

HANDBOOK AMENDMENT PROCEDURE

The Sacramento River Conservation Area Handbook is the result of many hours of work by the Riparian Habitat Committee and members of the Department of Water Resources staff. As this is a working document, amending it to keep it up to date and to correct any errors is an essential part of the process.

1. Amendments to the Handbook will be reviewed at least annually, as determined by the Board, at a regularly set amendment review meeting of the Sacramento River Conservation Area Board of Directors.
2. Proposed amendments shall be presented to the SRCA Board in writing. The suggested changes or corrections should indicate the chapter and page affected and be submitted using "strike out" and "underline" format. The person or group proposing the change should list the reasons for the amendment and be prepared to address the need for the proposed change at the appropriately scheduled SRCA meeting.
3. Upon receiving a proposed amendment, the SRCA Board will refer it to the Technical Advisory Committee for review and recommendation to the Board. The proposed amendment will also be assigned to the agenda of the next SRCA meeting, after the Technical Committee review, for discussion and possible action. Action may include denial or acceptance of the amendment, or a modification of the amendment, for recommendation to adopt at the amendment review meeting.
4. At least thirty days prior to the scheduled amendment review meeting, the SRCA Board will notify the signatories of the MOA and the members of the Advisory Council of the Board's intent to adopt specific Handbook amendments.
5. Amendments to the Handbook will be adopted by a vote of the Board as defined in the MOA.

The changes will be published once each year at a time established by the SRCAF. All adopted changes will be incorporated into the Handbook and sent to all identified Handbook owners. To the extent funding and staff resources allow, DWR will assist the SRCA in publishing and distributing changes to the Handbook.

