
Meeting Date: November 28, 2012
Staff Contact: Mark S. Sanchez, Executive Director

TITLE: C-12-25 - Amending the Water Authority Rules of Practice and Procedure

ACTION: First Reading November 28, 2012 – Final Action next Board Meeting

SUMMARY:

Board Chair, Councilor Sanchez requested that a Finance/Audit Committee of the Board be established to meet on a periodic basis. The Committee would consist of the Chair, Vice-Chair and one additional member appointed by the Chair.

The purpose of the Committee is to stay informed on finances, budget, external audit and internal audit functions. With the Water Authority's move away from the City of Albuquerque's financial/accounting system, CAFR, and audit functions, the Committee will help provide some oversight into these areas.

Chairman Sanchez also requested that the Water Authority establish an internal audit function to begin the process of testing and developing internal controls to better prepare for the separation from the City of Albuquerque's financial/accounting system in July 2013. Additionally, the internal auditor will provide a risk assessment and work plan for next fiscal year.

FISCAL IMPACT:

None.

Albuquerque Bernalillo County Water Utility Authority

RULES OF PRACTICE AND PROCEDURE

AMENDING THE FOLLOWING SECTION:

Section 3. POWERS AND DUTIES OF THE CHAIR AND VICE-CHAIR.

A. The Chair shall call the Members to order, and upon a quorum being present, shall proceed to business.

B. The Chair shall possess the powers and perform the duties herein described, to wit the Chair:

1. Shall preserve order and decorum and have general direction of the Council/Commission Chambers or any location where the Authority holds its meetings.

2. Shall assign bills and have the responsibility for preparation of the agenda and dissemination of the agenda with the public notice for the meeting.

3. Shall decide all questions of order, subject to a member's right to appeal to the Authority as a whole.

4. Shall speak to points of order in preference to other members.

5. May speak, as other Members, on general questions from his or her chair.

6. Shall vote upon all questions in the same manner as other Members.

7. Shall announce the result promptly on the completion of every vote.

8. Sign, along with other members, official documents and actions passed by the Authority, as required.

9. Shall receive all formal messages and communications.

C. In the absence of the Chair, upon his or her inability to act, or upon request of the Chair, the Vice-Chair shall preside and shall have all the powers and authority of the Chair.

[+ D. The Chair, Vice Chair and one additional member shall serve as a finance/audit committee. +]