

Operating Procedures Toledo Metropolitan Area Council of Governments Water Quality Council

Article I. Council Authorization

The Water Quality Council is established in Article VI. of the Toledo Metropolitan Area Council of Governments' Bylaws.

Article II. Purpose

The Water Quality Council ("Council") oversees, manages, and recommends positions on water quality issues and policies to the TMACOG Governing Board to improve and protect water quality in our region and Lake Erie. The Council's goal is to plan best management practices with land and water resources to design and implement programs and projects that will reduce, control, or remove pollutants; improve drainage; and restore wetlands and floodplains within the region.

Committees are basic to the process by which TMACOG undertakes its work. TMACOG operates through collaborative volunteer committees and advisory groups supported by a professional staff. The Council is responsible for the implementation of the Water Quality program through its subcommittee and advisory groups and the TMACOG Water Quality Department. Finally, it maintains creative communication on water quality issues among and between TMACOG's other standing committees and subcommittees, other stakeholders, and the broader community.

Article III. Duties and Responsibilities

The Water Quality Council has the following functions and responsibilities.

- Proposes the Annual Work Program and budget for the TMACOG Water Quality Department;
- Reviews and makes recommendations to the Governing Board on Water Quality Council related policies, plans and programs and any amendments thereto, except minor or routine amendments. Minor or routine policies or amendments, as determined by the Executive Director, may be approved by the Council without further action of the Governing Board;
- Provides for the development of and opportunities for leadership within the organization;

- Develops, updates, and recommends to the TMACOG Governing Board a water quality policy document and any amendments thereto;
- Is responsible for the coordination and maintenance of the Areawide Water Quality Management Plan, and resolves conflicts in its implementation;
- Lead the biennial update of the Agenda for Lake Erie, approve updates proposed by Water Quality programmatic committees, and recommend adoption by the TMACOG Governing Board.

Article IV. Composition of the Council

The geographic extent of the Water Quality Council shall include all the political jurisdictions that are dues paying members of TMACOG, hereinafter referred to as "the region." Any dues paying member of TMACOG that subscribes to the mission and goals of the Council is eligible to serve as a member and fill a position. Council members will be sought as representatives of dues paying TMACOG member jurisdictions to fill and maintain positions as listed below. All Council meetings are open to the public.

Representatives of members listed in this article shall be appointed by member jurisdictions and organizations. The Council must approve nominations by a majority vote at a regular meeting, confirmed by the Chair of the TMACOG at a meeting of the Governing Board. Any representative who resigns from the Council will be replaced. The replacement member will be eligible to fill the position for the remainder of the current term. A Council member who fails to attend at least three (3) regular meetings over a one-year period shall be subject to replacement. In such a situation the Council Chair shall recommend this action.

The Council shall consist of employees from the following.

- The Chair and Vice Chair shall represent dues paying TMACOG members in good standing.
 - They will be chosen from the representative groups listed below.
 - They will be appointed by the Chair of TMACOG.
- Stormwater Coalition (SWC) may appoint one (1) member, with preference to SWC's Chair.
- Counties: The Board of County Commissioners of each county of the region that is a dues paying member of TMACOG may appoint one (1) member.
- Toledo: The City of Toledo may appoint one (1) member representing the Mayor's Administration, and one (1) member representing City Council.
- Cities Other than Toledo: not more than three (3) members with a goal of representing different counties
- Villages: not more than three (3) members with a goal of representing different counties

- Townships: not more than three (3) members with a goal of representing different counties
- Special Districts and Authorities: not more than three (3) members with a goal of representing different counties
- School Districts, Colleges, and Universities: not more than three (3) members and with a goal of representing different counties
- Ohio Environmental Protection Agency (OEPA), Michigan Department of Environmental Quality (MDEQ), Ohio Department of Natural Resources (ODNR) and Ohio Department of Agriculture (ODA) may each appoint one (1) non-voting participant.
 - These participants are not eligible to be Chair or Vice Chair of the Council.

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

Article V. Members Term of Office

The term of office for each member of the Water Quality Council will be for a period of one (1) year, subject to annual reappointment at the TMACOG General Assembly. Any representative who resigns from the Council will be replaced through methods listed in Article IV. The replacement member will be eligible to fill the position for the remainder of the current term.

Article VI. 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 alternate, 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 VII. Council Officers

The Council shall nominate individuals from amongst its members to serve as Chair and Vice-chair for the term of one (1) year, or until a successor is duly selected. In the event the chair of the Council is not present at a duly scheduled meeting of the Council, the vice chair shall preside. In the event both chair and vice chair are not present those members present may appoint a chair pro tempore to conduct the affairs of the meeting.

Article VIII. Duration of the Council

The Water Quality Council is a programmatic council of TMACOG pursuant to the TMACOG Bylaws.

Article IX. Accountability

The Water Quality Council is responsible to the TMACOG Governing Board. Members of the Council will annually review their purpose statement and achievements, and report to the Governing Board regarding its progress and accomplishments.

Article X. Functional Responsibilities

Members of the Water Quality Council are responsible for working to fulfill the mission and goals of the Council as stated in Article II. Members of the Council will be expected to attend regular meetings as scheduled.

The Water Quality Council shall meet at a minimum quarterly to undertake its regular business, review the progress of each of its subcommittees and advisory groups, or at the call of the council chair. The Council will schedule its meetings as needed to accomplish its tasks. 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. Water Quality Council meetings will comply with the Ohio Open Meeting Act.

There is one standing subcommittee of Water Quality Council. Stormwater Coalition was formed to provide a forum for participating parties to address stormwater management at a watershed level and to assist participating parties in planning and implementing the requirements of National Pollution Discharge Elimination System Stormwater Permits.

There shall be standing advisory groups of the Water Quality Council. Current standing advisory groups are:

- Community Water Resource Advisory Group
- Western Lake Erie Basin Water Quality Advisory Group

The Water Quality Council shall be advised primarily by TMACOG Staff, the Stormwater Coalition, and the standing advisory groups.

The chair of the Water Quality Council is hereby authorized to appoint task forces on an ad hoc basis as may be desirable to carry out the purpose of the Water Quality Council. Such tasks forces shall have a discrete, defined objective and shall cease to exist upon

completion of that objective or at the pleasure of the chair of the Water Quality Council and must operate within the overall policies of TMACOG.

Article XI. Parliamentary Authority

Except where otherwise specified in these procedures or agreed to by a unanimous vote of the Water Quality Council members present at a meeting, the rules contained in the most recent edition of Robert's Rules of Order shall govern Water Quality Council 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 Water Quality Council at a regular meeting or at a meeting specifically called for this purpose. Any such amendments shall become effective only after ratification by the Governing Board.

TMACOG Chair

TMACOG Executive Director