

# MIDDLE RIO GRANDE WATER ASSEMBLY

## POLICIES AND PROCEDURES SYSTEM

**POLICY NUMBER: EC007**

**TITLE: Policy for Evaluation and Approval of Water Assembly Documents**

1. **Background.** Documents prepared by Water Assembly working teams, committees, groups, contractors and subcontractors that are intended to be distributed or published need to be evaluated and approved at an organizational level above the working teams prior to their distribution or publication. The policy statement establishes guidelines to determine which documents should receive final approval by the Executive Committee and which should receive final approval by the Action Committee.
2. **Discussion.** It is anticipated that - in the development of the Middle Rio Grande Regional Water Plan – numerous documents such as explanatory papers, graphs, spreadsheets, computer models, posters, flyers and media papers will be prepared by Water Assembly working teams, committees, and by firms under contract with the Middle Rio Grande Council of Governments (MRGCOG) and the Water Assembly. Many of the documents – including those prepared by contractors - will be distributed or published for public use or information.

Inasmuch as many of the documents may contain information and data which may be disputed by various constituencies internally and externally to the Water Assembly, it is essential that the documents be evaluated and approved at an organizational level commensurate with the relative importance of the document or material on the one hand and the degree of anticipated dispute on the other.

Of further concern is the fact that documents and materials require evaluation and approval in a timely manner following preparation or development. This is complicated by the fact that the documents and materials will either be prepared or reviewed by Water Assembly working team and committee personnel who are almost exclusively volunteers – many with full time jobs – who may find it difficult to take timely action in the preparation and review of documents. As a result, documents often cannot be submitted for evaluation and approval to either the Executive Committee or the Action Committee so that the documents may be published, distributed or put in place when needed.

Accordingly, documents required to be approved by the Executive Committee or the Action Committee and which have been unacceptably delayed, will be published on the Water Assembly Listserve for review and action by appropriate personnel

At its monthly meeting on February 20, 2002, the Action Committee voted on and passed a motion which gave authority to the Executive Committee to evaluate documents and materials and approve them unless they are sufficiently substantial – in which case they should be brought to the Action Committee for approval action. The following policy statement provides guidelines – in accordance with the will of the Action Committee - for the Executive Committee to determine which documents and materials shall have final approval by the

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Executive Committee and which documents and materials shall have final approval by the Action Committee.

3. Policy.

- a. Documents received from Water Assembly working teams or other sources that are to be distributed or published externally from the Water Assembly shall normally be evaluated and approved by the Executive Committee at its regularly scheduled meetings.
- b. If - during review and discussion of a document by the Executive Committee – it is apparent that a member or members of the Executive Committee believe the document to be sufficiently substantial to be considered for submittal to the Action Committee for evaluation and approval, consensus shall be obtained – or a vote shall be taken – to determine the action to be taken.
- c. In the event there is an urgent need to distribute or publish documents prior to a regularly scheduled meeting of the Executive Committee, the working team or individual responsible for the document shall ensure that the document is provided to the Chair of the Executive Committee who will distribute the document for evaluation by members of the Executive Committee. After evaluation each member shall respond to the Chair via email within two (2) working days and provide his/her discussion and recommended disposition of the document.
- d. The provisions of 3.c. above shall apply to the Action Committee for documents regarding those issues which require Action Committee evaluation and approval.

This policy has been established by action of the Executive Committee on

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Date

Signed \_\_\_\_\_

Secretary