

WILL COUNTY STORMWATER MANAGEMENT PLANNING COMMITTEE
BYLAWS

These bylaws govern the function and operation of the Will County Stormwater Management Planning Committee.

ARTICLE I - NAME

Section 1. Name. The name of the organization is the Will County Stormwater Management Planning Committee, hereinafter referred to as the "Committee."

ARTICLE II - PURPOSE AND DUTIES

Section 1. Purpose. The general purpose of these bylaws is to establish the organizational structure and rules of procedure of the Committee.

The general purpose of the Committee is described in AN ACT to revise the law for counties in relation to stormwater management, 55 ILCS 5/5-1062, and as may be amended from time to time.

Section 2. Principal Duties. The principal duties of the Committee shall be those prescribed by Illinois statute and other duties as may from time to time be provided by the ordinances adopted pursuant to such statutes. They shall include, but not be limited to the following:

- A. Develop a comprehensive countywide stormwater management plan and implementation program, with staff support of the Will County Land Use Department. The Will County Planning and Zoning Commission (PZC) shall review the Stormwater Management Plan as developed. The PZC shall forward its recommendation to the Committee and to the County Board's Land Use and Zoning Committee (LUZC) prior to the Board's consideration.

The plan shall provide for the management of floodplains and stormwater runoff, including the management of natural and engineered drainageways, improvement of flood control efforts, and improvement of water quality.

The plan shall be based on natural drainage areas. The various watersheds shall form the basis for the development of the county-wide plan.

- B. Coordinate the planning process with each adjoining county to ensure that recommended stormwater projects will have no significant impact on the levels or flows of stormwaters in inter-county watersheds or on the capacity of existing and planned stormwater facilities.

- C. Communicate with existing and active drainage districts in Will County and with the PZC.
- D. Submit the stormwater management plan to the Illinois Department of Transportation (IDOT), the Illinois Department of Natural Resources (IDNR), the Northeastern Illinois Planning Commission (NIPC), the PZC, and the LUZC for review and comment prior to recommending the plan to the County Board for its approval.
- E. Hold at least one (1) public hearing and afford interested persons an opportunity to be heard prior to recommending the plan, or amendment to the approved plan, to the County Board.
- F. Make periodic reports to the County Board, the Will County Governmental League, and the Will County Township Officials Association.
- G. Present a final version of the plan to the County Board for its approval. Subsequent improvement programs shall be presented to the County Board for its approval as well.
- H. Upon approval of the County Board, the Committee shall direct the plan's implementation and revision.

Section 3. Responsibility. The resolutions and matters decided by the Committee shall be presented directly to the Will County Board when action by such Board is necessary to carry out the statutory mandates of the Committee.

ARTICLE III. MEMBERSHIP

Section 1. Members. The Committee shall consist of eighteen (18) voting members as provided by statute and as specified in the Resolution 93-217, enacted by the Will County Board on December 16, 1993, establishing the Committee, and as indicated below:

- A. County members: Nine (9) members shall be appointed by the County Executive from the appropriate County Board districts.
- B. Municipal members: Nine (9) members shall be representatives of Will County municipalities, one from each County Board district. They shall be appointed by a majority vote of the mayors of those municipalities which have the greatest percentage of their respective populations residing in each of the said nine County Board districts.
- C. Alternates: One alternate member per County Board district may be designated by

each appointing authority as defined in *Article III Section 1*.

- D. **Advisory Members:** Advisory members may be appointed through a subsequent resolution by the majority vote of the eighteen (18) Committee members. The Advisory members shall be non-voting members and their advisory roles and capacity shall be established by the Committee at the time of appointment.

Section 2. Voting. Each of the duly-appointed designated representatives from the County Board districts and from Will County municipalities shall have one equal vote on all matters presented to the Committee at regular or special meetings. The vote may be cast only by the member or duly-appointed, designated alternate. No proxy votes or absentee votes shall be permitted.

A majority vote of a duly-constituted quorum of the Committee shall suffice to decide any matter before the Committee except as otherwise designated herein.

Voting shall be by roll call vote on all those matters related to essential statutorily-mandated activities. Other non-essential matters may be considered by voice vote, which does not require a recording of yea and nay votes. If requested by a member of the Committee, a roll call vote may be taken at any time.

Section 3. Resignation/Vacancy. Should any member resign or discontinue his/her representative role for one of the member groups, then such vacancy shall be promptly filled by a replacement designated by the authority having appointment power as specified in *Article III Section 1*.

ARTICLE IV. OFFICERS

Section 1. Officers. The officers of the Committee shall consist of a Chair and a Vice Chair, one of whom shall be a County representative and one a municipal representative. Additionally, a member of the Committee shall serve as Secretary.

Section 2. Duties of the Chair. The Chair shall preside at all meetings of the Committee and have the duties normally conferred by parliamentary usage on such office. The Chair shall have the authority to appoint subcommittees with the advice and consent of the voting members of the Committee. The Chair may call special meetings. The Chair may also sign all correspondence and other instruments articulating official policy of the Committee when approved by the Committee. At meetings, the Chair shall submit such recommendations and information as he/she may consider proper concerning the business affairs and policies of the organization. The Chair shall also generally perform other duties as may be prescribed by these by-laws.

Section 3. Duties of the Vice Chair. In the absence of the Chair or in the event of his/her inability to act, the Vice Chair shall perform the duties of the Chair and when so acting, shall

have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform such other duties as from time to time may be assigned to him/her by the Chair or by the Committee.

Section 4. Duties of the Secretary. The Secretary shall oversee the keeping of the records of the Committee and shall perform all duties incident to the office. The Secretary is mandated to issue the call for a special meeting, with appropriate notice, when requested in accordance to these by-laws. In the absence of the Chair and the Vice Chair, or in the event of their inability to act, the Secretary shall have all the powers of and be subject to all the restrictions upon the Chair.

Section 5. Term of Office. All officers shall serve for terms of two years, commencing in January, 1997.

ARTICLE V. MEETINGS

Section 1. Regular Meetings. The Committee shall meet regularly and shall establish by majority vote the precise time and place for its regularly scheduled meetings at the initial Committee meeting or as soon after as practical. Nothing herein shall preclude the Committee from meeting as often as the need arises. However, the Committee shall meet at least quarterly. Meetings shall be held in compliance with the Public Open Meetings Act.

Section 2. Special Meetings. Special meetings of the Committee may be called by the Chair of the Committee or by written request to the Chair by at least four (4) members of the Committee, when the need arises. The Chair shall notify each Committee member in advance of the time, place and purpose of the Special Meeting. He or she should attempt to provide such notification at least a week in advance of Special Meeting dates.

Section 3. Quorum. A majority of the voting members shall constitute a quorum for the transaction of Committee business.

Whenever a quorum is not present at a regular or special meeting, those present may adjourn the meeting to another day or hold the meeting for the purpose of considering such matters as are on the agenda; however, no binding action shall be taken.

Section 4. Absences. Whenever a member of the Committee fails to attend three (3) consecutive regular meetings without notification previously given to the Committee Chair or Secretary's designee, it shall be the responsibility of the Secretary to make these absences known to the appointing body so that the absentee's level of interest in remaining on the Committee can be determined. If it is determined that the member cannot serve, for whatever reason, the appointing body shall appoint a new member in accordance with *Article III, Section 1* for the remainder of the original member's term.

Section 5. Order of Business. Unless otherwise determined by the Chair, the order of business

for regular meetings of the Committee shall be as follows:

- A. Call to order and introductions
- B. Roll call and establishment of quorum
- C. Public comment
- D. Action on minutes
- E. Correspondence
- F. Reports of Officers and/or committees
- G. Old business
- H. New business
- I. Adjournment

Section 6. Conduct of Meetings. Any matter not covered by the by-laws shall be determined by the usual parliamentary rules in Robert's Rules of Order.

ARTICLE VI. SUBCOMMITTEES

Section 1. Purpose. A subcommittee structure may be established so that more thought and time may be given to Committee matters by delegating review and investigative functions to a portion of its membership and/or other designees. The subcommittees shall not be operating bodies, but rather reviewing and investigative bodies. Subcommittee actions are not instructions to the Committee, but rather shall constitute suggestions or recommendations.

Section 2. Subcommittees. The Committee may establish such standing or less permanent subcommittees as it may deem necessary to effectuate business. The Chair shall appoint all subcommittee members and subcommittee chairs with the advice and consent of the voting members of the Committee. The duties of each subcommittee shall be those duties specified at the time each subcommittee is established and may be modified from time to time by the recommendation of the Chair and approval of the full Committee.

Section 3. Chair and Vice-Chair as Subcommittee Members. The Chair and Vice Chair shall be ex-officio members of all subcommittees, but shall not vote on subcommittee matters.

ARTICLE VII. RULES OF PROCEDURE

Section 1. Establishment of Rules. As soon as practicable, the Committee shall establish Rules of Procedure for the conduct of any necessary hearings, appeals or other such duties as described in 55 ILCS 5/5-1062.

ARTICLE VIII. AMENDMENTS

Section 1. Amendments to Bylaws. These bylaws may be amended by a two-thirds (2/3) majority vote of the membership of the Committee, only after the proposed change has been read

and discussed at a previous Committee meeting.

ARTICLE IX. EFFECTIVE DATE

Section 1. Bylaws Adoption. These bylaws shall be adopted upon an affirmative vote of a two-thirds (2/3) majority of the membership at a meeting duly called.

Section 2. Bylaws Amendments. Any amendment to the bylaws shall take effect immediately upon its approval by the Committee, unless the terms of the amendment otherwise provide.

The foregoing bylaws are hereby adopted by the membership of the Will County Stormwater Management Planning Committee on this 21st day of January, 1997.

Ayes: 13

Nays: 0

Ronda M. Cluskey
Chair

01-21-97
Date

ATTEST:

Secretary

Date