

**OPERATING PROCEDURES
TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS
ENVIRONMENTAL COUNCIL**

ARTICLE I. COUNCIL AUTHORIZATION.

The Environmental Council is established in Section X of the Toledo Metropolitan Area Council of Governments (TMACOG) Bylaws.

ARTICLE II. PURPOSE.

The Environmental Council oversees and manages the Environmental planning functions of TMACOG. The Council recommends Environmental policies and procedures to define and achieve TMACOG's mission for adoption by the Board of Trustees. Through these policies, the strategic, long-term Environmental Council goals of TMACOG are established and the methods to achieve short-term tactical objectives are determined. The Environmental Council also establishes the administrative support necessary to achieve these goals and objectives.

Committees are basic to the process by which TMACOG undertakes its work. TMACOG operates through collaborative volunteer committees supported by a professional staff. The Environmental Council is responsible for the implementation of the Environmental Council program through its subcommittees and the TMACOG Environmental Council Department. Finally, it maintains creative communication on Environmental Council issues among and between TMACOG's other standing committees and subcommittees, other Environmental stakeholders, and the broader community.

ARTICLE III. DUTIES AND RESPONSIBILITIES.

The Environmental Council has the following functions and responsibilities:

1. Proposes the Annual Work Program and budget for the TMACOG Environmental Council Department and an appropriate Environmental Council assessment to the Executive Committee;
2. Reviews and makes recommendations to the Executive Committee on Environmental Council related policies, plans and programs and any amendments thereto, except minor or routine amendments. Minor or routine policies or amendments, as determined by the Executive Director, may be approved by the Council without further action of the Board of Trustees;
3. Provides for the development of and opportunities for leadership within the organization;
4. Is responsible for the coordination and maintenance of the *Areawide Water Quality Management Plan*, and resolves conflicts in its implementation.

ARTICLE IV. MEMBERSHIP.

Members of the Environmental Council shall be appointed annually by the Chair of TMACOG. A council member who fails to participate regularly in the activities of the council may be subject to removal and/or replacement by the Chair of the TMACOG Board of Trustees. In such a situation the Council Chair shall recommend this action. He or she may also nominate an individual to be appointed as a replacement. Alternate membership of the Council shall not be allowed. Proxy representatives may vote at a single meeting if designated in advance, in writing by the member for whom they are substituting. The Council shall consist of the following:

1. A member of the TMACOG Executive Committee appointed by the TMACOG Chair after due consultation with the Council, who shall act as Chair of the Environmental Council.
2. One elected official nominated by the Cities Caucus of the TMACOG General Assembly:
3. Member(s) from each of the following:
 - A. Two representatives for the state of Ohio from:
 - a. The Ohio general assembly representing the TMACOG area, or
 - b. Ohio EPA, or
 - c. Ohio DNR
 - B. One representative for the state of Michigan from:
 - a. The Michigan general assembly, representing the TMACOG area, or
 - b. Michigan DEQ, or
 - c. Michigan DNR
4. If not included in one of the above, the Chair or representative from each of the standing committees of the Council as determined in Article X.
5. If not included in a category above, the Environmental Council shall include representation for the Designated Management Agencies (DMAs) identified in the *Areawide Water Quality Management Plan*. Representation shall include:
 - A. One representative, as designated by the County Commissioners, from each county covered by the *Areawide Water Quality Management Plan*. The representative may be from a municipality in the county, or the County itself. Appointments may be elected or policy-level environmental officials, from Sanitary Engineering, Regional Water or Sewer District, Health Department, Solid Waste District, or other districts or agencies, such as soil and water conservation districts, economic development, emergency management agencies, or parks. Members shall be selected to form a region-wide balanced representation.
 - B. One representative from the City of Toledo.
6. Four at-large representatives from membership-based organizations with interests in environmental issues or from other organizations, including, but not limited to, businesses, colleges and schools, and non-profit agencies.
7. Members drawn from the above categories may fulfill more than one of the categorical requirements.
8. The Chair of TMACOG may make additional appointments of TMACOG members who have been nominated by their jurisdiction or company.

ARTICLE V. MEMBERS TERM OF OFFICE.

The term of office for each member of the Environmental Council will begin on the first day following the winter General Assembly and will conclude at the beginning of the next winter General Assembly.

ARTICLE VI. QUORUM.

A quorum shall exist when a simple majority of the Council's members are present at any duly called and scheduled meeting of the Council. Vacant membership slots are not counted in determining number needed for a quorum.

ARTICLE VII. COMMITTEE OFFICERS.

The TMACOG Bylaws provide that the Environmental Council Chair will be a member of the TMACOG Executive Committee. The Vice Chair of the Environmental Council will be elected by the Council. In the event the Chair and Vice Chair of the Council are not present at a duly scheduled meeting of the Council, those members present may appoint a Chair pro tempore to conduct the affairs of the meeting.

ARTICLE VIII. DURATION OF COMMITTEE.

The Environmental Council is a Standing Committee of TMACOG pursuant to Section X of the TMACOG Bylaws.

ARTICLE IX. ACCOUNTABILITY.

The Environmental Council reports to and is responsible to the Executive Committee and makes periodic reports as requested.

ARTICLE X: FUNCTIONAL RESPONSIBILITIES.

The Environmental Council shall meet at least quarterly during the year to undertake its regular business and review the progress of each of its subcommittees, or at the call of the Chair when Council business dictates a more frequent schedule.

The standing programmatic committees reporting to the Environmental Council shall be:

1. Portage River Basin Council (PRBC)
2. Air Quality Committee
3. Stormwater Coalition

Other river basin councils may participate in the Council on an ex-officio basis, or may be represented by full Members of the Council, including:

4. Sandusky River Watershed Coalition
5. Maumee River Remedial Action Plan
6. Duck and Otter Creek Partnership

Members of the above committees shall be appointed by the Council Chair. Membership of the standing committees shall be constructed so as to provide a definitive opportunity for Environmental Council stakeholders and the general public to participate and provide input to the planning process.

The Council Chair is hereby authorized to appoint additional subcommittees on an ad hoc basis as may be desirable to carry out the mission and purposes of the Council. Such committees shall have a discrete, defined objective and shall cease to exist upon completion of that objective or at the pleasure of the Council Chair and must operate within the overall policies of TMACOG.

Members of the Council will annually review the Council's purpose statement and its achievements, and report to the Executive Committee regarding its progress and accomplishments. All committee activities will comply with TMACOG's policy on the Ohio Open Meeting Act.

ARTICLE XI. PARLIAMENTARY AUTHORITY.

Except where otherwise specified in these procedures or agreed to by a unanimous vote of voting members present at a meeting, the rules contained in the most recent edition of *Robert's Rules of Order* shall govern Council proceedings in all cases where they are applicable and not inconsistent with the TMACOG Bylaws.

ARTICLE XII. AMENDMENTS.

These procedures may be amended by a majority vote of the Environmental Council at a regular meeting or a meeting specifically called for this purpose. Any such amendments shall become effective only after ratification by the Executive Committee.

Adopted by the Executive Committee of the Toledo Metropolitan Area Council of Governments
June 20, 2007.



Barbara R. Sears, Chair
Toledo Metropolitan Area Council of
Governments



Anthony L. Reams, President
Toledo Metropolitan Area Council of
Governments