



One Watershed One Plan

Policy Committee Bylaws of the Rum River Watershed Partnership

Aitkin County, Aitkin SWCD, Anoka CD, Benton County, Benton SWCD,
Crow Wing County, Crow Wing SWCD, Isanti County, Isanti SWCD,
Kanabec County, Kanabec SWCD, Lower Rum River WMO, Mille Lacs
County, Mille Lacs SWCD, Morrison SWCD, Sherburne County,
Sherburne SWCD, Upper Rum River WMO

ADOPTED August 22, 2019

These bylaws establish rules governing the conduct of business by the Policy Committee of the Rum River Watershed Partnership.

ARTICLE I: PURPOSE

1. The purpose of the Policy Committee is to decide on the content of the One Watershed, One Plan document, serve as a liaison to their respective boards, and represent their respective boards within the Rum River watershed.
2. The Policy Committee operates under a Memorandum of Agreement. The Member local units of government are Aitkin County, Aitkin SWCD, Anoka CD, Benton County, Benton SWCD, Crow Wing County, Crow Wing SWCD, Isanti County, Isanti SWCD, Kanabec County, Kanabec SWCD, Lower Rum River WMO, Mille Lacs County, Mille Lacs SWCD, Morrison SWCD, Sherburne County, Sherburne SWCD, Upper Rum River WMO.
3. The purpose of this Agreement is to collectively develop and adopt, as local government units, a coordinated watershed management plan for implementation per the provisions of the Plan.

ARTICLE II: MEMBERSHIP PROVISIONS

1. The membership of the Policy Committee shall be comprised of board members who shall represent the governing board of each local unit of government Partnership member in accordance with the Memorandum of Agreement. Members must be appointed or elected officials. Each local unit of government has one vote in decision making.
2. Members of the Policy Committee shall serve at the pleasure of 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. Policy Committee alternates may be designated by each local unit of government Partnership member in accordance with the Memorandum of Agreement. Alternates must be appointed or elected officials. Alternates shall participate in decision making when the regular Policy Committee member is absent.
5. The Policy Committee will request the respective local unit of government participant to replace their primary and alternate member if that representative organization misses two (2) consecutive meetings.
6. 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 and Vice Chairperson elected by members of the Policy Committee
 - 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.
2. The traditional duties of a board Secretary shall be filled by the project fiscal agent. These duties shall include:
 - a. Maintain records of the Partnership.
 - b. Ensure public notice of all records and meetings.
 - c. Ensure minutes are recorded and made publicly available in a timely fashion.
3. An Officer will serve one year after the BWSR 1w1p Planning Grant agreement, unless cancelled according to the provisions of the MOA or earlier terminated by law) or until replaced by the election of a successor. No Policy Committee member may hold more than one office at a time.
4. 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.

ARTICLE IV: MEETINGS

1. All meetings of the Policy Committee will comply with statutes and rules requiring open and public meetings. The official posting location for meeting dates and locations shall be the Rum River One Watershed One Plan website.
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 or alternates shall be made in person, 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 emailed, or mailed upon request, to all Policy Committee members and alternates. A good faith effort will be made to distribute these documents not less than seven 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 as part of the distributed meeting packet.

ARTICLE V – VOTING

1. Each Partnership member to the memorandum of agreement has one vote.
2. A motion or resolution shall be approved by a favorable vote of two-thirds of the members present, provided enough members are present to make a quorum. These same criteria shall be required for final plan submittal to the State for review or approval.

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, Metropolitan Council and Pollution Control Agency). Each agency will designate a lead contact person from its agency to participate on the Advisory Committee. Additional agency, institution, government or other persons may participate as Advisory Committee members depending on the desire of the Policy Committee or the needs of the Advisory Committee. The members of the Advisory Committee shall elect a chairperson and a vice chairperson to serve for the duration of the Planning Phase.
- d. The members of the Advisory Committee shall elect a chairperson and a vice chairperson to serve for the duration of the Planning Phase.
- e. 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 at a location within the Rum River watershed.


ARTICLE IX: MISCELLANEOUS

1. Portions of these bylaws may be suspended temporarily by a favorable vote of two-thirds of the members present, provided enough members are present to make a quorum.
2. Addition to, alteration, or repeal of any part of these bylaws by the Policy Committee may be made at any meeting by a favorable vote of two-thirds of the members present, provided enough members are present to make a quorum, and that a 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 and the requirements of the BWSR grant agreement shall be maintained by the fiscal agent. The maintenance and disposition of these records shall be in accordance with applicable laws.
4. All expenses incurred by the Policy Committee or the Advisory Committee must be authorized by the fiscal agent's board of supervisors. Sherburne SWCD will provide a grant fiscal report at each Policy Committee meeting, but no more frequently than monthly, which itemizes approved grant expenditures and remaining funds. Expenses to be reimbursed through the BWSR grant agreement funding must occur within the period of the grant agreement and be submitted within 30 days of the expiration of the grant agreement.

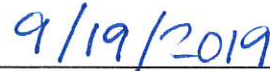
5. These bylaws are intended to be consistent with applicable provisions of Minnesota Statutes Chapters 103B, 103C, and 103D. In all cases of omission or error, Minnesota Statutes Chapters 103B, 103C, and 103D will govern.

ARTICLE X – CERTIFICATION

1. These By-laws were adopted by a vote of 12 ayes and 0 nays by the members of the Policy Committee on August 22, 2019.



(Chair signature & organization)



(Date of Signature)