

**BYLAWS AND OPERATING PROCEDURES
OF THE**

**Minnesota Emergency Response and Industrial
Training (MERIT) Center Commission**

ARTICLE I - Organization

Section 1.

The official name is the “Minnesota Emergency Response and Industrial Training (MERIT) Center Commission,” herein referred to as the “Commission.”

Section 2.

The official mailing address shall be 344 W. Main Street, Marshall, Minnesota 56258.

Section 3.

Accurate minutes of all meetings of the Commission shall be kept. Minutes shall include, but not be limited to, a record of all votes of the Commission, a record of attendance at meetings, and a summary of Commission discussions. Minutes shall be prepared by the Secretary or their designee.

Section 4.

The Commission recommends and reports to the Marshall City Council, the official governing body of the MERIT Center facilities and operations. The Commission is subject to all Minnesota Statutes related to city governmental units including, but not limited to, open meeting law requirements, notice of all meetings, and published minutes.

Section 5.

The MERIT Center primary service area shall include the Minnesota Counties of Rock, Nobles, Jackson, Martin, Pipestone, Murray, Cottonwood, Watonwan, Lincoln, Lyon, Redwood, Brown, Yellow Medicine, Lac Qui Parle, Chippewa, Kandiyohi, Meeker, Swift, and Big Stone as well as the Lower Sioux Indian Community and the Upper Sioux Indian Community.

ARTICLE II - Commission Membership

Section 1.

- A. Membership shall consist of no more than 18 members.
- B. The following will be permanent non-voting members of the Commission:
 - i. Director of Public Safety, City of Marshall, Minnesota.
 - ii. One (1) City Council member, City of Marshall, Minnesota as appointed by the Mayor and confirmed by the City Council.
- C. The following organizations or affiliations may each appoint a member to the Commission:

- i. Minnesota West Community and Technical College.
- ii. Minnesota State Fire Department Association—Region 13 (Southwest).
- iii. Minnesota State Fire Department Association—Region 9 (West Central).
- iv. Minnesota Municipal Utilities Association (MMUA).
- v. Homeland Security and Emergency Management (HSEM) Region V.
- vi. Southwest Minnesota Emergency Medical Services Corporation.
- vii. Southwest Minnesota Chiefs of Police Association—Law Enforcement representative

The above mentioned members shall be appointed by their respective organization or group for a period of time of their choosing.

- D. The following members shall be appointed by the members of the two groups mentioned above for a term of three years.
 - i. Two (2) Industrial representatives, one (1) within the corporate municipal boundaries of the City of Marshall and one (1) within the primary service area of the MERIT Center as described in Article I. Section 5.
 - ii. One (1) member from a gas or electric utility company or authority within the primary service area of the MERIT Center as described in Article I. Section 5.
 - iii. One (1) local National Guard Unit or other military representative within the primary service area of the MERIT Center as described in Article I. Section 5.
 - iv. One (1) Fire, Emergency Medical Services or other related Safety representative within the primary service area of the MERIT Center as described in Article I. Section 5.
 - v. Four (4) at-large members who reside or have other official professional affiliations within the primary service area of the MERIT Center as described in Article I. Section 5.

Members of this group may be re-appointed for two (2) consecutive terms.

Section 2.

If any organizations or affiliations within Article II. Section 1. C. does not choose to appoint a member to the Commission, the remaining members may choose to leave the position vacant or attempt to fill the position with an at-large member until such time as the organization may choose to appoint/re-appoint a member.

Section 3.

Any voting member of the Commission may designate an alternate who will be eligible to vote during the absence of the official member.

ARTICLE III—Officers and Committees

Section 1.

The officers of the Commission shall be a Chairperson, Vice-chairperson and a Secretary. The members, at their last scheduled meeting of the calendar year, shall elect officers. Newly elected officers shall begin their duties effective with the first meeting of the next year.

Section 2.

Committees may be appointed at the discretion of the Chairperson.

ARTICLE IV—Meetings

Section 1.

The members shall hold regular meetings pursuant to a resolution of the membership establishing the meeting dates. The meetings shall be held at the MERIT Center unless specified in the meeting notice.

Section 2.

The annual meeting shall be the last regularly scheduled meeting of the calendar year.

Section 3.

All meetings will follow the open meeting law requirements outlined in Minnesota Statutes regarding public meetings.

Section 4.

A simple majority of the active members at any regular or special meeting shall constitute a quorum for the conduct of business with no less than four (4) active members present. Commission membership shall be reviewed as needed.

Section 5.

The order of business at regular meetings shall be as follows:

1. Call to Order.
2. Roll Call.
3. Approval of Minutes.
4. Old Business.
5. New Business.
6. Other Business.
7. Adjournment.

Section 6.

The rules contained in the latest edition of Robert's Rules of Order Revised shall govern the procedural matters of the Commission.

ARTICLE V —Amendments

These Bylaws and Operating Procedures shall be amended by a two-thirds (2/3) vote of the active members at the annual meeting, provided the notice for proposed amendments has been given in writing to the Chairperson and transmitted to active members not less than fifteen (15) days prior to the vote. The Marshall City Council must approve of any amendments passed prior to their becoming effective.