



## Council Guide

### I. Purpose and Goals

- A. The purpose of the Council is to operate ENRLS consistent with SBOT Rules and the ENRLS Bylaws.
- B. The goals of the Council are to operate ENRLS in a way that actively furthers the purpose and progress of ENRLS and its standing committees and programs, and engages ENRLS members in ENRLS affairs and activities.

### II. General (for all Council members)

- A. The Council consists of 5 Officers (Chair, Chair-Elect, Vice Chair, Treasurer, Secretary), the Immediate Past Chair, and 9 Executive Committee members, as set forth in the ENRLS Bylaws.
- B. Each Council member has one vote.
  - 1. Note: Standing committee co-chairs or other members attending quarterly Council meetings can recommend actions and request approvals by Council vote, but such members cannot vote on Council matters.
    - a. Ensure that any emails sent to take a vote on Council matters are limited to Council members. Standing committee members may be copied on such emails, but it's useful to maintain two different email lists – one for Council votes and one for general Council scheduling and business, e.g., quarterly meetings, events, notices.
- C. Upon being elected to a Council position, each Council member must read the ENRLS Bylaws and this Council Guide, which are available on the ENRLS website under the “About” and “Council Login” tabs, respectively.
- D. Key passwords:
  - 1. Website “Council Login” page: ENRLScouncilarchive
  - 2. Website Member page (for TELJ back issues): ENRLSmemberarchive
    - a. **\*\*Note\*\* - this password should be changed each year and circulated in an eblast to all renewing and new members around the first week of September.**
  - 3. Stripe merchant account on website (used for Superconference and any other registrations/payments):
    - a. Username: smcmillen66@hotmail.com
    - b. Password: TEXenrls2020
- E. Council emails:



1. There are generic emails for the Chair, Treasurer, and Superconference as follows:
  - a. Chair@texenrls.org
  - b. [Treasurer@texenrls.org](mailto:Treasurer@texenrls.org)
  - c. [Superconference@texenrls.org](mailto:Superconference@texenrls.org)
  - d. There is also a generic email tied to the Superconference registration backend – [scregistrations@texenrls.org](mailto:scregistrations@texenrls.org) – but it only exists to receive registration confirmation emails to be checked by SC Planning Committee.
2. To access any one of these email accounts:
  - a. Go to: <https://accounts.google.com> (if you have a Google account that shows up at login, just select “use another account”)
  - b. Enter generic email desired as “account email address”
  - c. Password: TEXenrls2020
    - a. Note that password for the [scregistrations@texenrls.org](mailto:scregistrations@texenrls.org) is TEXenrls20202.
  - d. Go to the “Google Apps” button in the upper right of the screen (looks like 9 dots inside a circle) and select Gmail.
3. These email addresses will allow contact with the Chair and Treasurer as they change, without the need to change personal email addresses. Also will allow contact for SC questions year-round regardless of who will handle the questions.

### III. Council Nominations and Succession Process

- A. The Council follows the Nomination Committee process in the ENRLS Bylaws, timed so that election and transition of new Officers and other Council members takes place at the Section’s annual meeting (in August, at the Superconference).
  1. Under the Bylaws, any ENRLS member can be nominated for any Council position
  2. But, typically:
    - a. Secretary and Treasurer positions move into Chair-Elect and Vice Chair positions, although this is not mandatory
    - b. Executive Committee members completing their regular three-year term move into Secretary and Treasurer positions, although this is not mandatory
- B. Outgoing Officers should schedule time before the elections at the ENRLS annual meeting to discuss transition of officer positions.



- C. Executive Committee members typically do not have specific duties to transition to new EC members; however, those who are committee co-chairs or responsible for other specific projects generally provide some transition guidance to others taking on those roles.

#### **IV. Chair Responsibilities**

- A. Ensure “Council Login” password (see above) is disseminated to all new Council members
- B. Attend SBOT “New Chair and Treasurer Orientation” in July
- C. Make introductory remarks on Thursday of the Superconference
- D. Participate on Superconference Planning Committee
- E. Provide oversight and guidance for other standing committees:
  - 1. At the beginning of the Chair’s term, gauge interest of all current standing committee co-chairs.
  - 2. Appoint new standing committee co-chairs (EC members or otherwise) where vacancies occur and where current co-chairs indicate interest in rolling off or agreeing to allow new co-chairs to roll-on.
    - a. It may be beneficial to have as many EC members as possible be standing committee co-chairs – this contributes to continuity as well as providing EC members a meaningful participatory foothold in the Council.
  - 3. Conduct periodic phone conferences and/or email reports with standing committee co-chairs, to assist and coordinate ongoing program work.
- F. Update the Council “notebook” containing:
  - 1. Roster of current Council and standing committee co-chairs, including email addresses
  - 2. Bylaws
  - 3. List of standing committees and each committee’s guidebook
  - 4. Council Guide
- G. Master Calendar
  - 1. The Master Calendar is included on the website under the calendar icon in the upper right hand corner.
  - 2. The Master Calendar shall be maintained and updated by the Officers.
  - 3. Access to the Master Calendar can be facilitated by working with the Website and Technology Committee, who has the password to the website backend.



- a. That committee can train Officers on how to update the Master Calendar if desired.
  4. The Master Calendar, although publicly viewable, should include as many Council events, deadlines, etc., as possible to ensure those are easily viewable to all Council members and any ENRLS members interested. At a minimum, the Master Calendar shall display:
    - a. Nominations deadlines
    - b. Committee deadlines.
    - c. Conference planning deadlines
    - d. Section and Council meeting dates
    - e. Any other relevant dates or deadlines.
- H. Work with the Publications and Communications Committee to publish:
  1. Chair Note in TELJ
  2. Welcome email to ENRLS members upon election
  3. Section update in Texas Bar Journal Section Report
  4. Bulletin after each quarterly meeting
    - a. Note that Secretary shall provide draft minutes 2-3 weeks after each quarterly meeting, from which a bulletin featuring important announcements, news, etc., can be created.
  5. Email blast announcing each new issue of TELJ
    - a. Chair will receive notice from TELJ Attorney Editor-in-Chief that new TELJ issue is ready, with a google docs link containing:
      - a. A Word version of the table of contents
      - b. PDFs of each section of the new issue
      - c. A PDF of the complete new issue
    - b. Chair works with Website & Technology Committee to upload complete new issue to “For Members” section of website.
    - c. Chair works with Website & Technology Committee to create an eblast to ENRLS members containing a linked table of contents and a link to the complete new issue.
      - a. Include then-current password for “For Members” section
  6. Other publications updates as needed (e.g., upon release of new editions of ETWR, environmental treatise), and other news (conference announcements, membership renewal, etc.)



7. Section-related portions for subsequent editions of Essentials of Texas Water Resources book (acknowledgements, Council roster, forward)
- I. Texas Environmental Law Journal (TELJ) Editor-in-Chief
  1. The Chair should maintain contact with the TELJ Editor-in-Chief and gauge the EIC's availability and interest to remain EIC for the following year (i.e., managing and publishing the forthcoming year's TELJ issues).
  2. Consistent with the Bylaws and in consultation with the current EIC, the Chair will appoint a new EIC in advance of the earlier to occur of: a) any EIC term limit recommended in the Publications & Communications Committee Playbook; or b) a date by which the current EIC has expressed a desire to step down as EIC.
- J. State Bar Annual Meeting
  1. Schedule and coordinate the Section's substantive presentation at State Bar Annual Meeting in June
  2. Identify speaker(s)
  3. Provide speaker info and presentation to SBOT
  4. Evaluate additional Section presence and activities at the meeting and in Chair's discretion with Council approval, pursue such activities.
- K. Quarterly Council Meetings
  1. Send invitations to all Council members and standing committee co-chairs
  2. Send Agenda to all Council members and post Agenda on "Council Login" section of website
  3. Work with Law School Committee to schedule one quarterly meeting, usually the 4Q meeting, at a law school in conjunction with a law school program
  4. Work with SBOT Meeting & Programs Planner to make logistical arrangements for meetings, as needed (e.g., facility reservations, food)
    - a. Note: SBOT can typically negotiate better rates for meetings and can pay for food/location in advance using SBOT credit card
- L. Section's Annual Meeting (Friday of Superconference)
  1. Coordinate with Secretary to develop meeting agenda
  2. Preside over meeting, including providing recap of last year's Section programs, recognizing outgoing Council members, presenting proposed slate of new officers and EC members, and other ENRLS business or announcements
  3. Arrange for recognition plaques for outgoing Chair and Council members



- i. Bat City Awards & Apparel – (512) 302-1212 – Casey Rheman, Account Manager. Contact them about 2-3 weeks before Superconference with information for recognition plaques.

4. Notice of annual Section meeting to all Section members

**V. Treasurer Responsibilities**

- A. Attend SBOT Incoming Chair/Treasurer Orientation in July
- B. Contact SBOT accounting staff and establish working relationship
- C. Access latest SBOT reimbursement form to ensure most recent version will be used
- D. Create and maintain annual ENRLS budget (fiscal year June 1 – May 31)
- E. Provide Treasurer update at each Quarterly meeting
- F. Submit new fiscal budget to SBOT accounting staff by July 15 of each year

**VI. Secretary Responsibilities**

- A. Take minutes at each Council Quarterly meeting, and at Section’s Annual Meeting
- B. Send copies of draft minutes to Council for review within 2-3 weeks after each Council Quarterly meeting
- C. Arrange to post Council Quarterly meeting final minutes on ENRLS website Council-only section
- D. The Secretary shall maintain a record of all votes taken under the Bylaws provision for voting by email or conference and maintain those with other meeting minutes

**VII. Vice Chair, Chair-Elect, Immediate Past Chair**

- A. The Vice Chair will fill in for the Chair in the event the Chair is unavailable, as provided in the ENRLS Bylaws.
- B. The Chair-Elect will work with the Chair to manage the standing committees and ensure that the standing committees are achieving their goals.
- C. The Immediate Past Chair should be considered by the incoming Chair as a key candidate for a standing committee co-chair position. In addition, the Immediate Past Chair can be the chair of any bar association outreach committee created by the Section.

**Revision History**

Rev. #	Date	Nature of Rev	Author
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**STATE BAR of TEXAS**  
**Environmental & Natural Resources Law Section**

1	July 1, 2019	Original version	S. McMillen, S. Maxwell