

OPERATING PROCEDURES  
OF  
SWAN CREEK BALANCED GROWTH COMMITTEE  
(revised October 14, 2010)

Deleted: July 15

ARTICLE I: NAME AND GEOGRAPHIC EXTENT

Section 1. – Name: The name of the association is the Swan Creek Watershed Committee, hereinafter referred to as “the Committee.” The Balanced Growth Initiative, a Lake Erie Protection Fund Grant, shall hereinafter be referred to as “the grant.”

Section 2. – Geographic Extent: For the purpose of this document the geographic extent of the Swan Creek Watershed shall include all of the land that drains into Swan Creek, its tributaries and ditches (USGS Hydrologic Units: 04100009 070 and 04100009 080).

ARTICLE II: MISSION AND GOALS

Section 1. – Mission: The mission of the Committee is to bring jurisdictions from three counties within the Swan Creek watershed together to maintain a balanced growth plan for the good of Lake Erie water quality, addressing common goals of the community.

Section 2. – Goals: Develop and maintain a balanced growth plan that identifies Priority Conservation, Development, and Agricultural Areas in the watershed, including a list of projects supporting the priority areas.

ARTICLE III: REPRESENTATION AND MEMBERSHIP

Section 1. – Eligibility.

a) **Jurisdictional Members:** Any jurisdiction which has formally endorsed the Plan may appoint a representative to serve on the Committee.

b) **At-large Members:** Members of the Committee may also nominate any individual who subscribes to the mission and goals of the Committee. Membership of At-large Members will be determined by vote of the entire Committee.

Section 2:  
Representation.

1) While membership to the Committee is not limited by jurisdiction, (see Section 1. Eligibility, b.) Members will be sought to represent all of the jurisdictions that have endorsed the Plan.

1. Lucas County
2. Monclova Township
3. Providence Township
4. Springfield Township
5. Swanton Township
6. Waterville Township
7. Harding Township
8. Spencer Township
9. Holland
10. Waterville

Deleted: Section 1. – Eligibility: Any individual that subscribes to the mission and goals of the Committee, including, for jurisdictions formal endorsement of the plan is eligible to serve as a member and fill a position as listed in Section 2. ¶  
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Section 2. – Types of Membership: Members will be sought to fill and maintain positions as listed below, if meeting Section 1. criteria:¶

11. Whitehouse
12. Maumee
13. Toledo
14. Fulton County
15. Swan Creek Township
16. Fulton Township
17. Pike Township
18. Amboy Township
19. Delta
20. Swanton
21. Henry County
22. Washington Township
23. Members of Technical Committee if Nominated
24. TMACOG Swan Creek Watershed Coordinator — staff, non-voting

Section 3. – Role of Members: Members are responsible for working to fulfill the Mission and Goals of the Committee as listed in Article II. The members of the Committee will be expected to attend regular meetings as scheduled. Members may appoint alternates who may represent them fully at meetings.

Section 4. – Subcommittees: the Committee may appoint advisory subcommittees as it deems necessary.

#### ARTICLE IV: SELECTION PROCEDURE

Section 1. – Organizational Seat Appointment: Replacement Committee members for organizations may be appointed by the listed organization, or the same type of organization representing the same constituency. The Committee must approve nominations by a majority (51%) vote at a regular meeting, confirmed by the Chair of the TMACOG Environmental Council.

#### ARTICLE V: TENURE

Section 1. – Term Limit: Committee members may serve on the Committee for the entire duration of the grant program. Any member who resigns from the Committee will be replaced through the above listed methods. The replacement member will be eligible to fill the position for the remainder of the grant program.

#### ARTICLE VI: MEETINGS

Section 1. – Regular Meetings: The Committee will meet a minimum of once per quarter. The Committee will schedule its meetings as needed to accomplish its tasks.

Section 2. – Special Meetings: Special meetings of the Committee may be called if circumstances require such an event. When possible, two-weeks' notice will be given before a special meeting is held.

Section 3. – Attendance: Failure for a Committee member to attend at least 3 regular meetings over a one-year period will result in replacement of that committee member by the means listed above under

Article IV. A majority vote must be received at a Committee meeting to request a Committee member's resignation.

Section 4. – Voting – Each Committee member will cast one vote each time a vote is called for. If a member is absent from a meeting, their vote will be forfeited.

Section 5. – Quorum – A quorum shall consist of one more than half of the listed members (51%) (see Article III, Section 2). Exceptions to this rule regarding conference calls and other meeting formats are listed under Section 6. A majority shall be maintained by representatives of the jurisdictions. Members representing the technical committee should number at least one less than the total number of jurisdiction representatives.

Section 6. – Conference Calls & Other Meeting Formats – Conference call meetings shall be treated as any regularly scheduled meeting. Attendance and voting privileges shall remain the same for this type of meeting.

- A. Email – A vote of the Committee may be requested via email if special circumstances warrant. A minimum of 3 business days shall be allotted for responses to email requests for a vote. The individual requesting the vote will telephone any member of the Committee who does not have email access.
- B. Fax – A vote may be requested via fax. The same guidelines apply for this voting method as an email vote.

Section 7. – Conflicts of Interest: Under the circumstance that any member of the Committee has a conflict of interest when casting a vote, that member will refrain from casting a vote.

#### ARTICLE VII: OFFICERS

Section 1. – Chair and Vice Chair: The Chair and Vice Chair of the Swan Creek Watershed Committee shall be elected by the members of the committee. The Chair shall conduct meetings, call for votes of the Committee and, supported by TMACOG and Lucas SWCD staff, shall be responsible for producing the agenda for the meetings.

- A. Absence – If the Chair is unable to attend a Committee Meeting, the Vice Chair shall preside. If the Vice Chair is also unable to attend, Committee members present may appoint any other Committee member to serve as the Chair for a meeting at which the elected Chair is not present.
- B. Other Duties – The Chair shall be responsible for signing all pertinent documents for Committee meetings as well as completing other necessary tasks as they arise.

Section 2. — TMACOG staff shall provide secretarial support for the committee.

#### ARTICLE VIII: AMENDMENTS

Section 1. – Proposals: Any Committee member may make Proposals for amendments to these by-laws at any time. Proposals shall be formally presented to the Chair in writing for consideration. All amendments must be ratified at a Committee meeting.

Section 2. – Discussion: The Chair will present all amendments to the Committee for discussion. Changes to the amendment may be made at this time.

Section 3. – Voting: Amendments must be passed by a 2/3 vote of the Committee at a Committee meeting. Any amendment not passed may be returned to the floor for discussion. If an amendment does not pass a second vote, the Chair may table the amendment. A tabled amendment may be revisited at a later time or withdrawn by the Committee member who submitted it.

#### ARTICLE IX: PARLIAMENTARY AUTHORITY

Section 1. – Parliamentary Authority: Except where otherwise specified within these By-Laws, the rules contained in the most recent edition of Robert's Rules of Order shall govern Committee proceedings.

#### ARTICLE X: BY-LAW RATIFICATION

Section 1. – Ratification: These by-laws will go into effect on or after July 15, 2010 pending a majority vote by the Committee members as listed in the final project proposal as submitted.