

SUBCOMMITTEE ON HYDROLOGY (SOH)

CHARGE

FOR

HYDROLOGIC MODELING WORKGROUP (HMWG)

I. Sponsorship:

The Hydrologic Modeling Workgroup (Workgroup) is a working group of the Subcommittee on Hydrology (Subcommittee) of the Advisory Committee on Water Information (ACWI).

II. Purpose, scope, applicability, and functions:

- A. **Purpose.** The overall goal of the Hydrologic Modeling Workgroup is to promote sharing of information on modeling tools and modeling systems in hydrology and water resources. The workgroup plans, organizes and promotes the Federal Interagency Hydrologic Modeling Conference every four years and engages in other modeling related activities as appropriate.
- B. **Scope.** The Workgroup coordinates sharing of information and training on advances in hydrologic modeling between federal, state and local government agencies, universities, the private sector, water users' organizations and other stakeholder groups.
- C. **Applicability.** Subject to availability of resources the group will hold the Federal Interagency Hydrologic Modeling conference and, as necessary, preliminary scoping workshops to identify key topics and issues for the conference. The group will cooperate with a workgroup from the Subcommittee on Sedimentation as appropriate and whenever practical, the conferences of the two groups will be coordinated.
- D. **Function.** The Workgroup will promote cooperation among agencies on development of hydrologic models and facilitate training and demonstrations on associated modeling applications.

The Workgroup will be subject to the direction of and will report activities to the SOH of ACWI.

III. Membership:

- A. The Workgroup shall have a membership open to governmental agencies, non governmental organizations as well as private sector entities and individuals.
- B. During meetings the Chair will announce and the group will act on new membership applications received at least two weeks prior to the meeting.

- C. The Chair and Vice Chair will be selected from among the members. The Chair and the Vice Chair will serve four year terms ending December 31 of the year of the conference – or, at the workgroup’s discretion, as soon as the business of the conference is concluded. The Vice Chair will then become Chair and the members will elect a new Vice Chair to replace the Chair in another four years. Also, the Vice Chair will serve in the absence of the Chair. A special election will be held if either the Chair or Vice Chair terminate their association with the workgroup before their terms expire.
- D. The workgroup chair will also serve as the chair of the Federal Interagency Hydrologic Modeling Conference.
- E. Members are expected to attend, in person or by teleconference, all meetings of the Workgroup. If a member does not attend at least 50 percent of the meetings in any calendar year, the Chair may remove the member from the rolls. A member can be reinstated by informing the Chair of their desire to renew their participation in the Workgroup.

IV. Meeting and Procedures:

- A. The Workgroup will meet at least two times a year and more frequently as designated by the Chair – particularly as the conference approaches. The Chair will determine the dates, times, and locations of the meetings in consultation with the members. The Chair will be responsible for announcing meetings 2 months in advance and distributing agendas and information about meetings to all members at least 2 weeks in advance of the meetings.
- B. Members of the Workgroup will receive no pay, allowances, or benefits from the Subcommittee or the ACWI. All travel expenses will be borne by the individual member organizations.
- C. The Workgroup will conduct business in an open fashion by discussing and attempting to resolve all issues through consensus and by recognizing the legitimate interests and diverse views of the Workgroup members. If complete agreement cannot be reached on a specific issue, then the following procedures will apply:
 - 1. A consensus will exist unless one or more members request a vote.
 - 2. Once a vote is requested, the Chair will poll the voting members. An affirmative vote of a majority of the members present will constitute approval of a motion. Two-thirds of the members will constitute the quorum necessary for a formal vote. Each member except for the Chair may cast one vote. In the event of a tie, the Chair will cast the deciding vote. The chair will record how the votes were cast.
 - 3. The Chair will sign and forward to the Chair of the Subcommittee decisions of the Workgroup that are proposed advice, guidance or recommendations intended for implementation. Members may prepare minority reports and provide them to the Chair within 3 weeks of a decision. Such minority reports will be forwarded along with majority reports.
- D. Meetings of the Workgroup will be open. Each meeting will include time for individuals who are not members to make statements or to have written statements distributed during the meeting.

E. The Chair will prepare and distribute minutes with action items of Workgroup meetings to members and to the Chair of SOH.

V. Termination:

The Chair of the Subcommittee has the authority to terminate the Workgroup in consultation with the Subcommittee. At least 60 days notice must be provided in advance of termination.

VI. Subordinate groups:

For assistance in conducting its business, the Workgroup may establish task groups for a specific purpose and time period with approval of Subcommittee. Such groups will gather information, conduct research, analyze relevant issues and facts, and draft proposed position papers and recommendations for deliberation by the Workgroup. These groups will be established by the Chair and will have the balanced perspectives and knowledge necessary to perform their assigned functions. Representatives that serve on subordinate groups may include persons that are not members of the Workgroup, but that provide knowledgeable and interested individuals needed to carry out the assigned tasks. All subordinate groups will serve for the time necessary to complete the action for which they were formed. The Workgroup will review the status of subordinate groups each year and terminate those that have completed their assignments.

VII. Authority:

The Workgroup will work under the Subcommittee as part of the Water Information Coordination Program mandated by OMB Memorandum No. 92-01, dated December 10, 1991. The Workgroup reports to the Subcommittee of ACWI that operates under the Federal Advisory Committee Act (FACA). The Workgroup is not separately chartered under FACA.

Dates of Approval: Subcommittee on Hydrology (SOH)

April 12, 2007

S. Samuel Lin

Chair, SOH