

Wentzville Missouri®

STORMWATER ADVISORY COMMITTEE POLICIES & PROCEDURES

ARTICLE I. PURPOSE

The Stormwater Advisory Committee of the City of Wentzville shall assist with and advise on the implementation and effectiveness of the City's National Pollutant Discharge Elimination System (NPDES) stormwater permit. The Committee conducts public meetings to bring potentially-affected stakeholder groups into the Stormwater Management Plan development and assessment process. Stakeholder groups include, but are not limited to commercial and industrial businesses, trade associations, environmental groups, residents, homeowners associations and educational organizations.

ARTICLE II. COMPOSITION -- APPOINTMENT -- TERM

The Stormwater Advisory Committee shall consist of five (5) members from the citizens of the City. Four members shall be appointed by the Mayor, subject to approval by a majority of the Board of Aldermen. They shall serve for a term of five (5) years or until their successors are appointed and qualified, with a goal of overlapping terms; except that members first appointed shall be appointed for such terms that the terms of not more than two (2) of the members shall expire annually thereafter. One member and one alternate from the Board of Aldermen will be selected by a majority of the Board of Aldermen and serve for a term of one (1) year or until their successors are appointed and qualified. In any member's absence, the alternate assumes member responsibilities with voting privileges. The alternate's attendance and input at all meetings is encouraged, but not required. The Mayor may fill an alderman vacancy with an interim member until the next formal meeting where a Board of Alderman appointment can be made. Members and alternates of the Stormwater Advisory Committee shall serve without pay.

ARTICLE III. MEETINGS

The Stormwater Advisory Committee shall meet a minimum of two times per calendar year, at such times as may be set by the Board of Aldermen, or at the request of the Director of Engineering and as may be determined by the Stormwater Advisory Committee. Special meetings may be called by the Chairman or Director of Engineering. Notice of each meeting shall be sent to each member not less than seven days before the meeting. The Stormwater Advisory Committee is authorized to meet and vote electronically (by online meeting, e-mail

or other electronic means) with the same bearing as in-person meetings. Votes may be submitted by e-mail, mail ^{or} ~~absentee voting (by proxy)~~.

ARTICLE IV. QUORUM

A quorum for conducting business at meetings of the Stormwater Advisory Committee shall consist of a simple majority.

ARTICLE V. OFFICERS

A Chairman shall be appointed by a majority of the Stormwater Advisory Committee for a term of one year. The Chairman shall convene and preside over regularly scheduled Committee meetings or arrange for another member of the Committee to preside. His/her duties are to submit meeting agenda topics, review and approve minutes and review comments on the City's National Pollutant Discharge Elimination System (NPDES) stormwater permit and annual reports. A Vice Chairman shall be appointed by a majority of the Stormwater Advisory Committee for a term of one year to assume responsibilities of the Chairman in his/her absence.

ARTICLE VI. RESIGNATION -- VACANCIES

Resignation from the Committee must be in writing and received by the Chairman. A vacancy shall be declared to exist whenever a Stormwater Advisory Committee member fails to attend three (3) consecutive Stormwater Advisory Committee meetings without reasonable cause or excuse. Any vacancy on the Committee shall be filled for the unexpired term in the same manner as the original appointment.

ARTICLE VII. AMENDMENTS

These Policies and Procedures may be amended, when necessary, by a two-thirds majority of the Committee. Proposed amendments must be submitted to the Chairman to be sent out with regular Committee announcements.

These Policies and Procedures were approved at a meeting of the Stormwater Advisory Committee of the City of Wentzville on MAY 25, 2023.

Approved by:



Brian Nolan
Chairman