

**OPERATING PROCEDURES
TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS
PORTAGE RIVER BASIN COUNCIL**

ARTICLE I. COUNCIL AUTHORIZATION.

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

ARTICLE II. PURPOSE.

The Portage River Basin Council oversees and manages the environmental planning functions of TMACOG within the Portage River Basin. 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 goals of TMACOG are established and the methods to achieve short term tactical objectives are determined. The Portage River Basin 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 Portage River Basin Council is responsible for the implementation of the Environmental program through its subcommittees and the TMACOG Environmental Department. Finally, it maintains creative communication on Portage River issues among and between TMACOG's other standing committees and subcommittees, other Portage River Basin stakeholders, and the broader community.

ARTICLE III. DUTIES AND RESPONSIBILITIES.

The Portage River Basin Council has the following functions and responsibilities:

- A. Proposes the Annual Work Program and budget for its portion of the TMACOG Environmental Department to the Environmental Council;
- B. Reviews and makes recommendations to the Environmental Council on Portage River 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;
- C. Provides for the development of and opportunities for leadership within the organization;
- D. Is responsible for the coordination and maintenance of policies to implement *The Portage River: a Resource Worth Protecting*;

ARTICLE IV. MEMBERSHIP.

Members of the Portage River Basin Council shall be appointed for two year terms by the Chair of the Environmental Council. Committee members may appoint alternates. The Council shall include:

- A. At least one County Commissioner and a minimum of two other persons from each of the following Counties: Hancock, Ottawa, Sandusky, Seneca, and Wood
- B. One member from each of the following:
 - 1. OEPA (Ohio Environmental Protection Agency)
 - 2. ODNR (Ohio Department of Natural Resources)

ARTICLE V. MEMBERS TERM OF OFFICE.

Terms will be staggered so that half of the membership slots are up for appointment at each year's winter TMACOG General Assembly. The term of office for each member of the Portage River Basin Council will begin on the first day following the winter General Assembly and will conclude two years later.

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.

ARTICLE VII. ATTENDANCE

Attendance for all Portage River Basin Council meetings by voting members is expected. If a voting member cannot attend, a replacement is encouraged to attend so that member may be informed of the meeting proceedings. After three consecutive absences without notification of the absences, a letter will be sent from the Chair to the member stating that if he or she does not contact the Portage River Basin Council Chair or the assigned TMACOG staff coordinator to express a desire for continued voting membership within Portage River Basin Council, that person will be replaced.

Non-voting members are encouraged to attend Portage River Basin Council meetings to learn more about the functions of the group and its everyday activities. Their participation may lead to a voting position as soon as there is an opening in the available slots.

ARTICLE VIII. COMMITTEE OFFICERS.

The Chair of the Portage River Basin Council Chair, or other representative elected by the Council, will be a member of the TMACOG Environmental Council. The Chair and Vice Chair of the Portage River Basin Council will be elected by the Council.

ARTICLE IX. DURATION OF COMMITTEE.

The Portage River Basin Council is a Standing Committee of TMACOG pursuant to Section X of the TMACOG Bylaws.

ARTICLE X. ACCOUNTABILITY.

The Portage River Basin Council reports to and is responsible to the Environmental Council and makes periodic reports as requested.

ARTICLE XI: FUNCTIONAL RESPONSIBILITIES.

The Portage River Basin 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 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 Environmental Council regarding its progress and accomplishments. All committee activities will comply with TMACOG's policy on the Ohio Open Meeting Act.

ARTICLE XII. 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 XIII. AMENDMENTS.

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

Adopted by the Board of Trustees of the Toledo Metropolitan Area Council of Governments
November 18, 1998.

Stephen J. Pauken, TMACOG Chair

William L. Knight, Executive Director