

## DRAFT – FOR BOARD DISCUSSION AT FEBRUARY 8, 2019 MEETING

### Procedures for Drafting and Finalization of Official Board Correspondence and Documents

Official correspondence and documents created for and by the Water Protection Advisory Board must ~~be done so in compliance~~ comply with provisions of the Open Meetings Act (OMA) as provided in the board's three formation ordinances: Bernalillo County Ordinance 2007-2 § 1, 1-9-07; City of Albuquerque Ordinance § 2-6-8-1 ROA 1994; and the Water Authority Ordinance § 5-1-1. Additionally, the procedures and actions taken by the board should be consistent with the New Mexico Attorney General's OMA Compliance Guide and the Rules of Procedure for the Bernalillo County Commission.

Whenever possible, the board should draft, discuss, and finalize correspondence and documents during meetings. Document/correspondence author(s) can bring a draft to a meeting to initiate discussions at the meeting with additional edits and comments to be made at future meeting dates. The following procedure was drafted to provide board members guidance and procedures to follow when drafting board correspondence ~~as well as official board documents (e.g., resolutions, reports, etc.) that reflects WPAB policy position or relates to any action within the board's delegated authority and that requires a timely response and multiple meetings to finalize the document is not feasible.~~ Board members should refrain from discussions, comments, and edits of documents via group email or telephone, which may convene the notice and public meeting requirement of OMA.

- Step 1:** The board will identify a lead board member or a sub-committee of no more than 4 members to draft a document to bring for board consideration at the next meeting. The sub-committee can share drafts/revisions between committee members but may not send drafts or revisions to non-committee board members.
- Step 2:** Assigned staff member works with lead board member or the sub-committee to generate a formatted and draft document.
- Step 23:** Assigned staff member distributes the document ~~to the entire board for their~~ each member's individual review, along with a deadline for board feedback.
- Step 34:** Edits and comments may be sent directly to the assigned staff member **only**; no other board member should be copied or receive the edits and/or comments on the draft document.
- Step 45:** The assigned staff member will consolidate all edits and comments into a single document in redline, track changes. A title block will be added to the document to state that the document is a "Discussion Draft" for board discussion and will include the date of meeting where the document will be discussed.
- Step 56:** The assigned staff member will post the marked-up document to the WPAB public access portal.

**Step 7:** At the following duly noticed board meeting, the document with the consolidated edits and comments will be projected on a screen for board discussion, acceptance of edits, and resolution of comments.

**Step 68:** Once all edits and comments have been addressed by the board through discussion, a final review of the document will occur during the meeting.

**Step 79:** The final version of the document ~~can proceed~~shall be presented for board approval.

**Step 810:** Following the board approval of the document, the assigned staff member will distribute the document as appropriate without any ~~edit~~further edits or modifications. Board members will receive a final version of the document from the assigned staff member. and the final version will be posted to the WPAB public access portal.