

Common Decisions Using Consensus, Motions, or Resolutions

<i>Subject</i>	<i>Approval Method</i>			<i>Special Considerations</i>
	<i>Consensus</i>	<i>Motion</i>	<i>Resolution</i>	
Enter into a grant agreement		X	X	Written resolution provides easy documentation to meet BWSR's Grants Administration Manual (GAM) requirements for record keeping.
Enter into a cost-share contract with landowner		X		
Approve payment on a contract		X		
Enter into a contract with a consultant		X	X	
Direct staff to get quotes for new equipment	X			
Approve annual budget			X	
Appoint a supervisor to fill vacancy		X	X	A resolution provides good documentation to keep in the Supervisor's file.
Grant Job Approval Authority (JAA) to staff		X	X	A resolution provides good documentation to keep in the staff's personnel file.
Enter into an agreement with partners such as a Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), Joint Powers Agreement (JPA)		X	X	A resolution is the preferred method to document the approval, as it provides the ability to document the process leading up to the approval through various whereas statements.
Approve meeting minutes of the Board		X		
Adopt a comprehensive water management plan			X	
Approve an annual plan of work		X		
Approve a BWSR grant work plan	X	X		BWSR doesn't require that the Board approve grant work plans, but it is a recommended best practice.
Set a local policy		X	X	A written resolution provides good documentation of the purpose for the policy, as well as to formally document the language of the policy to give clear guidance to staff.
Direct staff to make purchases within the current budget	X			
Set a base/hourly rate for staff		X	X	If doing this annually, a resolution provides good documentation of the process that is easy to keep in personnel files.
Approve grant reports	X	X		BWSR doesn't require that the Board approve progress or financial reports. However, a best practice is for the Board to review and approve the reports through motion.
Direct staff to register and attend training	X	X		Decision of the Board
Accept annual financial statements	X	X	X	Decision of the Board