

# NEW MEXICO WASTEWATER TECHNICAL ADVISORY COMMITTEE MEETING PROCEDURES

Amended March 16, 2012

**1. Purpose:**

The purpose of the Wastewater Technical Advisory Committee is as set forth in NMSA 1978 Section 9-7A-15.

**2. Members**

The members of the Wastewater Technical Advisory Committee are those persons appointed by the Secretary of the New Mexico Environment Department. The members shall serve at the pleasure of the Secretary.

**3. Terms**

The term of appointed members shall be three years. Members shall serve until their successors are appointed. Vacancies occurring in the membership of an appointed member shall be filled by the Secretary for the remainder of the unexpired term.

**4. Officers**

The Wastewater Technical Advisory Committee shall elect a chair and vice chair.

**5. Chair and Vice Chair**

The Chair and Vice-Chair shall be elected by the Wastewater Technical Advisory Committee members, with one-year terms. If a Chair or Vice Chair resigns the position, a new election may be held to fill the remainder of the term.

**6. Authority and Duties of Chair and Vice Chair**

- a. The Chair shall have final approval authority of Agendas for notification, and shall include at a minimum any items requested by a majority of the Committee.
- b. The Chair shall preside over and conduct Committee Meetings.
- c. The Chair shall have signatory authority for product approvals, correspondence, and written resolutions approved by the Committee.
- d. The Chair shall arrange to have minutes taken for all meetings of the Committee.
- e. The Vice Chair shall assume the authority and duties of the Chair when the Chair is not in attendance at a meeting or is unavailable for other duties.

**7. Quorum**

Three committee members shall constitute a quorum. At any meeting where a quorum is present, a majority of the members present shall be considered a majority of the Committee.

**8. Meetings**

The Wastewater Technical Advisory Committee shall meet no less often than quarterly.

**9. Meeting Procedures**

- a. The Wastewater Technical Advisory Committee shall generally conduct its meetings in conformance with Robert's Rules of Order. Failure to follow such procedures shall not invalidate actions of the Committee.
- b. Pursuant to NMSA 1978, Section 10-15-1(C), a Wastewater Technical Advisory Committee member may participate in any open meeting by means of a conference telephone or other similar communications equipment when it is otherwise difficult or impossible for the member to attend the meeting in person; provided that each member attending and participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any member who speaks during the meeting.

**10. Minutes**

The Wastewater Technical Advisory Committee shall keep written minutes of all meetings, which shall be the official record of the meeting. Minutes are not official until approved by the Committee.

**11. Amendments**

Amendments to the Meeting Procedures may be made by a majority vote.

**Adopted and issued by the Wastewater Technical Advisory Committee on March 16, 2012.**

  
**Terry Mount Chair**