

# MILLE LACS LAKE WATERSHED MANAGEMENT GROUP BY-LAWS

## PREAMBLE

These By-laws describe the organization and operation of the body charged with developing and implementing the Mille Lacs Lake Watershed Management Plan.

## ARTICLE I - NAME

The name of the organization shall be the Mille Lacs Lake Watershed Management Group (MLLWMG), which shall consist of a Steering Committee (SC) and a Technical Committee (TC).

## ARTICLE II - BUSINESS OFFICE / FISCAL AGENT

Section 1. The MLLWMG fiscal agent shall be Aitkin County. Administration of grants that are assigned to MLLWMG shall be monitored by the Aitkin County Soil and Water Conservation District located at 130 Southgate Drive, Aitkin MN 56431 to be certain:

- a. That expenditures have been approved by the SC and TC
- b. That financial recordkeeping is appropriate for auditing requirements of funding agencies and foundations and that detailed quarterly financial reports are provided to the SC.

Section 2. Changes in budgets and if the item has not been previously approved as part of the budget listed in a grant, expenditures for major items (\$2,000 or more) must be approved by the SC prior to use.

## ARTICLE III - PURPOSE AND GOALS

Section 1. The purpose of MLLWMG is to protect and enhance the water quality, economic, recreational and aesthetic value of the lakes, streams, shore land and all land classifications in the Mille Lacs Lake Watershed (MLLW) through a citizen driven forum encouraging a partnership of all stakeholders (individuals, businesses, and all levels of government).

Section 2. The goals of MLLWMG are to produce and implement a plan for the Mille Lacs Lake Watershed Project that:

- a. Improves the water quality of lakes and streams and prevents further degradation
- b. Adopts Ecosystem Based Management for sustainable development of natural resources
- c. Protects and enhances the economic, social and environmental value of the MLLW
- d. Protects, preserves, restores and enhances wetland resources
- e. Provides a high quality sustainable fishery in MLLW
- f. Manages natural resources for the benefit of recreation, fish and wildlife habitat, and aesthetics
- g. Maintains and restores biological diversity of native species in the MLLW
- h. Controls the spread of exotic species
- i. Protects ground water quality

#### ARTICLE IV - MEMBERSHIP

Section 1. Membership in the MLLWMG shall be open to those who have a commitment to sustainable development of natural resources through Ecosystem Based Management. There shall be two categories of membership as follows:

- a. Steering Committee (SC)  
Members of the SC include:
  1. Property owners within the MLLW who shall serve without pay
  2. Elected officials from jurisdictions included wholly or in part within the MLLW (the counties of Aitkin, Crow Wing and Mille Lacs including townships, municipalities, districts and the Mille Lacs Band of Ojibwe.
  3. Other interested parties as approved by the SC
- b. Technical Committee (TC)  
Members of this committee include professional resource managers in:
  1. Aitkin, Crow Wing and Mille Lacs counties
  2. State agencies
  3. Federal agencies
  4. Regional agencies
  5. Tribal agencies

## ARTICLE V - STEERING COMMITTEE

Section 1. MLLWMG shall be governed by the SC who shall have full, power to direct TC and to make other decisions required in achieving the goals of MLLWMG.

Section 2. To be eligible to vote on matters before the SC, a member must have attended at least two (2) member meetings during the past twelve (12) months. Questions or challenges concerning the eligibility of any member shall be ruled on by the officers of the SC. Citizens are encouraged to attend meetings and to participate in discussions that take place.

Section 3. The officers of the SC shall consist of a Chair, Vice Chair, Secretary and such other officers as the SC may designate. Officers shall be elected from the SC and serve for three (3) years. Efforts shall be made to elect officers with diverse backgrounds, experiences and occupations. Election of officers shall be held at the October meeting. The election of officers shall be on a sequential ordered basis, e.g. first year Chair, second year Vice Chair and 3rd year Secretary.

Section 4. The candidate for an officer position receiving the most votes of the SC shall be declared elected. Officers may be removed from office by a majority vote of the SC.

Section 5. Vacancies for all unexpired terms of the SC officers shall be filled by election at the next regularly scheduled meeting of the SC.

Section 6. The Chair shall preside at all meetings and shall be responsible for the management of SC's business. The Chair shall carry out the orders and resolutions of the SC in a timely manner and shall have the authority to delegate responsibilities to others. Task forces may be named for ad hoc assignments and dissolved upon completion.

Section 7. In the absence of the Chair, the Vice Chair shall carry out the duties of the Chair. When the Chair and Vice Chair are absent, the Secretary shall preside.

Section 8. The Secretary shall be responsible for recording and maintaining the minutes, correspondence and records of the SC, either by doing the work or by delegating the duties to another individual.

Section 9. The SC shall:

- a. Establish policies and practices
- b. Seek grants
- c. Establish procedures for implementation of action steps
- d. Review work plans and establish budgets
- e. Set priorities for land and water use strategies

Section 10. The SC shall meet at least every two (2) months at a location that is convenient to the SC. Notice of the meetings shall be given at least ten (10) days prior to said meeting date and shall be emailed, faxed or mailed (USPS) to members at their last known address.

Section 11. The meetings of the SC shall be open to all.

Section 12. A quorum is defined as a minimum of three (3) voting members and is required to conduct official business.

Section 13. A member who misses three (3) consecutive meetings of the SC or who does not attend a minimum of four (4) SC meetings in the past twelve (12) months will be ineligible to serve as an SC officer.

Section 14. SC members shall serve without pay, but may be reimbursed actual expenses while conducting MLLWGM business, providing that these expenses receive authorization from the SC.

Section 15. Members of the MLLWGM shall have full access to minutes of all meetings of the SC and TC and the other WMG records.

## ARTICLE VI - TECHNICAL COMMITTEE

The Technical Committee shall:

- a. Recommend diagnostic and implementation strategies to the SC
- b. Carry out diagnostic and implementation steps
- c. Prepare technical reports
- d. Prepare grant applications
- e. Prepare final reports
- f. Monitor budgets
- g. Bring to the SC, any existing conflicts for resolution

## ARTICLE VII - PARLIAMENTARY AUTHORITY

Roberts Rules of Order shall generally be used to govern the proceeding of the SC and TC. The Chair may appoint a Parliamentarian.

## ARTICLE VIII - AMENDMENTS TO THE BY-LAWS

These By-laws may be amended at any meeting of the SC provided written notice is given to SC members at least 30 days in advance of the meeting at which the action is to be taken.

ARTICLE IX - DISSOLUTION OF ENTITY

In the event that the MLLWVG is dissolved, it shall be the responsibility of the SC to determine the disbursement of remaining assets in accordance with the requirements of the funding sources. Members shall not receive said assets.

ARTICLE X - CERTIFICATION

These By-laws were adopted by action of the SC meeting on \_\_\_\_\_

Chair \_\_\_\_\_ Date \_\_\_\_\_

Vice Chair \_\_\_\_\_ Date \_\_\_\_\_

Secretary \_\_\_\_\_ Date \_\_\_\_\_