

**2027 SWP Interregional Planning Council
Operational Procedures and TWDB Support Summary Document**

1. Operational Procedures

As documented in meeting minutes, the Council will operate with the following procedures

- a. Use a simple majority of at least 9 members for decision making*
- b. Use a simple majority of at least 9 members for quorum*
- c. During the roll call at the start of each Council meeting, each region will designate the member or alternate who will represent that region during the meeting. Only one representative of each region will be allowed to speak for a region during the meeting.*
- d. On Council decisions, each region may have one vote by either the member or the alternate.*
- e. The Council will have both a chair and a vice chair position.*
- f. The Council may establish committees at a later date, if needed. The Council Chair will appoint committee chairs and committee members of any committee established by the Council.*

2. TWDB Support

To support the Council, TWDB will

- a. prepare Council meeting minutes,*
- b. prepare Committee meeting minutes if recording provided,*
- c. assist with agenda preparation and posting in Texas Register,*
- d. distribute meeting materials at least 8 days in advance of meeting,*
- e. provide information and data to support Council deliberations,*
- f. assist with report preparation and schedule milestone meetings,*
- g. seek Board appointment of new members or alternates, and*
- h. reimburse for travel to attend meetings, if appropriate.*