

**TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS  
WASTEWATER COMMITTEE**

**ARTICLE I. COMMITTEE AUTHORIZATION**

The Wastewater Committee is established in Article X of the Water Quality Council Operating Procedures.

**ARTICLE II. PURPOSE**

The Wastewater Committee is a subcommittee of the Water Quality Council and as such, serves to support the purpose of the Council:

*The Water Quality Council oversees, manages, and recommends positions on water quality issues and policies to the TMACOG Board of Trustees in an effort 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.*

The Wastewater Committee's overarching goal is to recommend wastewater policies to the Water Quality Council for effective and efficient sanitary sewage systems that support the goals of TMACOG's Agenda for Lake Erie. The Committee operates as a collaborative volunteer committee supported by a professional staff person. It is responsible for implementing the portion of the Water Quality program applicable to wastewater and the Areawide Water Quality Management Plan. It works with the Water Quality Council to maintain creative communication on water quality issues related to wastewater treatment among and between TMACOG's other standing committees and subcommittees, other stakeholders, and the broader regional community.

**ARTICLE III. DUTIES AND RESPONSIBILITIES**

The Wastewater Committee has the following functions and responsibilities:

1. Recommends to the Water Quality Council actions, projects, programs and policies related to wastewater that will support improvement in regional water quality;
2. Oversees and participates in completing the Areawide Water Quality Management Plan and wastewater portions of the Annual Work Program;
3. Assists county health departments in educating the public with new sewage rules and proper septic system management;
4. Promotes responsible water quality regulations and legislation affecting publicly owned treatment works (POTW) services; and
5. Develops water and sewer training in coordination with the Public Water Supply (PWS) Committee.

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

Membership of the Committee shall be constructed to provide a definitive opportunity for wastewater stakeholders and the general public to participate in and provide input to the planning process. As a technical subcommittee of the Water Quality Council, voting membership on the Wastewater Committee is open to TMACOG dues-paying members in good standing. Representatives from the public, non-member agencies, organizations, and companies with an interest in wastewater issues are invited to join the committee as non-voting participants. All Committee meetings are open to the public.

Membership is granted to individuals based on the following criteria:

1. Expressed interest in writing (via email, letter, or memo) to the staff support person assigned to the committee.
2. Attendance at a minimum of two out of four regularly scheduled meetings each calendar year.

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

The term of office for each member of the Wastewater Committee shall be one calendar year.

#### **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. In addition, a Committee member or their proxy 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 Committee activities will comply with TMACOG's policy on the Ohio Open Meeting Act.

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

Committee officer roles are Chair and Vice-Chair. These roles are reserved for representatives of dues-paying TMACOG members in good standing.

1. The term of office for the Chair and Vice Chair shall be one calendar year. The Committee shall elect the following year's officers at the final Committee meeting of each calendar year.
2. The Committee Chair will represent the Committee on the Water Quality Council. The Committee Vice Chair will serve as an alternate to the Chair.

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

The Wastewater Committee is a Standing Committee of the Water Quality Council pursuant to Section X of the Water Quality Council Operating Procedures.

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

The Committee reports to the Water Quality Council. A representative from the Committee will provide reports at the regularly scheduled Water Quality Council meetings.

## **ARTICLE X. FUNCTIONAL RESPONSIBILITIES**

1. The Wastewater Committee shall meet quarterly during the year to undertake its regular business and review the progress of any subcommittees, or at the call of the Chair when business dictates a more frequent schedule.
2. Additional subcommittees and work groups may be formed as needed to carry out the mission and purposes of the Wastewater Committee. These shall have a discrete, defined objective, will make recommendations to the Committee, and shall cease to exist upon completion of that objective or at the discretion of the Chair. Subcommittees and work groups must operate within the overall policies of TMACOG and must comply with TMACOG's policy on the Ohio Open Meeting 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 Committee 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 operating procedures may be amended by a majority vote of the Wastewater Committee at a regular meeting or a meeting specifically called for this purpose. Any such amendments shall become effective only after approval of the Water Quality Council and ratification by the Board of Trustees.