

# **OTSEGO COUNTY WATER QUALITY COORDINATING COMMITTEE BYLAWS**

## **ARTICLE I - NAME**

Section 1. This committee shall be known as the Otsego County Water Quality Coordinating Committee. (OCWQCC).

## **ARTICLE II - OBJECTIVE**

Section 1. The objective of the OCWQCC shall be to “formulate and actively support a county-wide water quality strategy that recommends best management practices to ensure water quality, and to provide decision makers (local governments) with educational and other resources to reduce nonpoint source pollution and better protect water resources within their localities.”

## **ARTICLE III - MEMBERSHIP & VOTING**

Section 1. The OCWQCC was established in 1992 as a sub-committee of the Otsego County Soil and Water Conservation District. It is comprised of a diverse group of people representing state and local government agencies, non-profit organizations, academic institutions, and lake associations. These members have technical expertise and knowledge and are committed to working to improve and maintain the quality of water in Otsego County through the reduction of point source and nonpoint source pollution within its boundaries.

Section 2. The member organizations must have a stake in, and dedication to the protection of Otsego County water resources. Membership is limited to those organizations located within Otsego County or have an operational jurisdiction within an Otsego County watershed with a permanent membership of the Otsego County Soil and Water Conservation District.

Section 3. OCWQCC representatives are appointed by the member organizations and report to their respective groups and agencies.

Section 4. Membership can be reviewed and additions made by simple majority of members present, provided there is a quorum (Article VII, Section 8).

Section 5. Each member organization is granted one vote. A simple majority of those represented is needed to make any final decision or take any action, provided there is a quorum. In the event that committee action is necessary between committee meetings, decisions can be made by via e-mail, provided there is a quorum.

Section 6. To be a voting member of the OCWQCC, and to maintain voting status, organizations must be represented at a minimum of three meetings per year as recorded and verified in the minutes.

Section 7. Members are to contribute annual membership dues in an amount to be determined by a sliding scale on or about January 1 of each year.

Section 8. Sliding scale of dues based on organization annual operating budget or municipality total population:

Organizational Budget	Dues	Municipality Population	Dues
Under \$250,000	\$50	Under 1000	\$50
\$251,000 - \$500,000	\$100	1001 - 2500	\$100
\$501,000 - \$750,000	\$150	2501 - 5000	\$150
Above \$750,000	\$200	Above 5000	\$200

## **ARTICLE IV- OFFICERS**

Section 1. Officers of the OCWQCC, or Executive Committee, shall be comprised of a Facilitator, Vice-Facilitator, Secretary and Treasurer – all members of the committee – to be elected annually in January by simple majority of members present, provided there is a quorum.

Section 2. The Facilitator shall serve for the full calendar year or until a successor has been elected and qualified to take office and shall preside at all OCWQCC meetings. The Facilitator shall sign and execute all letters written on behalf of the committee. The Otsego County Soil and Water Conservation District shall sign and execute all contracts that are in the sole name of the committee.

Section 3. The Vice-Facilitator shall, in the absence of the Facilitator, perform the duties of that officer.

Section 4. The Treasurer shall keep correct and complete books and records of account for the committee and will be an employee of the Otsego County Soil and Water Conservation District. The Treasurer shall have such other powers and duties as may be properly designated by the Facilitator. The treasurer will provide a report of the OCWQCC financial status at each meeting.

Section 5. The Secretary shall keep full minutes of all meetings of the committee and shall see that all notices are duly given in accordance with the provisions of the By-laws or as required by law. The Secretary shall be the custodian of the records and shall provide the Otsego County Soil and Water Conservation District with a copy of all meeting agendas and minutes to be archived. The Secretary shall have such other powers and duties as may be properly designated by the Facilitator.

Section 6. The Otsego County Soil and Water Conservation District shall be the lead agency for the OCWQCC and shall serve as administrator of all committee funds and special programs.

## **ARTICLE V - RULES OF ORDER**

Section 1. The Facilitator shall establish the order of all meetings, as per Robert's Rules of Order. See Appendix A.

## **ARTICLE VI - EXPENDITURES**

Section 1. Decisions on expenditures shall be by simple majority of members present, provided there is a quorum. Cash expenditures under \$50 can be approved at the sole discretion of the Executive Committee. Special programs of the committee will have a pre-determined budget voted upon by the Executive Committee that will supersede the \$50 individual expenditure cap.

Section 2. OCWQCC funds shall be held in a separate account by the Otsego County Soil and Water Conservation District with no administrative charge.

## **ARTICLE VII - MEETINGS**

Section 1. The OCWQCC will hold business meetings at least quarterly – January, April, July and October. These meetings will focus on activities of the member organizations, old and new business, special projects of the committee, program planning, and watershed planning efforts. The January meeting will be the “Annual Meeting” where the Executive Committee members are voted in by simple majority. The OCWQCC meets once a month, usually on the last Wednesday at 1:00 p.m. in the conference room of the Otsego County Soil and Water Conservation District. Meetings are sometimes held at alternate locations, to be determined by simple majority of members present, provided there is a quorum, and announced to the full group at least one week in advance.

Section 2. The OCWQCC will hold at least four topic meetings during a calendar year. These meetings will be held in alternative months of the business meetings. Topic meetings should be determined during the previous year with speakers confirmed by the first annual business meeting.

Section 3. Meetings will be held at various locations around the county to accommodate all member organizations. Location of meetings will be determined at previous meeting. Business meetings will take place on the last Wednesday of the month with time determined by email polling. Topic meetings will take place at agreed upon locations at various times determined by the committee. The length of all meetings shall be a maximum of 2-1/2 hours.

Section 4. Members will be encouraged to prepare written updates on projects to shorten meetings and to help construct future Annual Reports and or Water Quality Strategy updates.

Section 5. If a meeting is cancelled, an alternate date is set. The Facilitator can call additional meetings whenever a situation arises that requires attention by the committee.

Section 6. Interested parties are welcome to sit in on meetings and will be given an

opportunity to comment at the close of the departmental reports. Guests do not enjoy voting privileges.

Section 7. The Secretary mails or e-mails meeting notices, agendas, and minutes to all committee members at least one week prior to each committee meeting. The agenda for meetings shall be determined by the Facilitator. Any committee member may place items on the agenda by notifying the Secretary at least two weeks prior to the scheduled meeting date. Minutes of all meetings are prepared and distributed at the direction of the Secretary and will include the date, time and location of the next scheduled meeting.

Section 8. Meetings are chaired by the Facilitator or, in his/her absence, by the Co-Facilitator or Secretary. The members present at any meeting are deemed sufficient to convene.

Section 9. Five representatives from five separate membership organizations constitute a quorum.

## **ARTICLE VIII – AD HOC COMMITTEES**

Section 1. Ad hoc committees will be established by the OCWQCC for the purpose of carrying out specific tasks that the group wishes to undertake. An ad hoc committee will exist for a period of time determined by the OCWQCC. At the end of this period, the OCWQCC will review the efforts of the committee and may approve the continuance of the committee for an additional period of time. The Chair of any ad hoc committee will be appointed by the Facilitator to serve during his/her term of office. At the time of appointment of all ad hoc committees, a written description of the purpose, goals and duties of said committee will be created and approved by the OCWQCC.

## **ARTICLE IX - DISSOLUTION**

Section 1. In the event of the dissolution of the OCWQCC, any assets which cannot be returned to the original source of the funds will be transferred to an organization of charity whose goals are compatible with those of the OCWQCC. None of the assets shall be distributed to the benefit of any individual.

*Established 3-25-96*

*Amended 3-25-09*

*Revised 8-18-09*

*Revised 6-25-14*

*Revised 9 -18*