

# APPROVED 2019 LEELANAU CLEAN WATER (LCW) RULES OF PROCEDURE

## **Section 1. FORMATION & BACKGROUND**

- 1.1 The Task Force on Water Quality was recognized under Resolution #2008-028 by the Leelanau County Board of Commissioners (BOARD).
- 1.2 On April 9, 2009, The Task Force on Water Quality discussed and decided on the name *Leelanau Clean Water (LCW)* as its official name.
- 1.3 In 2008, Leelanau commissioned the formation of a water quality focused task force. The resolution's founding rationale has proven to be more relevant with each passing year as new threats to Leelanau's water treasures confront us: *"A Water Quality Task Force was formed: The Leelanau County Board of Commissioners (the Board) recognizes that the quality of our natural resources, especially our bountiful water supply, is a primary factor in the County's continued economic growth and quality of life. Leelanau County is distinguished by its abundance of beautiful lakes, rivers and shorelines that attract permanent and part-time residents and visitors from throughout the country which has favorably influenced property values in the County with resulting tax revenues to support its programs."*

Examples emerging with increasing rapidity include the effects of invasive species, use and accumulation of lake threatening substances foreign to this region's natural ecology, e.g. chemical, biological, pharmaceutical, pathogenic, many of which accompany increased land development and use well beyond local activity. Complicating these multiplying stressors are equally unprecedented extreme weather events that disrupt natural cycles and activate sins of the past loaded into land and waterways alike. Sequestered into exposed and waterway bottom soils, these substances remained relatively benign until liberated via deluges of storm water resulting in unnatural ground and waterway behavior.

As envisioned, the organization Leelanau Clean Water brings together "agencies, Board members, organizations and individual citizens in the County interested and involved in water quality", leveraging the wealth of knowledge and volunteerism available from residents drawn to these treasures to compliment township and county functions effecting water quality. More than ever, this shared value form of public / private collaboration and partnering makes sense for so demanding a challenge and important an aspect of Leelanau's special character and economic foundation.

## **Section 2. MISSION STATEMENT**

Mission Statement: To restore, protect and sustain water resources, promote public awareness of environmental and economic importance, and provide accurate information to assist public participation in water resource decisions.

## **Section 3. FUNCTION**

- 3.1 Provide a public forum for discussion of issues relevant to water quality
- 3.2 To act as a communications linkage to municipalities, agencies and organizations as well as the public in Leelanau County, neighboring counties and the region.
- 3.3 To consider and propose strategies and programs that will positively impact water quality in the County.
- 3.4 Aggregate information and knowledge on water quality. Utilize group expertise to seek, synthesize and

systematize it for the benefit of Leelanau's waterway stewardship and improvement thrusts.

- 3.5 Identify and prioritize principal threats to Leelanau's waterways. Identify knowledge, strategies and resources needed to deal with priority threats.
- 3.6 Provide water quality insight, protection and improvement best practices and knowledge to stewards, organizations, and the general public that facilitates appropriate understanding, valuing, right actions and collaborative resourcing of water quality related functions, issues and initiatives.

#### **Section 4. MEMBERSHIP**

- 4.1 Wherever the masculine or feminine pronouns "man," "men," "he," "she" or related pronouns appear, either as words or parts of words, they have been used for literary purposes and are meant in their generic sense (i.e. to include humankind - both female and male sexes).
- 4.2 New Membership in *Leelanau Clean Water* shall be determined and voted on by the *Leelanau Clean Water Board*. Membership may be extended to individuals and organizations appropriate to the Leelanau Clean Water Mission.
- 4.3 A list of current *Leelanau Clean Water* Members shall be maintained by staff of the Leelanau County Planning and Community Development office.

#### **Section 5. BOARD**

- 5.1 The initial *Board of Leelanau Clean Water* shall be appointed by the *Chair of Leelanau Clean Water* and shall consist of nine (9) members.
- 5.2 When board terms expire or when there is a vacancy on the board, appointment to the *Board of Leelanau Clean Water* shall be made by the current board. Members appointed after the initial term will be appointed for two (2) or three (3) year terms.
- 5.3 The **Executive Committee** of the **Board of Leelanau Clean Water** will be comprised of the Chair, Vice Chair and Chair Pro-Tem.
- 5.4 Board Members who are unable to attend a meeting can designate substitutes (designees) who may vote in their place. A list of designees will be maintained by staff of the Leelanau County Planning and Community Development office.

#### **Section 6. OFFICERS**

- 6.1 A Chairman of LCW shall be elected from the membership of LCW. The Chairman shall preside over all meetings of LCW and shall have the power to cast a vote on all issues on the floor, appoint sub-committees or joint meeting representatives, and perform other functions as directed by LCW.
- 6.2 A Vice-Chairman of LCW shall be elected from the membership of LCW. In the absence of the Chairman, the Vice-Chairman shall act as Chairman and shall have all the powers and duties of Chairman and perform other functions as directed by LCW.
- 6.3 The duties typically assigned to a Secretary shall be provided by the Leelanau County Planning and Community Development office, as directed by the Leelanau County Board of Commissioners. Notes of all LCW meetings, correspondence and notices pertaining to meetings, or any other business of LCW

shall be prepared and distributed by the Leelanau County Planning and Community Development office.

- 6.4 At the annual organizational meeting, LCW will name a member as Pro-Tem of the Commission, to perform the duties of temporary chair in the absence of both the Chair and Vice-Chair. Likewise, when the Chair or Vice-Chair are presiding, they shall have the right to turn the duties of the chair over to the Pro-Tem, should the situation warrant.

**Section 7. MEETING NOTIFICATION**

- 7.1 Regular meetings of LCW shall be held at a time and place set in accordance with the Open Meetings Act (Act 267, P.A. 1976). Written notice of regular meetings shall specify, by agenda, business to be transacted and shall precede the meeting by at least five (5) days.
- 7.2 LCW shall post at least 18 hours before a meeting of LCW, a public notice stating the time, date and place of the meeting. The notice shall be posted in the Leelanau County Government Center. If LCW sets up regularly scheduled meetings, staff shall post a public notice stating the times, dates and places of its regular meetings.
- 7.3 Special meetings of LCW may be called by the Chairman. Written notice shall specify, by agenda, business to be transacted and shall precede the special meeting by at least five (5) days.

**Section 8. MEETINGS**

- 8.1 For purposes of discussion and action for each item on the agenda and each motion introduced during the LCW meeting, the following procedure shall be followed:

A motion is introduced.

1. Support of Motion.
2. Discussion, questions and answers between members of LCW and staff.
3. Reading of any correspondence received on the issue.
4. Discussion and questions from other individuals in attendance. At the Chairman's discretion, audience participation can be limited in length to three (3) minutes.
5. Call the question and vote on the motion.

- 8.2 Agendas, meeting notes, and other meeting materials and documents may also be posted online at the county community center website [www.leelanau.cc](http://www.leelanau.cc). Such postings shall be handled by Staff.

8.3 Modifications to a Regular Scheduled Meeting

Any proposed change to a Regular scheduled meeting date, such as time, day, or location, shall be made only upon the written request to staff, from the Chairperson and by two (2) board members. The written request will propose a new time, day, and/or location and the reason. Staff shall immediately communicate the proposed change to all members. Upon confirmation, staff shall immediately communicate the new meeting information to each member within 24 hours in one or more of the following ways:

- Via confirmed facsimile;
- Via confirmed telephone call; or
- Via confirmed email.

Staff shall immediately post a public notice of the change, in the Government Center, and on [www.leelanau.cc](http://www.leelanau.cc).

In the event of cancellation due to inclement weather, unforeseen emergency or no business activity for the meeting, staff shall immediately contact each member to notify of the cancelled meeting, send appropriate notice to the media and the mail list through use of email, fax, and/or phone call, and post the cancellation at the Government Center.

**Section 9. VOTING/QUORUM**

- 9.1 Only Board members of LCW or their designees, who are in attendance at the meeting shall be able to cast a vote.
- 9.2 A majority of the appointed members of the Leelanau Clean Water Board or their designees, present at a regular or special meeting shall constitute a quorum to take action at any meeting.
- 9.3 In the event there is no quorum present, a scheduled presentation or discussion may take place. No official action may be taken by the Leelanau Clean Water Board.

**Section 10. PUBLIC PARTICIPATION**

- 10.1 All meetings will be open to the public and conducted in accordance with the "Open Meetings Act" (P.A. 267, 1976 as amended). Any person shall be permitted to address any meeting of LCW during the time specifically provided on the agenda.
- 10.2 Time of discussion by the public may be limited by the Chairman in the interest of brevity, to maintain order, or in order to hear all wishing to speak. All speakers shall address the Board and shall not conduct discussions with other members of the audience.
- 10.3 Anyone wishing to address the Board at greater length on a specific area of their work may request, in writing, time on the agenda as an item of Business. The requests shall be sent to the Chairman, in care of the Leelanau County Planning and Community Development office prior to the mailing of the agenda. Any documentation or background material for presentation shall accompany such requests so that it may be forwarded to members at least one (1) week prior to the meeting.
- 10.4 The Board shall discuss and assign a time for each written request during the Consideration of Agenda segment of the meeting.

**Section 11. STAFF**

- 11.1 Staff support including professional, technical, managerial, and clerical shall be provided by the Leelanau County Planning and Community Development office, as directed by the Leelanau County Board of Commissioners.

**Section 12. REPORTS**

- 12.1 The Board shall prepare an annual report showing progress and activities of LCW.

**Section 13. AMENDMENTS**

- 13.1 Alterations, amendments, or additions to these Rules of Procedure shall require a majority vote of the Board in order to take effect.

*Adopted March 20, 2019*