

**Tenmile Clean Water Project Charter**  
Revised 11/21/2017

**Who we are:** The Tenmile Clean Water Project (TCWP) is an independent, non-profit citizen group dedicated to improving the overall water quality in the Tenmile Creek watershed. We are a non-partisan association and do not endorse political positions or candidates.

**Objectives:**

1. Identify and correct sources of pollution in the watershed.
2. Educate the public on the importance of clean waters and encourage responsible practices for landowners.

**A. Membership:**

1. Membership is open to anyone committed to our objectives.
2. A person becomes a member by attending a monthly membership meeting and providing contact details for communications.
3. All members must agree to the following policy regarding usage of their contact information: by providing contact details members are authorizing its use exclusively for TCWP objectives, at the discretion of Chairperson and Co-Chairperson. Personal data shall never be used for political or marketing purposes without explicit approval.

**B. Officers:**

1. A Chairperson (Chair) and Co-chairperson (Co-chair) shall be elected annually for calendar-year terms.
2. At any given time, either the Chair or the Co-chair must be a resident landowner in the Tenmile Creek watershed.
3. When any provision of this charter defines a specific role for Chair or Co-chair, that role may also be filled by a person specifically designated by the officer in their absence.
4. Any officer may be removed from their position by vote by the membership.
5. Other offices may be created and defined as needed for specified roles, by vote of the membership (e.g. coordinator, facilitator, treasurer, secretary, etc.)
6. There are no term limits.

**C. Communications:**

1. General communications to members shall be by email, or by phone as needed. Exceptions for those needing postal mail communications may be requested and shall be accommodated as much as possible.
2. At their discretion, the Chair or Co-chair, or a member designated by them, may publicly speak for the group on general and accustomed matters.
3. For public speech on more serious or contentious matters, and/or those having long term implications, talking points must be discussed and agreed at a membership meeting.

**D. Membership meetings:**

1. Membership meetings are public and shall be held monthly, as much as practicable.
2. Exceptions to frequency may be made for brief periods (e.g. summer) if approved at a membership meeting.
3. The Chair or Co-chair, or their delegate, is responsible for meeting agenda, planning and notifications.
4. Meeting time and place must be regular and well known, or must be notified to all members at least one week prior.

5. Meeting minutes must be recorded, circulated to all members, and must be approved at a subsequent meeting to be final. The record should identify all participants but not identify particular speakers; should be general and brief; and need not include detailed descriptions of what was said.
6. Special meetings outside the monthly schedule may be planned as needed, but must be announced to all members at least one week in advance in order to make any decisions. Minutes from special meetings shall be recorded and reported to the membership, consistent with practices outlined for membership meetings.

#### **E. Decisions by consensus:**

1. **All decisions** shall be made at a monthly membership meeting, or at a special meeting announced to all members at least one week in advance.
2. All decisions require a quorum of four regular members. A regular member is defined as having attended at least 4 membership meetings in the previous 12 months. (See 'Decisions by voting' below for audit process.)
3. All decisions shall be sought first by consensus, meaning a collaborative process that results in most people agreeing, and all participants accepting the decision.
4. **Significant decisions**, determined at the discretion of the Chair or Co-chair, must appear on the agenda provided before the membership meeting where the question is raised. Typically, significant decisions will be in the realm of policy or commitment of resources, versus more regular, administrative matters in the normal course of activities.
5. Any decision taken on a question not on the meeting agenda, may be challenged by any member at any time up to and including the next scheduled membership meeting. A challenge shall result in reconsideration of the question and a vote by the membership according to this charter.
6. The Chair or Co-chair, in rare urgent circumstances and at their discretion, may make decisions outside of membership meetings; in such cases the decision shall be reviewed at the next membership meeting.

#### **F. Decisions by voting:**

1. Any provision in this charter referring to "vote by the membership" must follow these rules.
2. Any member may ask for a vote on any decision (whether deemed '**significant**' or **not**) by notifying the Chair or Co-chair before or at the time the question is raised.
3. Votes shall be decided by simple majority, with the vote count recorded in the meeting minutes.
4. **Vote Audit:** To assure contentious questions are decided by committed members, a vote challenged by any member, or any vote decided by a margin of less than 10% of those voting, shall be audited after the fact to assure that all those voting have attended at least 4 membership meetings in the previous 12 months. Audit shall consist of a review of meeting minutes for the period, by the Chair and Co-chair. If participants in the vote do not meet this requirement, the question shall be reconsidered and set for another vote.