

Policy Committee Bylaws Template

This bylaws template contains all the basic elements for meeting the *One Watershed, One Plan* requirement to have a clearly outlined decision-making process between the participating local units of government.

Please consider the following in adapting these bylaws to your watershed partnership decision-making body:

- This template assumes that a Memorandum of Agreement (MOA) has been used to define the relationship between the participating local units of government during the Planning Phase of the *One Watershed, One Plan* process. Depending on the content of that MOA, or of any other formal agreement between the participants, some of the items in the bylaws may be unnecessary because:
 - The type of partnership agreement may or may not necessitate some items (e.g. a joint powers agreement that describes the functions of a Board with fiscal authorities would have different requirements than a memorandum of agreement that establishes a partnership);
 - An item in the template is included in the formal agreement and the redundancy is unnecessary.
- The term “Policy Committee” is used throughout and signifies the decision-making body established by a MOA. If a different type of formal agreement established a decision-making body with a different name, that name must be substituted for “Policy Committee.”
- A blank line indicates where information specific to the particular watershed partnership must be entered. Text in italics is explanatory material that must be deleted from the final bylaws.
- Participants are strongly encouraged to obtain the review of the draft bylaws by the appropriate local government legal counsel before adoption.
- This template includes an Advisory Committee that must meet the membership requirements of Minnesota Statutes §103D.331 if the partnership includes a watershed district(s).



One Watershed One Plan

Policy Committee Bylaws of the Middle Snake-Tamarac Rivers Watershed Planning Partnership

*(Name of the organization and watershed to which the bylaws apply, as established by the
MOA)*

Marshall County; Marshall SWCD; Polk County; West Polk SWCD;
Middle Snake-Tamarac Rivers Watershed District

ADOPTED __January 28th, 2021_____

(date adopted)

These bylaws establish rules governing the conduct of business by the Policy Committee of the Middle Snake-Tamarac Rivers Watershed Planning Partnership (*enter name of watershed partnership organization established by the Memorandum of Agreement MOA or other formal agreement*).

ARTICLE I: PURPOSE

1. The purpose of the Policy Committee is to collectively develop and adopt, as local government units, a coordinated watershed management plan for implementation per the provisions of the Plan, pertaining to that area within the Middle Snake-Tamarac Rivers watershed.
2. The Policy Committee operates under a Memorandum of Agreement. The Member local units of government are Marshall County; Marshall SWCD; Polk County; West Polk SWCD; Middle Snake-Tamarac Rivers Watershed District.

ARTICLE II: MEMBERSHIP PROVISIONS

1. The membership of the Policy Committee shall be comprised of at least 5 members as designated by the governing board of each member local unit of government.
2. Members of the Policy Committee shall serve until the expiration of the Memorandum of Agreement) to run concurrently with each Policy Committee member's term on his/her respective board.
3. In the event that a member of the Policy Committee resigns or is otherwise unable to complete his or her term, the member shall notify his or her appointing authority of the vacancy as soon as practicable. The local unit of government shall appoint a replacement member as soon as possible.
4. A Policy Committee member shall not take any action that may materially benefit the financial interest of that member, a member's family member, or a member's close associate, unless and until that member first discloses that interest for the record. The member who so discloses an interest may be present to answer questions related to that interest but shall not advocate for nor vote on the action. If a Policy Committee member concludes that his or her interest does not create a conflict, but that there may be an appearance of a conflict, he or she shall disclose the interest for the record before participating in discussion or voting on an action.

ARTICLE III: OFFICERS

1. The Officers of the Policy Committee shall consist of a Chairperson, Vice Chairperson, and a Secretary elected by members of the Policy Committee at their first meeting (*Note: some formal agreements may establish an entity legally able to receive and disburse funds, in which case the Policy Committee shall also elect a Treasurer. The duties of the Treasurer will be similar to those of the Secretary in item c below, except will apply to financial records of the organization.*)
 - a. The Chairperson shall:

- i. Serve as Chairperson for all meetings; and
 - ii. Sign and deliver in the name of the Partnership any correspondence pertaining to the business of the Partnership.
 - b. The Vice Chairperson shall:
 - i. Discharge the Chairperson's duties in the event of the absence or disability of the Chairperson.
 - c. The Secretary shall:
 - i. Maintain records of the Partnership.
 - ii. Certify records and proceedings of the Partnership.
 - iii. Ensure that minutes of all Policy Committee meetings are recorded and made available in a timely manner to the Policy Committee and maintain a file of all approved minutes including corrections and changes.
 - iv. Provide for proper public notice of all meetings.
 - v. The Secretary may delegate a representative to record the minutes and perform other duties of the Secretary. The elected Secretary will sign the official minutes of all meetings following approval by the Policy Committee.
2. An Officer will serve until replaced by the election of a successor. No Policy Committee member may hold more than one office at a time.
3. In the event that an Officer cannot complete his or her term of office, the Policy Committee shall immediately elect from among its members an individual to fill the vacant position. The individual to be elected may not already be serving as an officer of the Policy Committee.
4. The Policy Committee will request the respective local unit of government participant to replace their representative member if that representative member misses two (2) consecutive meetings without notice to the Chairperson.

ARTICLE IV: MEETINGS

1. All meetings of the Policy Committee will comply with statutes and rules requiring open and public meetings.
2. The conduct of all meetings of the Policy Committee shall be generally governed by the most recent edition of Robert's Rules of Parliamentary Law.
3. A quorum of the Policy Committee shall consist of a simple majority of the members.
4. All votes by Policy Committee members shall be made in person or by virtual means, and no member may appoint a proxy for any question coming before any meeting for a vote.
5. Notice of Policy Committee meetings and a proposed agenda shall be mailed/mailed to all Policy Committee members not less than 7 days prior to the scheduled meeting date of the Policy Committee.

6. The minutes of any meeting shall be made available to all Policy Committee members prior to the next meeting.

ARTICLE V – VOTING

1. A motion or resolution shall be approved by a favorable vote of a simple majority of the members present, provided enough members are present to make a quorum.
2. A supermajority vote of 75 percent of those members present shall be required for final plan approval for submittal to review.

ARTICLE VI – COMPENSATION

1. Policy Committee members may be compensated by the member local unit of government they represent for meetings and expenses incurred, according to the policies of the local unit of government.
2. Policy Committee members may not be compensated for meeting time and expenses using funds granted by the state for the purpose of developing the *One Watershed, One Plan*.

ARTICLE VII – SUBCOMMITTEES OF THE POLICY COMMITTEE AND OTHER COMMITTEES

1. The Policy Committee may appoint subcommittees for the purpose of assisting the Policy Committee in the performance of its duties. Except for a Policy Committee member appointed to a subcommittee, no other member of a subcommittee shall be able to make motions for consideration to the Policy Committee or vote on matters put before the Policy Committee.
2. The Policy Committee shall appoint an Advisory Committee and act to approve all Advisory Committee members. The Advisory Committee will routinely advise the Policy Committee on the content and development of the *One Watershed, One Plan*, on plan implementation, and on issues of policy and administration related to the plan.
 - a. A member of the Policy Committee or an alternate will be assigned by the Chairperson to meet with the Advisory Committee as an ex-officio member.
 - b. Each Partnership member local government unit shall designate a representative to the Advisory Committee.
 - c. The Advisory Committee shall also include representatives from Minnesota's principal water management or plan review state agencies (Board of Water and Soil Resources, Department of Agriculture, Department of Health, Department of Natural Resources, and Pollution Control Agency). Each agency will designate a lead contact person from its agency to participate on the Advisory Committee. Additional agency or other persons may participate as Advisory Committee members depending on the desire of the Policy Committee or the needs of the Advisory Committee.

- d. The Advisory Committee may form subcommittees to increase Advisory Committee effectiveness or to address specific topics or project areas. Each subcommittee shall report to the Advisory Committee.

ARTICLE VIII: MEETING LOCATION

1. All regular meetings of the Policy Committee will be held through virtual means and/or at a location at the Marshall County Courthouse.

ARTICLE IX: MISCELLANEOUS

1. Portions of these bylaws may be suspended temporarily by a two-thirds vote of the Policy Committee.
2. Addition to, alteration, or repeal of any part of these bylaws by the Policy Committee may be made at any meeting by a majority of the full membership, provided that thirty (30) days advance written notice of the proposed change has been given to each member of the Policy Committee.
3. The Policy Committee's official records will be recorded and maintained by the Middle Snake-Tamarac Rivers Watershed District and the requirements of the BWSR grant agreement shall be maintained by the fiscal agent, Marshall SWCD. The maintenance and disposition of these records shall be in accordance with applicable laws.
4. All expenses incurred by the or the must have prior approval of the Policy Committee and include a signed claim form itemizing expenses that is submitted to the Policy Committee for approval at their next meeting. All claims must be submitted quarterly no more than ninety (90) days after the month in which they were incurred.
5. These bylaws are intended to be consistent with applicable provisions of Minnesota Statutes Chapters 103B, 103C, and 103D. In all cases of omission or error, Minnesota Statutes Chapters 103B, 103C, and 103D will govern.

ARTICLE X – CERTIFICATION

1. These By-laws were adopted by a vote of 4 ayes and 0 nays by the members of the Policy Committee on Thursday, January 28th, 2021.

(Secretary signature & organization)