



Charter Township of Orion
Oakland County, Michigan

Environmental Resources Committee Bylaws

These Bylaws are intended to state the rules adopted by the Orion Township Environmental Resources Committee and adopted by the Charter Township of Orion Board of Trustees for the conduct of its meetings. It is the Committee's intent that in adopting these rules, written uniform procedures for the conduct of its meetings will help facilitate the fair sharing of information with the public and members of the Charter Township of Orion Board of Trustees, hereinafter called the "Board"

Section 1 – Name

The name of this organization shall be "Orion Township Environmental Resources Committee", hereinafter called the "Committee", and whose acronym shall be "OTERC"

Section 2 – Purpose

The purpose of this Committee is to communicate with, advise, and make recommendations to the designated Orion Township employee responsible for website information and/or the Board regarding community concerns on solid waste removal, curbside recycling, hazardous waste disposal, and review other Ordinances with content regarding environmental issues. We will receive and file relevant citizen complaints, review haulers with recommendations regarding hauler licensing, and monitor general environmental issues (i.e., water management, invasive species, facilitating community education, etc.) specific to Orion Township.

Section 3 – Members

The Committee shall be composed of seven (7) voting members, all of whom are Orion Township residents of diverse interest and demographics who shall be appointed by the Board. One voting member shall be a Board member, that member may not be an officer of the Committee. The Committee may have two (2) Alternates who meet the same requirements as a voting member and will become a voting member in the absence of a voting member. If both Alternates are available to vote, the Alternate chosen to be a voting member will be rotated on a meeting by meeting basis.

The Committee may also have up to four (4) members-at-large that attend but may not vote and are not necessary for purposes of a quorum. They do not need to meet the residency requirements but must be approved by the Board.

Any member of the Committee may be removed by the Board with cause by his/her absence of three (3) meetings during a single (1) year without notice. After the third occurrence:

- A. The Chair shall request for resignation of the member,
- B. A report to that effect shall be sent to the Orion Township Supervisor along with a request to remove that member from the Committee,

C. Whether or not that member is removed, any office held by that member shall be vacated.

The Board may also remove a voting member of the Committee for conduct adverse to the Committee's purpose. In the event a vacancy is created on the Committee, a new member will be appointed by the Board to fill that vacancy

Section 4 – Officers

Chair: The Chair may establish teams, shall develop the agenda, preside at all meetings, and shall present an annual, mid-year report to the Board.

Vice-Chair: The Vice-Chair shall act in the absence of the Chair. The Vice-Chair shall be responsible for periodically reviewing the Orion Township Website "Directory - Environmental Information" and coordinate any changes/updates with the designated Orion Township employee Webmaster.

Treasurer: The Treasurer shall be responsible for communicating and recording Orion residents' participation with the North Oakland Household Hazardous Waste Consortium (NO HAZ) events. The Treasurer shall report out to the Committee these event figures at the following scheduled OTERC meetings as part of the financial report.

Secretary: The Secretary shall act in the absence of the Chair and the Vice-Chair. The Secretary shall keep the minutes of all the Committee meetings. Within two (2) weeks, after a scheduled meeting has been held, a draft copy of the minutes will be forwarded to the Committee for review. A final draft of the minutes shall be completed and forwarded to the Committee no later than three (3) days prior to the next scheduled meeting. The Secretary shall also keep all other records of the Committee including an up-to-date roster of voting and non-voting members and key community contacts. Upon adoption of the minutes by a majority vote of the Committee, the Secretary or the Board Committee member shall have the authority to sign all minutes and these minutes shall become a public record and a copy shall be forwarded to the Orion Township Clerk's office for distribution to the Board. The Secretary shall, with the Treasurer and the Board Committee member, serve as the Finance Committee.

Team Leaders: A Team Leader shall be a voting member of the Committee and organize with one or more other voting and non-voting members from the Committee to discuss and accomplish team tasks and objectives.

Section 5 – Terms

Terms of members are three (3) years. The officers of the Committee shall be elected each year for one (1) year terms, by the Committee, at the first scheduled meeting in February. The newly elected officers are to preside at the next meeting and shall hold office until their successors are elected and assume office in the next calendar year.

Section 6 – Regular Rotation of Office Assignments

Regular rotations shall be held by voice vote at the February meeting. It is the intention of the Committee that members of the Committee hold each office in turn in the following progressions: Secretary, Treasurer, Vice-Chair, and Chair. Exception to this progression is permitted provided 2/3 of the members agree.

Upon an office being vacated or declined, a special election shall be held at the next regular meeting. In the event that two (2) or more Committee members are appointed on the same date, then the earlier term expiration date shall have the preference in rotating into office. If both Committee members are appointed at the same time with the same expiration date, a draw of lots shall determine office rotation.

Section 7 – Meetings

Any scheduled regular meetings of the Committee shall be held on a regular schedule to be determined by the Committee. Meeting length should be a maximum of two (2) hours and will require a unanimous vote of present Committee members to be extended. Any scheduled regular meeting may be adjourned to a definite date, by a majority vote of the members. Adjourned or Special Meetings may be held at any time or place established by the Committee. The Chair, Board Committee member, or any four (4) Committee members may call Special Meetings.

Written or email notice shall be sent to the Committee members and the Orion Township Clerk's office not less than three (3) days prior to the date set for the meeting.

The Committee shall abide by the provisions of the Open Meetings Act, Public Act 267 of 1976, as amended.

Section 8 – The Order of Business

A. The order of business for a scheduled regular meeting shall be:

1. Call to Order by the Chair
2. Roll Call
3. Determination of a Quorum
4. Approval of Minutes of Last Preceding Meeting
5. Approval of Agenda
6. Public Comments
7. Pending Business
8. New Business
9. Reports
10. Committee Comments
11. Adjournment

B. The Chair shall have the discretion of changing the order of business, with approval of the Committee, whenever it is advisable to do so either before, or during the progress of the meeting.

- C. The order of business for the Annual Election of Officers meeting, to be the Committee's first regular meeting in February, shall be:
1. Call to Order by the Chair
 2. Roll Call
 3. Determination of a Quorum
 4. Public Comments
 5. Election of New Officers
 6. Regular Order of Business
 - a. Approval of Minutes of Last Preceding Meeting
 - b. Approval of Agenda
 - c. Pending Business
 - d. New Business
 - e. Reports
 7. Committee Comments
 8. Adjournment

Section 9 – Quorum

A Regular, Adjourned or Special Meeting shall be considered official (business may be conducted) when a simple majority of the Committee membership is present in person. A quorum is four (4) voting Committee members which may include an Alternate who is a voting Committee member for that particular meeting. Unless specified elsewhere in this document, agreements shall be by simple majority of votes cast at an official meeting.

Section 10 – Spending Authorization

The Supervisor or the designated employee may authorize up to \$500 of expenditures on an annual basis for the informational and educational expenses of the Committee. Additional expenditures shall be submitted to the Board for approval.

Section 11 – Amendment of Bylaws

Changes to these Bylaws may be made or added to by the affirmative vote of five (5) out of seven (7) Committee members. Bylaws changes shall be submitted to the Orion Township Clerk's office for Board approval.