

## **Bylaws of the Metropolitan Area Water Supply Advisory Committee**

### **Article 1 Purpose and Authority**

The Metropolitan Area Water Supply Advisory Committee (“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.

### **Article 2 Powers and Duties of the Chair and Acting Chair**

#### *A. Chair*

The Chair’s duties and responsibilities include:

1. Presiding at MAWSAC meetings;
2. Acting as the liaison between MAWSAC and the Metropolitan Council;
3. Acting as MAWSAC’s principle spokesperson;
4. Directing the preparation of an agenda for all MAWSAC meetings; and
5. Designating an Acting Chair when the Chair is not available to perform any of their duties.

#### *B. Acting Chair*

When the Chair designates an Acting Chair, the Acting Chair assumes the duties assigned by the Chair to the Acting Chair.

### **Article 3 MAWSAC Meetings**

- A. *Regular Meetings.* Regular MAWSAC meetings will be held on the fourth Wednesday of every month at 10 am. The meetings will take place at the Council at 390 North Robert Street in Saint Paul. Regular meetings may be canceled by the Chair. MAWSAC will provide notice of any cancellation as far in advance as possible.

The Chair will set and publish the agenda before the meeting. The agenda will be sent to MAWSAC members before the meeting. Any MAWSAC member may move amendments to the agenda at the meeting.

- B. *Quorum.* Nine members of MAWSAC is a quorum.
- C. *Voting.* In order for an item to pass, a majority of members present must vote in favor of the item. Voting will be by voice vote unless a member requests a roll call vote. The Recording Secretary will record the result of all votes.
- D. *Special Meetings.* The Chair may call special meetings of MAWSAC. Notice of special meetings will specify the date, time, place, and agenda for the special meeting and be sent to MAWSAC members at least three days before the special meeting. Business at special meetings is limited to the subjects listed in the noticed agenda. The special meeting agenda may not be amended to add new items.

- E. *Open Meeting Law*. MAWSAC will follow the Open Meeting Law (Minnesota Statutes Chapter 13D) at all meetings.

#### **Article 4 Committees and Working Groups**

- A. *Technical Advisory Committee*. MAWSAC will appoint a Technical Advisory Committee (“TAC”) as required by Minnesota Statutes § 473.1565, subdivision 2a. At least one MAWSAC member will serve on the TAC.

The Chair will create a TAC Appointment Working Group consisting of 3 MAWSAC members, 1 Council staff member, and 1 Metro Cities staff member. The TAC Appointment Working Group will make recommendations to MAWSAC on TAC member selection and TAC governance.

- B. *Creation of Committees and Working Groups*. MAWSAC may establish committees and working groups to assist MAWSAC in fulfilling its responsibilities.

#### **Article 5 Designation of Representatives.**

For MAWSAC members that are a designee of a Commissioner or a representative of Saint Paul Regional Water Services or the Minneapolis Water Department, the designating agency will notify the Chair in writing of the identity of the designee. The designating agency will also notify the Chair in writing of any changes to the designee.

#### **Article 6 Parliamentary Authority**

The rules in the most current edition of *Robert’s Rules of Order* govern MAWSAC meetings. If these Bylaws and Robert’s Rules of Order are inconsistent, these Bylaws take precedence.

#### **Article 7 Amendment of Bylaws**

MAWSAC may amend these Bylaws at any regular meeting by a two-thirds vote of members present. Written notice detailing any proposed amendment of these Bylaws must be given to MAWSAC members at least one regular meeting before the vote on the amendment.

#### **Article 8 Diversity and Inclusion**

MAWSAC will strive to include a diversity of members including gender and ethnic diversity and geographic balance on all committees and working groups to which MAWSAC recommends or appoints membership. MAWSAC also encourages the MAWSAC member appointing authorities to consider diversity including gender and ethnic diversity and geographic balance when making appointments.

*Adopted by the Metropolitan Area Water Supply Advisory Committee on January 27, 2016*