

# **ANTRIM COUNTY MATERIALS MANAGEMENT PLANNING COMMITTEE**

## **COMMITTEE BYLAWS**

### **Section 1. Name and Office**

#### **1.1. Name**

This organization shall be known as The Antrim County Material Management Planning Committee (MMPC).

#### **1.2. Office**

The office and mailing address of the Materials Management Planning Committee shall be:

Antrim County  
203 E. Cayuga Street  
Bellaire, MI 49615

### **Section 2. Purpose and Function**

#### **2.1. Purpose**

The purpose of this organization, in accordance with the State of Michigan's Materials Management Program pursuant to Part 115 of the Natural Resources and Environmental Protection Act of the Michigan Acts of 1994 (the "Act"), is to:

- A. Implement a new Materials Management Plan (MMP) that will focus on sustainable material management approaches such as recycling and composting instead of landfilling waste; and
- B. To provide recommendations and guidance to those who shall serve as the Designated Planning Agency (DPA) pursuant to the Act.
- C. To provide information through the DPA to the County Commission, who is designated as the County Approval Agency (CAA) under the Act and the MMP; and

- D. To provide a new MMP to the State of Michigan and the CAA pursuant to the terms and conditions of the Act.

## 2.2. Function

The function of the MMPC is to:

- A. Meet on a consistent and timely basis to provide recommendations and guidance to the DPA for the Work Plan that is to be submitted to the State of Michigan.
- B. Review and approve the DPA work program.
- C. Provide guidance and recommendations for all issues identified in Part 115 of the Act to the DPA.
- D. Shape the MMP program's philosophy and long- and short-term goals and objectives.
- E. Provide the final level of approval of the MMP before it is presented for CAA approval.

## **Section 3. Member Establishment, Terms of Office, and Resignation**

### 3.1. Establishment of Members

The Antrim County Materials Management Planning Committee shall consist of eleven (11) members, all of which shall be approved by the Antrim County Board of Commissioners. All members shall be selected pursuant to the criteria listed in the Act. One (1) member shall be voted to be the Chairperson and one (1) member shall be voted to be the Vice Chairperson by the other members.

### 3.2. Terms of Office

All MMPC members shall serve for five (5) years. If proscribed by the Act, members shall be re-appointed by the CAA who can also authorize their removal. The MMPC can however, upon a majority vote, recommend to the CAA the acceptance or removal of a MMPC member. In case of a vacancy or change in

status, all members shall continue to serve until a successor is duly appointed in the same manner as the original appointment for the duration of the unexpired term.

### 3.3. Resignation

A member will indicate his/her intent to resign by submitting a written statement with an effective date of resignation to the CAA and copies to the Chairperson of the MMPC. Each committee member shall provide at least thirty (30) days' notice before any such resignation shall become effective.

## **Section 4. Officers**

### 4.1. Chairperson

The Chairperson will:

- A. Preside over all MMPC meetings. The DPA representative shall communicate directly with the Chairperson prior to each meeting, providing an agenda for each meeting. Committee members shall have the ability to pose questions to the chair prior to each meeting and request that certain items be included in subsequent agenda meetings.
- B. In consultation with the DPA representative the Chair shall generate the agenda for each regular meeting; call meetings to order and formally close them; note whether a quorum is present; extend every courtesy to the discussion of the motions; repeat and/or explain each motion before it is voted upon.

### 4.2. Vice-Chairperson

The Vice-Chairperson will:

- A. Act in full capacity of the Chairperson, in their absence. If the Chairperson's position is vacated, the Vice-Chairperson shall act in the

Chairperson's capacity for the remainder of the term or until a new Chairperson is elected.

## **Section 5. Committees**

### **5.1. Committees in General**

The DPA Representative shall identify for the Committee any necessary ad hoc committees as necessary to assure the proper conduct of business.

## **Section 6. Meetings**

### **6.1. Regular Meetings**

Regular meetings of this MMPC will be held on a timely and consistent basis and open to the public. Meetings will be held at a location determined by the Chairperson with assistance from the DPA. Meetings shall comply with Michigan's Open Meetings Act and will be held in person and recorded.

### **6.2. Notice of Meetings**

Written notice shall be mailed to each member of the MMPC at least ten (10) calendar days prior to the date of each regular meeting. A schedule of the Committee Meeting dates will be posted on the MMP website for public notice.

### **6.3. Special Meetings**

With a 48-hour written notice to MMPC membership, special meetings may be requested by the DPA Representative.

### **6.4. Location of Meetings**

The location of meetings will be held at the Antrim County Building where typical Board of Commissioner regular meetings are held. The MMPC may decide to hold meetings, workshops, or host public engagement at various public locations within the planning boundaries. The location of all meetings will be publicized in the public notices and agendas.

6.5. Quorum

A majority of the members of the planning committee constitute a quorum for the transaction of business at a meeting of the planning committee. For the purposes of determining the quorum, the number of members of the planning committee is the number as established under the Act 324.11572 subsection (4), excluding any unfilled vacancies created in the past 90 days. The affirmative vote of a majority of the number of members present of the planning committee as established under subsection (4) is required for official action of the planning committee.

6.6. Conducting Business

Business shall be conducted in accordance with Robert's Rules of Order and any applicable laws or regulations of Antrim County or state and federal law. All meetings shall be held in full compliance with the Open Meetings Act, MCL 15.261 et seq. Public notice of the time, date, and place of meetings shall be posted in the manner required by the Open Meetings Act.

6.7. Voting

- A. Each member of the MMPC has one (1) vote. There is no proxy voting.
- B. Each member shall be present during the motion and discussion of the voting issue at hand to be eligible to vote.

6.8. Conflict of Interest

Members of the MMPC shall:

- A. Members shall disclose any financial conflict of interest with Antrim County regarding policies of the MMP agency, including any delegate agency.
  - a. It is acknowledged that the MMPC membership requirements of The Act may create financial conflicts.

B. Be fully compliant with the provisions of any applicable Antrim County Ethics Policy.

6.9. Minutes

The MMPC shall cause minutes to be kept of each meeting and such minutes be kept on record as required by the Open Meetings Act.

6.10. Per Diem and Mileage

Committee members seeking Per Diem and Mileage reimbursement will follow Antrim County policies.

**Section 7. Amendments**

These MMPC bylaws may be amended by the CAA, DPA, or any MMPC Member, who will provide such amendment to the MMPC at least fourteen (14) calendar days prior to the next scheduled MMPC meeting. Each proposed amendment will be sent to each MMPC member at least ten (10) calendar days before the meeting. The MMPC may debate the amendment and provide feedback before such amendment is implemented by the DPA.

**Section 8. Conflict Provision**

If the provisions of these Bylaws are in conflict with any local, state, or federal law, then local, state or federal law will supersede said provision(s).

**Signature of Adoption**

Adopted by the Antrim County

Materials Management Planning Committee:

\_\_\_\_\_

Antrim County MMPC Chairperson

Date: \_\_\_\_\_