

**BY-LAWS OF  
UNDERGROUND STORAGE TANK AUTHORITY BOARD**

**ARTICLE 1**

Offices

1. The principle office of the Authority shall be Constitution Hall 6<sup>th</sup> Floor; 525 West Allegan Street, P.O. Box 30473, Lansing, MI 48909-7973 at such particular place as shall be fixed from time to time by resolution of the Authority.
2. Except as otherwise required by resolution of the Authority, or as the business of the Authority may require, all of the books and records of the Authority shall be kept at the office to be designated as here-in-above provided.

**ARTICLE II**

Meetings of the Board

1. Meetings of the Board may be called by the Chairperson, or in his/her absence from the State of incapacity, by the Vice-Chairperson, for such time and at such place in the State of Michigan as may be specified in the call. Meetings of the Board will be held in accordance to the Open Meetings Act, Public Act 267 of 1976, as amended. Any business of the Board may be considered or acted upon at any such meeting.
2. At all meetings of the Board, the following order of business shall be observed, as far as consistent with the purpose of the meeting:
  1. Approval of the minutes of the proceeding meeting.
  2. Reports of Officers.
  3. Reports of Committees
  4. Unfinished business.
  5. New business.
  6. Public comment.

A meeting is considered official if a Quorum (4 voting members) are present.

**ARTICLE III**

Officers

1. The officers of the Board shall be a Chairperson and Vice-Chairperson. The Chairperson and Vice-Chairperson shall hold such offices for one year or as otherwise re-elected by the Board.

2. The Chairperson shall be the Chief Executive Officer of the Board and shall preside at all meetings of the Board. Unless some other person is thereunto specifically authorized by vote of the Board, the Chairperson shall sign all contracts and other instruments to be executed on behalf of the Board. The Chairperson shall perform all the duties commonly incident to execute on behalf of the Board. He/She shall perform all the duties commonly incident to his/her office, and shall perform such other duties and have such other powers as the Board may from time to time designate, including the appointment of Board members to committees and assigning duties.
3. The Vice-Chairperson shall perform the duties and have the powers of the Chairperson during the absence or disability of the Chairperson. He/She shall perform all the duties commonly incident to his/her office, and shall perform such other duties and have such other powers as the Board may from time to time designate.
4. In addition to the officers above mentioned, the Authority may provide for such deputies, assistants, and other officers as it may deem necessary from time to time, who shall perform such duties and have such powers as the Authority may designate.

**ARTICLE IV**  
Official Seal

The official seal of the Authority shall consist of an underground storage tank (UST) with the outline of the state of Michigan centered with “MUSTA” above the UST and “Established MMXIV” below the UST all within two circles. The words “Michigan Underground Storage Tank Authority and a single star encircle the items previously described (see below). The official seal may also be used in the course of conduction the business of the Authority and may be affixed to other official documents.



**ARTICLE V**  
Amendments

Except as otherwise provided by law, these By-Laws may be amended, added to, altered, or repealed in whole or in part by the Board provided notice of the proposed amendment, addition, alteration, or repeal is given in the notice of such meeting, provided further that such amendments, additions, alterations, or repeals, in whole or in part be approved by the State Administrative Board.

Adopted by the Underground Storage Tank Authority Board at its meeting on November 9, 2015.