

Drafting BMPs: Stakeholder Development Process

Drafting BMPs: Format and Structure of a BMP

Below is the Council's process for the development or revision of a BMP. These stages are identified in order to aid the Council and interested stakeholders during their planning and development efforts. Stakeholders are encouraged to participate at any stage in the process.

Organization Stage

Status of BMP - Introductory Review and Evaluation

If necessary, host workgroup conference calls to discuss

- a particular BMP revision or addition;
- issues to consider in development or revision of BMP; and
- delegation of assignments to develop preliminary content or lead revision efforts.

Brainstorming Stage

Status of BMP - Development of Preliminary Draft

If necessary, host workgroup conference call to

- discuss status of BMP;
- officially formulate a preliminary draft BMP;
- establish a stakeholder comment period;
- post online and distribute via email preliminary draft with all council stakeholders; and
- collect comments and feedback received on preliminary draft.

Refinement Stage

Status of BMP - Development of Secondary Draft

If necessary, host workgroup conference call to

- discuss and consider incorporating comments received into draft;
- delegate assignments to revise draft;
- produce a secondary draft BMP;
- establish a stakeholder comment period;
- post online and distribute via email secondary draft with all council stakeholders; and
- collect comments and feedback received on secondary draft.

Formalization Stage

Status of BMP - Development of Final BMP

- Incorporate comments and feedback received, if any.
- Delegate assignments to revise and edit draft.
- Officially formulate and produce a final BMP.
- Host a workgroup conference call to consider approving final BMP.
- If approved at the workgroup level, add consideration of approval of final BMP to the agenda of the next scheduled meeting of the water conservation advisory council.

Status of BMP – Submission to TWDB

- If council votes to approve final BMP, present final BMP to the Texas Water Development Board (TWDB) Executive Administrator (EA) for consideration.

Status of BMP – BMP Adoption

- BMP is approved by the TWDB EA and is added to the appropriate online BMP guide and webpage.
- Notify council members and stakeholders.