

**BYLAWS OF THE
EASTERN UPPER PENINSULA CITIZENS' ADVISORY COUNCIL**

ARTICLE I – NAME

The name of this entity shall be the Eastern Upper Peninsula Citizens' Advisory Council (COUNCIL).

ARTICLE II – PURPOSE

The COUNCIL will assist the Michigan Department of Natural Resources (MDNR) in being more responsive to the needs of the Eastern Upper Peninsula. The COUNCIL will advise MDNR on operating in more efficient and effective manners within the constraints of state and federal law, Michigan Natural Resources Commission rules, MDNR policies, and other legal binding documents (court rulings, etc.). The COUNCIL will provide the MDNR with information, ideas, emerging trends, and initiatives in a setting that welcomes diverse interest and in turn provide a vehicle for MDNR to inform the COUNCIL and the broader public they represent about management of public resources.

ARTICLE III – COUNCIL MEMBERSHIP

Section 1: Composition

The COUNCIL shall consist of no more than 20 individuals who are a permanent resident of one of the 5 eastern counties of the Upper Peninsula of Michigan (Alger, Chippewa, Luce, Mackinac, and Schoolcraft), and be appointed by the MDNR UP Field Deputy with concurrence from the MDNR Director.

Section 2: Compensation

COUNCIL members shall serve without pay.

Section 3: Terms

COUNCIL members shall serve for terms of four years from the date of appointment. Original COUNCIL members appointed in 2008 were staggered in their appointments with one half (1/2) of the members appointed for two (2) years, one half (1/2) of the members appointed for four (4) years, to allow for future or continued staggering of term expirations.

ARTICLE IV – OFFICERS

Section 1: Officers

The elective officers of the COUNCIL shall consist of a Chairperson, Vice Chairperson and Secretary.

Every year, at the first meeting of the calendar year, the members of the COUNCIL shall elect officers from its membership. Officers shall be elected for a one-year term and are not term limited.

Section 2: Officer Duties

The Chairperson shall preside and maintain order at meetings of the COUNCIL, serve as liaison to MDNR in arrangement of meetings, appoint subcommittees, etc., and perform all duties generally pertaining to the office of Chairperson. The Chairperson shall also be the designated spokesperson for the COUNCIL. The COUNCIL shall reserve the right to designate other COUNCIL members to be spokesperson for specific issues and elect Committee Chairpersons as needed.

The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence.

The Secretary shall, in the absence of the Chairperson and Vice-Chairperson, perform the duties of the Chairperson.

Section 3: Removal

COUNCIL officers may be removed from office by a majority vote of COUNCIL members appointed.

Section 4: Vacancies

The COUNCIL may elect a person to fill any vacancy among elective officers. A person so elected shall serve for the remainder of the term. The time spent filling a vacancy shall not affect the eligibility to be elected to an officer position the following year.

ARTICLE V – MEETINGS

Section 1: Meeting Frequency

The COUNCIL shall meet at least four (4) times per calendar year, unless cancelled in agreement with the Chairperson or if a quorum cannot be established.

Section 2: Special Meetings

Special meetings may be called by the Chairperson or, if requested, by one (1) more than half of the members on COUNCIL.

Section 3: Quorum

The presence of one (1) COUNCIL member over one-half (1/2) of the COUNCIL members appointed constitutes a quorum for the transaction of business at a meeting of the COUNCIL. Three-Quarters (3/4) of the members must be present in order to vote on and pass resolutions.

Section 4: Meeting Notice

Notice of all COUNCIL meetings shall be given to COUNCIL members and posted on the COUNCIL'S website at least seven (7) days before the meeting. The notice will include the date, time, and location of the meeting along with a meeting agenda created with concurrence of the Chairperson, UP Field Deputy and MDNR staff.

If a meeting is cancelled for any reason, all efforts will be made to provide prompt notice to COUNCIL members and to the public via media venues and/or location posting.

Section 5: Resolutions

All proposed resolutions shall be emailed/sent to COUNCIL members at least seven (7) days in advance of the next scheduled meeting.

Section 6: Meeting Minutes

A MDNR staff member will take minutes during the COUNCIL meeting. A draft of the meeting minutes will be emailed to COUNCIL members within ten (10) business days of the next meeting, and COUNCIL members will have one (1) week from receipt of the draft meeting minutes to provide comments. If no comments are received, the meeting minutes will be presented for adoption at the next meeting.

Section 7: Conduct

Roberts Rules of Order shall be the official reference of the COUNCIL except as provided in the adopted bylaws or any special rules of the COUNCIL.

Section 8: Official Records

Official records of the COUNCIL shall be retained by the MDNR in accordance with the MDNR's record retention policy. Any writing that is prepared, owned, used, in the possession of or retained by the COUNCIL in the performance of an official function, is subject to the Freedom of Information Act, 1976 PA 442.

Section 9: Public Comment

COUNCIL meetings are open to the public and offer an opportunity for the public to provide comment on agenda or MDNR-related topics. Public citizens can request to provide comment on an issue for an upcoming COUNCIL meeting at least five (5) days prior to the meeting by contacting the MDNR secretary of the COUNCIL. If public citizens are placed on the agenda, each will have a maximum of five (5) minutes to provide comment. Public citizens may also provide comment on the day of the COUNCIL meeting by filling out a public comment card; each will receive a maximum of three (3) minutes to provide comment.

The public comment period will be during the meeting, prior to any decisions the COUNCIL is scheduled to make. There will also be a second public comment period near the end of the meeting. Only one (1) individual can speak on behalf of an organization or group on a topic of the same issue. The public comment portion of the agenda shall be limited to thirty (30)

minutes. The COUNCIL Reserves the right to extend the public comment period. The COUNCIL also reserves the right to extend the discussion privileges to a member of the public during that portion of the meeting in which the COUNCIL is considering an issue.

ARTICLE VI – REMOVAL OF COUNCIL MEMBERS

Section 1: Removal

The COUNCIL may recommend to the UP Field Deputy or MDNR Director the removal of a COUNCIL member for incompetence, dereliction of duty, malfeasance, misfeasance, or nonfeasance in office, or any other cause with a majority vote of the total members appointed.

Section 2: Non-Attendance of Meeting

The Chairperson or UP Field Deputy may remove a COUNCIL member if he or she misses four (4) consecutive meetings of the COUNCIL.

ARTICLE VII – AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of the COUNCIL at a meeting at which a quorum is present, provided that the proposed amendment is circulated to all COUNCIL members at least ten (10) days in advance of the regular or special meeting at which members are to vote. The bylaws may not be suspended.

ADOPTED January 12, 2009
AMENDED August 10, 2021