



One Watershed One Plan

Policy Committee Rules
of the Bois de Sioux – Mustinka Watershed Planning Area
for the Development of a Comprehensive Watershed Management Plan

Bois de Sioux Watershed District, Big Stone County, Big Stone SWCD,
Grant County, Grant SWCD, Otter Tail County, West Otter Tail SWCD,
Stevens County, Stevens SWCD, Traverse County, Traverse SWCD,
Wilkin County, and Wilkin SWCD

ADOPTED _____

(date adopted)

These Rules govern the conduct of business by the Policy Committee of the Bois de Sioux – Mustinka Planning Area.

ARTICLE I: PURPOSE

1. The purpose of the Policy Committee is to prepare, adopt, and coordinate the collaboration of a comprehensive watershed management plan pertaining to that area within the Bois de Sioux – Mustinka Watershed Area.
2. The Policy Committee operates under a Memorandum of Agreement. The member local units of government are Bois de Sioux Watershed District, Big Stone County, Big Stone SWCD, Grant County, Grant SWCD, Otter Tail County, West Otter Tail SWCD, Stevens County, Stevens SWCD, Traverse County, Traverse SWCD, Wilkin County, and Wilkin SWCD.

ARTICLE II: MEMBERSHIP PROVISIONS

1. The membership of the Policy Committee shall be comprised of at least 13 members as designated by the governing board of each member local unit of government.
2. Members of the Policy Committee shall be appointed for a one (1) year term (or until the Memorandum of Agreement is terminated) to run concurrently with each Policy Committee member's term on his/her respective board. Members may be reappointed by the respective board of that local unit of government.
3. An alternate member may be appointed. Only in the absence of the member is the alternate given voting responsibilities.
4. A Policy Committee member's term continues until a successor is appointed. 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, Secretary, and Treasurer elected by members of the Policy Committee at their first meeting.
 - a. The Chairperson shall:
 - i. Serve as Chairperson for all meetings.
 - ii. Have a vote on all motions made by the Committee.
 - iii. Sign and deliver in the name of the Policy Committee any correspondence pertaining to the business of the Policy Committee.
 - 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. Certify records and proceedings of the Policy Committee.
 - d. The Treasurer shall provide:
 - i. General financial oversight for project accounts.
 - ii. Financial reporting to the Policy Committee.
 - iii. Financial planning and budgeting subject to approval by the Policy Committee.
 - iv. Banking, book keeping and record keeping.
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 who will complete the unexpired portion of the term.
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 members. For meetings lacking a quorum, business cannot be conducted. Vacant positions will be considered in determining the quorum.
4. All votes by Policy Committee members shall be made in person or by phone.
5. Notice of Policy Committee meetings and a proposed agenda shall be mailed and emailed to all Policy Committee members not less than seven (7) 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.
7. Policy Committee members may designate an alternate/substitute representative if they are unable to attend a meeting; see Article II (3) for voting rights.

ARTICLE V – VOTING

1. A motion or resolution shall be approved by a favorable vote of a simple majority of the members present, provided enough members are present to make a quorum as detailed in in IV(3).
2. **Final Plan Approval:** The Final Plan will be submitted to the member local units of government boards for approval. Following approval, the Final Plan will be submitted to BWSR for their approval. Upon BWSR approval, the Final Plan will be formally adopted by the member local units of government 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 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; however, specific participation may vary depending on local needs.
- c. The Policy Committee may add Advisory Committee members, as it sees fit.
- d. In addition to member local government appointments the Advisory Committee shall include one representative from the Board of Water and Soil Resources, Department of Agriculture, Department of Health, Department of Natural Resources, and Pollution Control Agency. Each agency will designate a lead contact person from its agency to participate on the Advisory Committee.
- e. The members of the Advisory Committee shall elect a chairperson, a vice chairperson, and a recording secretary to serve for the duration of the Planning Phase, or for a term of one (1) calendar year.
- 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 Bois de Sioux – Mustinka Watershed District Area.

ARTICLE IX: MISCELLANEOUS

1. Portions of these rules may be suspended temporarily by a supermajority vote of the Policy Committee.
2. Addition to, alteration, or repeal of any part of these Rules by the Policy Committee may be made by the vote of a supermajority at a meeting held by a majority of the full membership that has been preceded by thirty (30) days advance written and email notice to the Policy Committee Members of the proposed change
3. The Policy Committee’s official records and the requirements of the BWSR grant agreement shall be maintained by the fiscal agent, the Bois de Sioux Watershed District. Records initiated, received, and stored by individual committee members (emails notices, etc) shall be kept and retained by their respective offices, in accordance with the requirements of the Data Practices Act, Minnesota Statutes, Chapter 13.

4. All expenses incurred by the Policy Committee or the Advisory Committee must have prior approval of the Policy Committee, and include a signed claim form itemizing expenses that is submitted to the Policy Committee for approval at their next meeting. Claims will be paid according to the Claims Policy of the fiscal agent, the Bois de Sioux Watershed.
5. Any action or decision made by the Policy Committee shall not require or obligate any membership organization to expend institutional funds or resources outside of 1W1Plan funds or resources, without the consent and approval of the governing board of the membership organization.
6. These Rules are intended to be consistent with applicable provisions of Minnesota Statutes Chapters 103B, 103C, 103D, and 103E. In all cases of omission or error, Minnesota Statutes Chapters 103B, 103C, 103D, and 103E will govern.

ARTICLE X – CERTIFICATION

1. These Rules were adopted by a vote of _____ ayes and _____ nays by the members of the Policy Committee on _____, 20__.

(Secretary signature & organization)