

**OPERATING PROCEDURES  
FOR THE  
MEMBERSHIP COMMITTEE  
OF THE  
TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS**

**ARTICLE I. COMMITTEE AUTHORIZATION.**

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

**ARTICLE II. PURPOSE.**

The primary mission of the Membership Committee is to maintain and increase membership in TMACOG. Its purpose is to define and interpret the meaning of membership in TMACOG and, when appropriate, to propose to the Executive Committee modifications in the rights, responsibilities and services available to members. This committee shall review all membership applications received from prospective non-governmental members and other applicants who are not automatically eligible for membership as outlined in Section III of the TMACOG bylaws, and recommend approval of qualified applicants to the Executive Committee. It shall conduct an outreach program to recruit and maintain members of TMACOG.

**ARTICLE III. DUTIES AND RESPONSIBILITIES.**

The Membership Committee has the following duties and responsibilities:

- Build a strong and effective membership:
  1. Maintain positive working relationships with state and federal officials representing northwest Ohio and southeast Michigan.
  2. Provide an opportunity for members to advocate for issues that impact regional economic opportunities and quality of life issues.
  3. Serve as a resource for information gathering upon members' requests and provide guidance, referrals and information as requested by members and member organizations.
  4. Provide a forum for members to discuss and resolve issues of mutual relevance
  5. Identify caucusing opportunities and participation at the general assembly and at other times during the calendar year to ensure that members have an opportunity to meet and discuss items of mutual interest.
  6. Survey membership in collaboration with the Programming and Education Committee to determine meaningful topics to discuss at caucus group meetings.
- Retention – develop relationships by maintaining consistent communication and encouraging regional partnerships through participation:
  1. Schedule, organize, and manage processes by which TMACOG representatives will visit members during the calendar year.
  2. Assist in matching new members with appropriate committees to encourage participation.

- Recruitment – develop a set of characteristics, qualities, attributes or standards to identify key governmental and non-governmental groups on which to focus recruitment efforts.
  1. Design an effective process by which to introduce new and potential members.
  2. Identify opportunities for introducing TMACOG to potential members.
  3. Organize and prepare for visits to potential members.
  4. Recommend to the Executive Committee approval of new, non-governmental TMACOG members.

#### **ARTICLE IV. MEMBERSHIP.**

Members of the Membership Committee shall be appointed annually by the chair of TMACOG. A committee member who fails to participate regularly in the activities of the committee may be subject to removal or replacement by the chair of TMACOG. In such a situation the committee chair shall recommend this action. The chair may also nominate an individual to be appointed as a replacement. Alternate or proxy membership of the committee shall not be allowed.

#### **ARTICLE V. MEMBERS TERM OF OFFICE.**

The term of office for each member of the Membership Committee 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 committee's members are present at any duly called and scheduled meeting of the committee.

#### **ARTICLE VII. COMMITTEE OFFICERS.**

After due consultation with the committee, the chair and vice chair of the Membership Committee will be appointed by the TMACOG chair. TMACOG Bylaws provide that the Membership Committee chair will be a member of the TMACOG Executive Committee. In the event that neither the chair nor the vice chair of the council is present at the duly scheduled meeting of the committee, those members present may appoint a chair pro tempore to conduct the affairs of the meeting

#### **ARTICLE VIII. DURATION OF COMMITTEE.**

The Membership Committee is a standing administrative committee of TMACOG pursuant to Section X of the TMACOG Bylaws.

#### **ARTICLE IX. ACCOUNTABILITY.**

The Membership Committee reports to and is responsible to the Executive Committee.

**ARTICLE X: FUNCTIONAL RESPONSIBILITIES.**

The Membership Committee 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 committee business dictates a more frequent schedule.

The committee 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 committee. Such committees shall have a discrete, defined objective and shall cease to exist upon completion of that objective or at the pleasure of the committee chair and must operate within the overall policies of TMACOG.

Members of the committee will annually review the committee'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 Meetings 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 committee 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 Membership Committee at a regular meeting or a meeting specifically called for this purpose. Any such amendments shall become effective only after ratification by the Board of Trustees.

Adopted by the Board of Trustees of the Toledo Metropolitan Area Council of Governments June 18, 2014.

  
James M. Sass, Chair  
Toledo Metropolitan Area  
Council of Governments (TMACOG)

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