

# Portage County Groundwater Citizen Advisory Committee Bylaws

The Portage County Groundwater Citizen Advisory Committee was formed after the adoption of the initial Groundwater Management Plan in 1988. The purpose of these Bylaws is to establish procedures for organizing the Committee, and to establish Committee duties and responsibilities. For procedures not covered by these Bylaws, the rules contained in the current approved edition of Robert's Rules of Order shall apply.

## Section 1: Committee Purpose and Duties

**Section 1.1.** The purpose of the Portage County Groundwater Citizens Advisory Committee (GCAC) is to provide an official forum within Portage County government for discussion of topics and issues related to groundwater resources in Portage County. Through its discussions and recommendations, GCAC shall perform the function of providing technical expertise and direction in support of deliberation and ultimate decision-making by the Portage County Board of Supervisors.

**Section 1.2.** With regard to groundwater resources, GCAC shall:

- Identify research and education needs and opportunities to promote general understanding of issues and concerns related to the resource;
- Develop and compile the preliminary draft of the County's long-range plan for protection and management of groundwater;
- Develop strategies for implementing a groundwater plan that protects the health of all citizens;
- Generate recommendations for action on groundwater related issues

**Section 1.3.** This Committee shall be advisory, and shall report, advise, and make recommendations primarily to the Portage County Planning and Zoning Committee, as well as the Portage County Land and Water Conservation Committee or other County Committee, where appropriate.

## Section 2: Committee Membership/Composition/Responsibilities

**Section 2.1 Membership.** GCAC shall be comprised of one primary representative and one alternate from each of the municipalities in Portage County (Towns of Alban, Almond, Amherst, Belmont, Buena Vista, Carson, Dewey, Eau Pleine, Grant, Hull, Lanark, Linwood, New Hope, Pine Grove, Plover, Sharon, Stockton; Villages of Almond, Amherst, Amherst Junction, Junction City, Nelsonville, Park Ridge, Plover, Rosholt, Whiting; and the City of Stevens Point). Members shall be appointed by their Town or Village Boards or City Council.

**Section 2.2 Composition.** Municipal representatives shall be non-elected "citizen representatives". In the event a citizen representative cannot be appointed by a municipality, an elected official or municipal staff person may function as representative for that community; up to a maximum of twenty percent (20%) of overall GCAC membership may be of this type. Citizen representatives must be residents of the municipality they represent.

**Section 2.3 Member Responsibilities.** In order for the Committee to accomplish its Purpose, consistent attendance and participation in Committee meetings is expected. Members will serve as a primary means of communication on groundwater resource issues with member communities, and are expected to provide

reports of the activities of GCAC to municipal boards, councils and committees, as well as communicate municipal issues or concerns to GCAC on a regular basis.

**Section 2.4.** There shall be no financial compensation for GCAC members at the County level.

### **Section 3: Organization**

**Section 3.1 Leadership.** GCAC shall elect a Chair and Vice-Chair from among its members at its first meeting of the year, which shall be the “organizational meeting”. These officers shall hold offices for one year or until their successors are elected. The Chair and Vice-Chair shall be elected by a majority vote of GCAC members. The Committee may at any meeting elect from among the membership the replacement for an officer who is unwilling or for whatever reason is unable to perform the duties of his or her office. The officer so elected as a replacement shall serve until the next organizational meeting of the Committee.

The Chair will be responsible for conducting the meetings (carrying out the agenda and resolving any questions regarding parliamentary procedure using Roberts Rules of Order). In the absence of the Chair, the Vice-Chair shall function as Committee Chair.

**Section 3.2 Subcommittees.** GCAC may appoint subcommittees made up of Committee members, and shall designate the Chair of such subcommittee. GCAC currently has three standing subcommittees:

- **The Public Involvement and Education Subcommittee**
  - o To provide access to groundwater information and a platform for public involvement in groundwater management decision making.
- **The Groundwater Management Planning and Implementation Subcommittee**
  - o To author, update and implement the Groundwater Management Plan for Portage County.
- **Continual Assessment Subcommittee**
  - o To design and implement a long-term, groundwater quality and quantity monitoring and assessment program for Portage County.

**Section 3.3 Committee Support** The Portage County Planning and Zoning Department will function as the staff in support of GCAC. The County Water Resource Specialist shall be primarily responsible for assist the Committee in accomplishing its Purpose and tasks.

**Section 3.4 Meetings.** Meetings of GCAC shall be held, or may be cancelled at the call of the Chair. GCAC meetings are typically held bi-monthly or as needed. The GCAC Chair, in conjunction with the Portage County Water Resource Specialist, shall set the agenda for each meeting of the Committee. The Chair, or in the absence or unavailability of the Chair, the Vice-Chair shall make the final decision of the agenda content and order before notice is officially given.

Any GCAC Member desiring to have an item placed on the agenda may contact the Board chairperson with the request. Upon such request, the item shall be placed on a subsequent Board agenda.

The location of the meetings may vary based on individual meeting requirements. All meetings are open to the public, with notice/agenda to be properly published and posted per Wisconsin State Statute and Portage County Ordinance requirements.

**Section 3.5 Quorum.** A quorum of GCAC will consist of a simple majority of Committee membership (i.e. 14 members of a 27 member Committee).

**Section 3.6 Voting.** It is the intent of GCAC to reach consensus on issues. “Consensus” is defined as the assent of all members present. If consensus cannot be reached, then a concurring vote of a majority of the members present and voting shall be required for action. The procedure will be one vote per municipality/member. Alternate members do not vote unless participating in the meeting in the absence of the primary representative.

**Section 3.7 Minutes.** Minutes of the proceedings and a record of all actions shall be kept showing all votes taken, resolutions, findings, transactions, and recommendations made. Copies of the minutes will be considered as “unofficial/draft” until approved by Committee members at a subsequent GCAC meeting. Upon approval, minutes will be available at the Portage County Planning and Zoning Department for review.

#### **Section 4: Amendment of Bylaws**

**Section 4.1** These rules may be changed or amended from time to time by a majority vote at any regular or special meeting.

**Adopted by the Portage County Groundwater Citizen Advisory Committee on 12/17/2015**