

Lower Menominee River Citizens Advisory Committee Membership, Roles, Bylaws, and Participation Expectations

Introduction: We, the Lower Menominee River Area of Concern Citizen's Advisory Committee, were established to provide state and federal agencies local stakeholder input into the Area of Concern Program and Remedial Action Planning processes. We, together with the agencies, seek to determine the status of the Beneficial Use Impairments identified for the Lower Menominee River, with the ultimate goals of removing those impairments and delisting the Area of Concern. We seek to establish and maintain a broad based and balanced group of stakeholders. We expect all members to respect other's opinions. We expect the co-chairs to provide balanced leadership with mutual respect and ensure that everyone's voice is heard. All members must strive to develop the partnerships needed to move restoration work forward to meet our ultimate goal of delisting the Area of Concern. Through this document, we have formalized the existing committee's membership, roles, bylaws, and participation expectations.

1) CAC Membership

a) General Members

i) Duties

- (1) attend and participate in CAC regular meetings
- (2) participate in CAC events and outreach activities
- (3) provide state and federal agencies local perspectives and written feedback on RAP documents and AOC issues as needed
- (4) Be a conduit for local stakeholder views
- (5) Be an ambassador for the AOC

ii) Twenty-six positions exist for general members in six categories

- (1) education community, two
- (2) environmental interests, four
- (3) local business and industry, six
- (4) local units of government, six

(a) These members will represent the City of Menominee, the City of Marinette, Menominee County, and Marinette County.

- (b) Every attempt will be made to achieve equivalence in representation between the local government units.
 - (5) local residents, four
 - (6) recreational users, four
- iii) Existing members and vacancies
 - (1) A current list of CAC members and respective membership categories will be maintained by the CAC co-chairs or their designee.
- iv) Filling vacancies
 - (1) Individuals may self nominate or be nominated by a CAC member to fill a vacancy
 - (2) If a quorum is present at a meeting, nominees are approved by majority vote of the CAC
 - (3) The CAC may choose to fill or maintain vacancies in an effort to maintain the balance of the group
 - (4) WDNR and MDEQ will serve as a tie-breaker in the event of a tie
- b) Co-Chairs
 - i) Duties
 - (1) lead and help plan CAC regular meetings
 - (2) sign documents on behalf of the CAC
 - (3) help organize and coordinate CAC events and outreach activities
 - (4) provide state and federal agencies local perspectives and written feedback on RAP documents and AOC issues
 - (5) be a conduit for local stakeholder views
 - (6) be an ambassador for the AOC
 - ii) Existing co-chairs
 - (1) two co-chairs, representing each State
 - (a) Michigan Resident, one
 - (b) Wisconsin Resident, one
 - iii) Filling vacancies
 - (1) CAC members may self nominate or be nominated by another member to fill a co-chair vacancy
 - (2) Co-chair positions are filled by majority vote of the CAC
 - (3) WDNR and MDEQ will serve as a tie-breaker in the event of a tie

2) Non-Member Participation

- a) The community at large (all non-members) are invited to:
 - i) Attend any CAC regular meeting
 - ii) Join the general e-mail correspondence list
 - iii) Provide written feedback for consideration on all developing RAP documents
 - iv) Ask questions, provide verbal feedback, and suggest agenda items at designated times during CAC regular meetings

3) CAC and Agency Roles in Delisting

- a) Letters of Support
 - i) CAC will supply letters of support based on majority vote of the CAC
 - (1) non-member comments will be heard prior to vote if letter of support is requested at a regular CAC meeting or other open forum
 - ii) Co-chairs will sign the letter on behalf of the CAC
- b) BUI Status Change Requests
 - i) Drafted by MDEQ and WDNR
 - ii) Approved by majority vote of the CAC
 - iii) Submitted to EPA by MDEQ and WDNR
- c) RAP Documents, Delisting Strategies, and Their Components
 - i) Composed by agencies
 - ii) No formal endorsement or approval required from CAC
 - iii) Members and non-members may provide comments to agencies
 - iv) Agencies will keep the CAC informed, request feedback, and incorporate feedback into documents and decisions as appropriate

4) Bylaws

- a) Voting
 - i) Quorum
 - (1) A minimum of five eligible CAC members including at least one co-chair must be participating
 - (2) Upcoming votes on issues related to CAC and agency roles in delisting, must be announced in the agenda of a regularly scheduled meeting, which is to be distributed at least 24 hours prior to such a meeting.

- (a) At any meeting of the CAC, a member may propose that a vote be taken on issues related to CAC and agency roles in delisting.
 - (b) With the consent of a majority of a quorum, such votes will be included on the agenda of the next scheduled meeting. The vote to accept or reject the proposal will be taken then.
- (3) Members may vote by proxy by contacting one of the two co-chairs prior to the vote being taken.
 - (a) Proxy votes must be recorded in the meeting minutes.
- (4) New members may be nominated and approved during the same meeting. Prior notice is not necessary.
- ii) Eligibility
 - (1) only CAC members may vote
 - (2) non-members and agency representatives may not vote
 - (3) must be present or participating through a phone line to be eligible
- b) Terms
 - i) General members
 - (1) indefinite terms, but must be willing to serve for at least 18 months
 - (2) may leave the CAC at anytime if necessary
 - (3) may be removed from the CAC by two-thirds vote of the CAC
 - ii) Co-chairs
 - (1) indefinite terms, but must be willing to serve for at least 24 months
 - (2) may step down from a co-chair position or leave the CAC at anytime if necessary
 - (3) may be removed from the CAC by two-thirds vote of the CAC
- c) Subcommittees
 - i) Co-chairs may raise an executive committee or subcommittees as they see fit to complete specific tasks or serve as an internal advisory group
- d) Re-Opening Statement
 - i) This document may be re-opened for modification by consent of 50% of the standing committee members.