



One Watershed One Plan

Policy Committee Bylaws of the Leech Lake River Comprehensive
Watershed Management Plan
October 18, 2019

Cass County Commissioner

Hubbard County Commissioner

Cass SWCD Supervisor

Hubbard SWCD Supervisor

ADOPTED October 18, 2019

These bylaws establish rules governing the conduct of business by the Policy Committee of the Leech Lake River Comprehensive Watershed Management Plan.

ARTICLE I: PURPOSE

1. The purpose of the Policy Committee is to make and carry out policy according to MN Statute §103B.101 Subd. 14 for implementation of the Comprehensive Watershed Management Plan pertaining to that area within the Leech Lake River watershed.
2. The Policy Committee operates under a Memorandum of Agreement. The Member local units of government are Cass County; Cass County SWCD; Hubbard County; and Hubbard County SWCD.

ARTICLE II: MEMBERSHIP PROVISIONS

1. The membership of the Policy Committee shall be comprised of at least four (4) members as designated by the governing board of each member local unit of government to include one County Commissioner from both Cass and Hubbard County with an alternate designated in case the original member cannot attend; one SWCD Supervisor from both Cass and Hubbard SWCD's with an alternate designated in case the original member cannot attend. The Committee will also include both District Managers for Cass and Hubbard County SWCD's with an alternate designated in case the original member cannot attend which are non-voting staff and offer support for the Policy Committee.
2. The membership of the policy committee, at the time of establishment, is comprised of the following six individuals: Neal Gaalswyk – Cass County Commissioner; Thomas Kuschel – Cass County SWCD Supervisor; John Ringle – Manager Cass County ESD/SWCD; Tom Krueger – Hubbard County Commissioner; Lynn Goodrich – Hubbard SWCD Supervisor; and Julie Kingsley – District Manager Hubbard County SWCD.
3. Members of the Policy Committee shall serve until the expiration of the Memorandum of Agreement for the Leech Lake River Comprehensive Watershed Management Plan Implementation agreement to run concurrently with each Policy Committee member's term on his/her respective board.
4. 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.
5. 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, Vice Chairperson, and a Secretary elected by members of the Policy Committee at their first meeting each year. Policy committee meetings will be held quarterly or as needed.
 - 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.
 - c. The Secretary shall:
 - i. Maintain records of the Partnership.
 - ii. Certify records and proceedings of the Partnership.
 - iii. Ensure that minutes of all Policy Committee meetings are recorded and made available in a timely manner to the Policy Committee and maintain a file of all approved minutes including corrections and changes and posted on the Cass SWCD website.
 - iv. Ensure proper public notice of all meetings. Notice of all Leech Lake Comprehensive Water Management committee meetings, including all Policy committee meetings, will be posted in the Cass and SWCD office and on both SWCD's Leech Lake River Comprehensive Water Management Plan website.
 - v. The Secretary may delegate a representative to record the minutes and perform other duties of the Secretary. The elected Secretary will sign the official minutes of all meetings following approval by the Policy Committee.
2. An Officer will serve until replaced by the election of a successor. No Policy Committee member may hold more than one office at a time.
3. 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 a committee.

4. The Policy Committee will request the respective local unit of government participant to replace their representative member if that representative member misses two (2) consecutive meetings without notice to the Chairperson.

ARTICLE IV: MEETINGS

1. All meetings of the Policy Committee will comply with statutes and rules requiring open and public meetings.
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 voting members.
4. All votes by Policy Committee members or their appointed 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/ mailed to all Policy Committee members 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.

ARTICLE V – VOTING

1. A motion or resolution shall be approved by a favorable vote of a simple majority of the voting members present, provided enough members are present to make a quorum according to MN Statute.
2. A supermajority vote of 75 percent of those voting members present shall be required for final workplan approval for submittal to review.
3. A tie vote will be considered a "NO" vote. In case of a stalemate the issue will be referred to the respective county and SWCD boards.

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 implementing the Leech Lake River Comprehensive Watershed. The funds are granted to implement the work 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.
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 plan implementation.
 - a. The Chairperson will assign a Policy Committee member or their alternate to meet with the Advisory Committee as an ex-officio member.
 - b. Each Partnership member local government unit shall designate two representatives to the Advisory Committee.
 - c. The Advisory Committee shall also include representatives from Minnesota’s principal water management or plan review state or federal agencies (Board of Water and Soil Resources, Department of Agriculture, Department of Health, Department of Natural Resources, and Pollution Control Agency), Leech Lake Band of Ojibway, townships and cities. Each entity will designate a lead contact person to participate on the Advisory Committee. Additional agency or other persons may participate as Advisory Committee members depending on the desire of the Policy Committee or the needs of the Advisory Committee.
 - d. The term of membership of the Advisory Committee shall be two (2) years or at the discretion of the Policy committee for the duration of the Implementation portion of the Leech Lake River Comprehensive Watershed Management Plan.
 - e. LGU staff will facilitate the Advisory committee meetings.
 - f. 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 member counties of the Leech Lake River watershed.

ARTICLE IX: WORK PLAN AND BIENNIAL BUDGET

1. All projects must have prior approval of the Policy Committee as stipulated in the budgeted Implementation work plan and include a signed claim form itemizing expenses that is submitted to the fiscal agent for approval. All claims must be submitted no more than thirty (30) days after the month in which they were incurred.

2. All expenses shall be consistent with the approved biannual work plan and budget .
3. The SWCD staff will develop a biennial work plan and budget following the identified priorities outlined in the Leech Lake River One Watershed One Plan planning document to be approved by the policy committee with input from the Advisory committee.

ARTICLE X: MISCELLANEOUS

1. Portions of these bylaws may be suspended temporarily by a majority vote of the Policy Committee.
2. Addition to, alteration, or repeal of any part of these bylaws by the Policy Committee may be made at any meeting by a majority of the full membership, provided that 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 will follow the requirements of the BWSR grant agreement and shall be maintained by the fiscal agent, Cass County SWCD. The maintenance and disposition of these records shall be in accordance with applicable laws.
4. 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 4 ayes and 0 nays by the members of the Policy Committee on October 18, 2019.

Lynn Goodrich Chasingarson [Signature] 12/16/19
Printed Name and Title Signature Date

Thomas Knueger [Signature] 12/16/19
Printed Name and Title Signature Date

Neal Gaalwyk [Signature] 12-16-19
Printed Name and Title Signature Date

TOM KUSCHEL [Signature] 12/16/19
Printed Name and Title Signature Date

Leech Lake River Comprehensive Water
Management Implementation Plan