Jordan Lake One Water Coalition Standard Operating Procedures

July 2026

The operating procedures outlined below explain how Jordan Lake One Water Coalition a 501c3 nonprofit organization made up of a diverse group of stakeholders within the Jordan Lake watershed will function.

***This is a living document that will adapt to the needs of its members and their shared purpose*

The guiding principles informing these operating procedures are:

➢ Transparency

➢ Accessibility

➢ Representation

➢ Distribution of power

➢ Adaptability

Table of Contents

1. **Collaborative Purpose Statement and Goals:** Jordan Lake One Water Coalition aims to help Jordan Lake Watershed stakeholders meet the shared goal of finding cost-effective, mutually beneficial solutions that protect our water resources and communities. All who live or work in the Jordan Lake Watershed are affected by the management of Jordan Lake's water quantity and quality and our water future depends on our collaboration. The Jordan Lake Watershed is a massive regional resource comprising 10 counties, 27 municipalities, and nearly 700,000 water customers. Efforts to date have not been sufficient to meet water quality goals. As

population continues to grow in the Jordan Lake watershed, water quality and water supply challenges continue to increase. The Jordan Lake One Water (JLOW) Coalition aims to reevaluate the current water resource management paradigm and move towards a more collaborative, interdisciplinary, and innovative approach.

2. **Shared Values/Code of Conduct**

JLOWOneWaterVisionFinalSept2021.pdf

3. **Member Roles and Responsibilities**



a. Members

Membership in Jordan Lake One Water is voluntary. Membership is open to any entity or person supporting One Water policies in the watershed. Members are eligible for joint compliance under a regulatory scheme to meet the Jordan Lake Rules. Members pay annual dues.

July: Marks the start of each July to June JLOW fiscal year

October: Create an early, initial draft budget - if a dues increase is expected, communicate this as early as possible with members.

This section will change as the regulatory structure is confirmed.

b. Executive Committee

The Executive Committee shall review actions, proposals, contracts and make recommendations to the Board of Directors. In months when the full Board does not meet, the Executive Committee is authorized, unless directed to the contrary by the BOD, to approve action items, including contracts, with the exception of the annual budget, on behalf of the Board of Directors. The Board of Directors may delegate other named responsibilities to the Executive Committee.

Desired Executive Committee Membership: To include 3-4 large municipal local governments, 1-2 medium to small local governments, 1-2 key stakeholders based on location within the watershed (Following Bylaws pg. 8 section 7.1). The makeup of the executive committee should prioritize a diversity of views.

(1) The term of the co-chairs is two years. If a co-chair of the executive committee comes to the end of their term or leaves at any point for any reason, any executive committee member can nominate a new co-chair from the membership of executive committee members.
(2) Membership of the Executive Committee shall include the chairs of the committees to the extent possible and can be limited to ensure diversity of views/perspectives on the Executive Committee.

c. Committees, Subcommittees, and Ad-Hoc Groups

Committees, subcommittees, and ad-hoc groups will be dissolved or created through consensus of the Board of Directors. Membership of committees (in accordance with

bylaws) are approved by the Board of Directors. *See Committee Description & Responsibilities Doc.*

Roles of Committee Chairs and Co-Chairs are to:

1. Schedule regular committee meetings
2. Develop the annual committee priorities in coordination with committee members
3. Approve action items and complete tasks as needed within the committee
4. Take meeting notes and report back to the BOD with action items and decisions made as needed.

d. Backbone Staff

The JLOW Coalition is administered by Central Pines Regional Council (CPRC) and the Piedmont Triad Regional Council (PTRC) Council of Governments. An Executive Director to be levered into leadership when budget allows.

Current Scope of Duties:

a. Facilitate JLOW BOD meetings, agendas, minutes etc.
b. Facilitate and coordinate workgroup/committees
c. Facilitate engagement and coordination of the Executive Committee
d. Organize and manage general JLOW membership and financials
e. Support Assist with Technical Assistance as needed
f. Coordination and Outreach to leverage membership
g. Coordinate Consultants and contractors as needed
h. Provide grant research support and limited small scale services

Future Scope of Duties (with Executive Director):

a. Develop annual budget proposal for board approval
b. Lead communications and policy strategy development and implementation
i. Facilitate JLOW BOD meetings, agendas, minutes etc.
j. Facilitate and coordinate workgroup/committees
k. Facilitate engagement and coordination of the Executive Committee
l. Organize and manage general JLOW membership and financials
m. Support Assist with Technical Assistance as needed
n. Coordination and Outreach to leverage membership
o. Coordinate Consultants and contractors as needed
p. Fundraising and grant writing to support the organization

4. **Meeting Purpose, Structure, and Schedules**

a. **Quarterly Board Meetings**- led by Chair and V. Chair supported by CPRC and PTRC staff. All members are invited to attend and participate. Voting for new members, budget, share out of committees is presented. Bylaws provide additional information and specifics on how meetings are aligned. Specific voting procedures are listed in the JLOW bylaws.

b. **Monthly Committee Meetings (workgroups)**: Committees were designated on the 5-year strategic plan (Committee & Responsibilities Doc). Members meet monthly.

Organizational Development Committee

Policy/Rules Committee

Outreach & Engagement Committee

Place-Based Investments Committee

Data Committee

c. **Monthly Executive Committee Meetings** - At present there are 14 members with assigned alternates. Committee Chairs attend these meetings to share out on meeting updates (assigned based on Bylaw recommendations).

5. **Decision-making Process**

a. **Overview:** JLOW is a consensus-based group. This doesn't mean that everyone agrees on everything, but that when decisions are before us we work towards a point where we can agree enough to move forward. Not as a rule, but on occasion, the facilitators may use the Five Finger Scale to assess where group sentiment lies. Use the below guide to help you reflect your position back to the group, when needed.

FIVE FINGER SCALE



Five Finger Scale

A more abbreviated scale that allows a show of hands is a five finger scale. Participants show by the number of fingers they hold up their level of agreement to a given proposal:

1 Finger: Endorsement (*I like it*)

2 Fingers: Endorsement with a Minor Point of Contention (*Basically, I like it*)

3 Fingers: Agreement with Reservations (*I can live with it*)

4 Fingers: Formal Disagreement, but Willing to Go with Majority (*I want my disagreement noted in writing, but I'll support the decision*)

5 Fingers: Block (*I won't support the proposal*)

ITEM	**WHO MAKES THE DECISION**
Purpose, Goals, Outcomes distributed in name of JLOW	BOD & Membership: input from committees, general membership, and supporting backbone staff as needed
Annual Work Plans	Committees made of members decide on annual work plans for the group that are aligned with JLOW purpose statements, goals and outcomes. BOD & Executive Committee- allocate staffing and budget resources to support.
Advocacy Positions of Initiative on Related Policy	Chair/Vice Chair/Work Group Leads/Future Executive Director A member may not (without the advance express authorization of the executive committee) engage in advocacy that qualifies as federal, state or local lobbying on behalf of JLOW.
Grant design and submission	COG Support/Membership/ Future Executive Director

Conflict Resolution	Co-Chairs of JLOW & Future Executive Director
Membership-see Committee Roles & Responsibilities DOC	Members vote for new members; BOD assign seats for membership

6. **Communications**

a. **Internal Communications:** primary means of communication among members are communicated via email and the website platform both managed by the Councils of Government.

b. **External Communications:** Workgroups are authorized to communicate subject matter issues without approval of the EC or BOD within the umbrella of the committee. Beyond workgroup communication additional permission given by the Executive Committee to include speaking on behalf of or in the name of the collaborative to the press or at public functions requires notification and approval by Co-Chairs. Workgroup chairs shall operate within their best professional judgement before seeking approval from the executive committee or Board of Directors.

7. **Finances**

a. **Encourage Collaborative Grant-Seeking:** Backbone staff will actively search for and facilitate opportunities for collaborative grant seeking among partners to further work regionally and in local communities.

b. **Membership Dues:** Membership dues are paid on a yearly basis and designed to cover Operating Expenses of JLOW and projects that benefit the organization as a whole or otherwise approved by the board. Membership dues do not support projects that individual members pursue for compliance or other purposes. Refer to bylaws for specific details on membership and associated dues. Development and updating of dues rate and schedule to be determine by the executive committee with approval of the Board of Directors. Both rates and schedule to be made available upon request to be reviewed on an annual basis.

c. **Fiscal Agent:** The fiscal agent (Central Pines Regional Council) is the identified fiscal agent for all grants, program income and expenses that support core JLOW functions.

8. **Operating Procedures Revisions**

The Jordan Lake One Water (JLOW) coalition operating procedures document is a living document that represents the needs of JLOW members in accordance with its mission.

a. To request changes to the operating procedures document, members must submit their request to the executive committee.

b. The executive committee will review all requests and present them with a recommendation to approve or not approve to the full Board of Directors.

c. Changes to this Operating Procedures document to be reviewed and made by the Organizational Development Committee to be approved by the Board of Directors.

REVISION RECORD

Revision	Date	Updated by	Description of Change