County, City of Charlottesville, Culpeper Soil and Water Conservation District, Thomas Jefferson Soil and Water Conservation District) should appoint a minimum of one staff member each to the TAC. The Commission may appoint additional members to the TAC, but there should be no more than 12 non-staff members.

Prior to the second Commission meeting, each entity should appoint a member or members of their staff to serve on the TAC (Commission members should discuss potential TAC appointments with their staff and confirm the participation of the staff with the appropriate supervisor). Those staff members will meet and be prepared to present at the second meeting a slate of non-staff TAC members. Formal adoption of the TAC members will occur at the second Commission meeting.