

# ISSUES TO CONSIDER FOR BYLAWS

Options/Issues to Consider	Authority/ Basis	Feedback & Discussion	Recommendation
<b>Mission Statement</b> <ol style="list-style-type: none"> <li>MAWSAC is a policy advisory committee that assists the Metropolitan Council in the Council's water supply planning activities listed in Minnesota Statutes section 473.1565, subdivision 1.</li> <li>No mission statement</li> <li>Mission statement drafted by MAWSAC</li> </ol>	Minn. Stat. § 473.1565 Many bylaws have a short mission statement.		
<b>Powers and Duties of Chair</b> <ol style="list-style-type: none"> <li>By statute the Metropolitan Council representative is the chair of MAWSAC</li> <li>Presiding at meetings</li> <li>Liaison between MAWSAC and the Council</li> <li>Representing MAWSAC as its principal spokesperson</li> <li>Other?</li> </ol>	Minn. Stat. § 473.1565, subd. 2 (7)		
<b>Should there be a Vice Chair and if so how should they be selected?</b> <ol style="list-style-type: none"> <li>Vice Chair appointed by the Chair</li> <li>Vice Chair elected by MAWSAC</li> <li>No Vice Chair</li> </ol>	Statute does not address officers other than a chair. Typically committees have a vice-chair so that it is clear who will run a meeting if the chair is absent.		
<b>Powers and Duties of Vice-Chair</b> <ol style="list-style-type: none"> <li>Presiding at meetings when chair is absent</li> <li>Term of Vice-Chair</li> <li>Other</li> </ol>	If there is a vice-chair, their duties should be outlined in the bylaws		
<b>Quorum Requirement</b> <ol style="list-style-type: none"> <li>Simple majority (10)</li> <li>Half of the members (9)</li> </ol>	Common quorum requirements are a simple majority, or half the members when the body has an even number of members.		
<b>Setting Agenda</b> <ol style="list-style-type: none"> <li>Set by Chair and any member may move amendments to the agenda at the meeting</li> <li>Set by Chair</li> <li>Other</li> </ol>	Bylaws typically describe how the agenda is set.		
<b>Voting Process</b> <ol style="list-style-type: none"> <li>Voice vote unless member requests roll call vote</li> <li>Voice vote</li> <li>Roll call vote</li> <li>Recording of votes</li> <li>Number of votes required to pass an item (majority of those present, something else?).</li> </ol>	Common requirement is a voice vote unless a member calls for a roll call vote.  Bylaws should also address recording of votes and how many votes are required to pass an item.		

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<b>Regular Meetings</b>	<ol style="list-style-type: none"> <li>1. Set a defined time and location for regular meetings and specify procedure for notifications of meetings (for example using the Met Council’s standard procedures).</li> <li>2. Specify procedure for cancelling meetings (canceled by chair, majority of members or both)</li> </ol>	Minn. Stat. §13D.04	
<b>Special Meetings</b>	<ol style="list-style-type: none"> <li>1. May be called by Chair or majority of members.</li> <li>2. May be called by Chair</li> <li>3. May be called by majority of members.</li> </ol>	A mechanism is needed to call special meetings.	
<b>Open Meeting Law</b>	<ul style="list-style-type: none"> <li>• The bylaws should state that MAWSAC will follow the Open Meeting Law.</li> </ul>	Minn. Stat. Ch. 13D	
<b>Meetings by Interactive TV</b>	<ol style="list-style-type: none"> <li>1. Does MAWSAC want to allow members to participate in meetings by interactive TV (Skype etc.)?</li> <li>2. How many members may participate by interactive TV? (by law at least 1 must be in the regular meeting location, but allowing too many members to participate remotely may make conducting the meeting difficult)</li> <li>3. All members at any location must be able to hear and see all discussion and testimony.</li> <li>4. All members of the public at the regular meeting location must be able to hear and see all discussion, testimony and votes.</li> <li>5. All locations where a member of MAWSAC is located must be open and accessible to the public and the meeting notice must provide notice of all locations.</li> </ol>	<p>Minn. Stat. § 13D.02 allows meetings by interactive television if all members and the public can hear and see one other and all discussion and testimony, at least one member is present at the regular meeting location, and each location at which a member is present is open and accessible to the public and all locations are noted in the meeting notice.</p> <p>If MAWSAC is going to allow meetings by interactive TV the bylaws should address this.</p>	
<b>Parliamentary Authority</b>	<ol style="list-style-type: none"> <li>1. Follow Robert’s Rules of Order</li> <li>2. Allows suspension of Robert’s Rules with a majority or supermajority vote</li> <li>3. Follow some other rules</li> </ol>	Bylaws typically specify the rules for conduct of meetings and Robert’s is the most common option. It is not unusual to allow for suspension of Robert’s Rules after a vote.	
<b>Designation of MAWSAC Representatives</b>	<ul style="list-style-type: none"> <li>• For MAWSAC members that are designees (designees of a commissioner or a representative of SPRWS or the Minneapolis Water Department) a process for the agency to formally designate or change the representative (i.e. 7 days written notice to the Chair).</li> </ul>	Minn. Stat. § 473.1565, subd. 2.	
<b>Subcommittees</b>	<ul style="list-style-type: none"> <li>• Should there be any subcommittees for MAWSAC (TAC application review and appointment etc.)?</li> </ul>	At MAWSAC’s discretion.	
<b>Appointment of TAC</b>	<ol style="list-style-type: none"> <li>1. TAC application process</li> <li>2. TAC application review and appointment committee (for example 5 members consisting of 3 MAWSAC members, 1 Metro Cities staff member, and 1 Met Council staff member)</li> </ol>	Minn Stat. § 473.1565, subd. 2a	

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<ol style="list-style-type: none"> <li>TAC application review and appointment committee will forward TAC member recommendations to MAWSAC for approval</li> </ol>			
<b>Additional Rules Governing TAC</b> <ol style="list-style-type: none"> <li>Length of terms for members</li> <li>Attendance/removal of members if they fail to attend a certain number of meetings</li> <li>Filling vacancies</li> <li>Appointing a Chair who will serve as a liaison to MAWSAC</li> <li>Appointing a Vice-Chair and any other officers</li> <li>Any subcommittees of TAC?</li> <li>Mechanism for TAC to report progress and results to MAWSAC</li> </ol>	<p>TAC can generally follow the same rules as MAWSAC but there are additional issues to consider</p>		
<b>Diversity and Inclusion</b>	<p>MAWSAC will strive to include a diversity of members and geographic balance on all committees and task forces to which MAWSAC recommends or appoints membership. MAWSAC also encourages the MAWSAC member appointing authorities to consider diversity and geographic balance when making appointments.</p>	<p>Thrive MSP 2040 Governor's Executive Order 15-02</p>	