OPERATING PROCEDURES
FOR THE
PORTAGE RIVER BASIN COUNCIL
TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS

ARTICLE I: NAME, GEOGRAPHIC EXTENT

Name: The name of the association is the Portage River Basin Council, hereinafter referred to as “the Council.”

Geographic Extent: The geographic extent of the Portage River Basin Council shall include all of the land that drains into the Portage River in Hancock, Ottawa, Sandusky, Seneca, and Wood counties in Ohio, its tributaries and ditches, hereinafter referred to as “the watershed.”

ARTICLE II: MISSION AND GOAL

Mission: Preserve and restore the integrity of all waterways in the Portage River watershed; promote the health and safety of persons living, working, visiting, or enjoying recreational activities there; protect the property of its landowners; safeguard its wildlife habitat; preserve its natural and scenic beauty; and encourage community activity that will sustain the watershed’s unique qualities now and into the future.

Protect and improve the environmental and water quality of the Portage River Basin by establishing processes and working groups within the Portage River Basin Council to implement the goals set by the Portage River Watershed Plan while facilitating development of Nine Element Nonpoint Source Implementation Strategies.

Goal: Provide assistance, coordination, and planning by furnishing administrative support through participation in the Portage River Basin Council and its working groups.

ARTICLE III: DUTIES AND RESPONSIBILITIES

1. Raise public awareness of the Portage River watershed and promote stewardship of its waterways
2. Encourage use of agricultural BMPs that help to meet phosphorous load reduction targets and allow producers to respond effectively to existing and future legislation.
3. In collaboration with SWCDs, ensure that adequate educational, funding, and project development opportunities are presented to farmers.
4. Provide education on watershed plans (i.e., 9-Element Nonpoint Source Implementation Strategies), support SWCDs in writing and implementing nutrient management plans, and assist appropriate stakeholders as requirements for these planning tools change.
5. Facilitate communication between agricultural and urban stakeholders in the Portage watershed.
ARTICLE IV: REPRESENTATION AND MEMBERSHIP

Eligibility: any member of TMACOG working in the Portage River Watershed, that subscribes to the mission and goals of the Council, is eligible to serve as a member and fill a position as listed in Section 2.

Types of Membership: Members will be sought to fill and maintain positions as listed below:

1. Counties: The Board of Commissioners of each county of the watershed that is a member of TMACOG may appoint two members and two alternates.
2. Local Political Jurisdictions: Each city, village, township, or authority within the watershed that is a member of TMACOG may appoint one member and one alternate.
3. Governmental Agencies: Each governmental agency (e.g., Soil and Water Conservation Districts and Health Departments) that is a member of TMACOG independent of political jurisdictions, and conducts operations in the watershed, may appoint one member and one alternate.
4. Non-Profits: up to two private non-profit agencies that are members of TMACOG and conduct operations in the watershed may appoint one member and one alternate.
5. Businesses: up to two businesses that are members of TMACOG and conduct operations in the watershed may appoint one member and one alternate.
6. The Council Chair may appoint up to two at-large members from each county that is a member of the Council to represent private citizens or non-member businesses.

TMACOG will designate a staff member to coordinate the Council and facilitate meetings. TMACOG staff shall provide secretarial support for the Council.

Subcommittees: the Council may appoint advisory subcommittees as it deems necessary.

ARTICLE V: SELECTION PROCEDURE

Selection: Representatives of members listed in Article III Section 2 shall be appointed by member organizations in writing to TMACOG. The Council must approve nominations by a majority vote at a regular meeting.

ARTICLE VI: TENURE

Terms: member representatives serve on the Council for a period of one year, subject to annual reappointment. Any representative who resigns from the Council will be replaced through the above listed methods. The replacement member will be eligible to fill the
position for the remainder of the current term.

The Portage River Basin Council shall be a Council of TMACOG pursuant to Section X of the TMACOG bylaws, reporting to the Water Quality Council. The Council will exist for the duration that it has active projects and business to conduct.

**ARTICLE VII: Functional Responsibilities**

Members are responsible for working to fulfill the Mission and Goals of the Council as listed in Article II. The members of the Council will be expected to attend regular meetings as scheduled. Members may appoint alternates who may represent them fully at meetings. Alternate appointments must be made in writing.

Regular Meetings: The Council will normally meet three times annually while there are one or more active projects before the Council. The Council will schedule its meetings as needed to accomplish its tasks.

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

Attendance: To maintain voting membership, Council members are asked to attend at least 2 regular meetings a year.

Voting – Each Council 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. Voting by e-mail, fax, or conference call is not permitted.

**ARTICLE VIII: 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. In addition, a Council member, or their proxy, must be physically present at a meeting to be counted towards a quorum or to cast a vote on any action items. Vacant membership slots are not counted in determining a quorum. All Council activities will comply with TMACOG’s policy on the Ohio Open Meeting Act.

**ARTICLE IX: OFFICERS**

Council officer roles are Chair and Vice-Chair. These roles are reserved for representatives of dues-paying TMACOG members in good standing.
1. The term of office for the Chair and Vice Chair shall be one calendar year. The Council shall elect the following year's officers at the final Council meeting of each calendar year.

**ARTICLE X: PARLIAMENTARY AUTHORITY**

Parliamentary Authority: Except where otherwise specified within these bylaws, the rules contained in the most recent edition of Robert’s Rules of Order shall govern Council proceedings.

**ARTICLE XI: Amendments**

These operating procedures may be amended by a majority vote of the Council at a regular meeting or a meeting specifically called for this purpose. Any such amendments shall become effective only after approval of the Water Quality Council.