

Bylaws of the Water Asset Management Council

As amended on April 27, 2023
Originally approved on January 24, 2019

- 1) Goal Statement: Foster and support a statewide culture of asset management (AM), focused on the role of water infrastructure in providing public health and optimizing stakeholder value while seeing progress toward the goals of the community(ies) served by the local utility system.
 - a) Advise the Michigan Infrastructure Council (MIC) on a statewide water asset management strategy and tools needed for implementation.
 - b) Promote and oversee the statewide implementation of the recommendations from the regional infrastructure asset management pilot program related to water infrastructure.
 - c) Identify training needs on statewide asset management system and asset system conditions.
 - d) Coordinate and collaborate with the Transportation Asset Management Council (TAMC)
 - e) Provide Asset Management Tools and Best Practices for water agencies.
 - f) Seek participating utility system feedback.
 - g) Measure/audit participating utility systems' progress toward AM goals.
 - h) Prepare an annual WAMC report consistent with MIC reporting goals and timeframe.

- 2) Membership, Chairperson, and Committees:
 - a) Membership: Per PA 324 of 2018, the council is created within the MIC and shall consist of nine voting members appointed by the MIC.
 - i. The council shall include one member from the Department of Environmental Quality (now renamed the Department of Environment, Great Lakes, and Energy or EGLE); one member from the Michigan Municipal League (MML); one member from the Michigan Townships Associations (MTA); one member from the Michigan Associations of Counties (MAC); one member from the Michigan Association of County Drain Commissioners (MACDC); one member representing a regional drinking water, wastewater, or stormwater authority; one member representing a water infrastructure association; one member with drinking water, wastewater, or stormwater asset management experience; one member representing a regional entity recognized by the State of Michigan (such as MPO, EPA prosperity region, an Association representing regions, etc.) as determined by the Governor's office.
 - ii. The WAMC may advise the MIC as to adequacy of qualifications for applicants seeking appointment to the WAMC.
 - iii. Membership Appointment and Term: Per PA 324 of 2018, the MML, MTA, MAC, and MACDC shall submit a list of two nominees to the MIC from which their respective member appointments (as outlined above) shall be made.
 - iv. Voting members of WAMC shall serve for three years, however, of the initial appointments to the WAMC, three shall serve for one year, three shall serve for two years, and three shall serve for three years. A vacancy on the WAMC shall be filled in the same manner as the original appointment.
 - v. Nonvoting membership shall include one person from the Department of

Technology Management and Budget whose responsibilities are related to the central data storage agency.

- vi. Members may be recommended for dismissal by the WAMC in the event of more than two unexcused absences in one twelve (12) month period, or for behavior inconsistent with the expected conduct of appointed state Boards and Commissions. An unexcused absence is an instance where a Council member does not appear in person for a meeting and has not notified the Chairperson or their designated representative prior to the meeting.
- b) Officers: Per PA 324 of 2018, the WAMC shall select a Chairperson from its members at the first meeting. A Vice Chair shall also be elected to act as Chair in the absence of the Chair.
 - i. Eligibility: All voting members of the WAMC are eligible to be Chairperson.
 - ii. Election of Officers: Elections of officers shall be held annually during the first meeting of the year or as needed to fill a vacant officer position(s). Election shall be by a majority vote of the attending voting WAMC members during a regular WAMC meeting where a quorum is present.
 - iii. Term of Office: All Officers' terms of office shall be for one year term, except as needed to fill a vacancy for the balance of the term. Officers may be re-elected to additional terms by the WAMC. Terms may be consecutive.
 - iv. Responsibility and Dismissal: It is the responsibility of the Chairperson to chair monthly meetings and attend the MIC meetings as a non-voting MIC member representing the WAMC.
 - c) Committees: Each voting member is expected to serve on WAMC Committees. The WAMC Chairperson shall select WAMC members for each committee at the first meeting of the year or at the establishment of the Committee. Member assignments may be reviewed and changed by the WAMC Chairperson as necessary during the Chairperson's term of office. Each committee of the WAMC shall have a Committee Chairperson selected by majority vote of the voting membership of each Committee. Any committee may (and is encouraged to) include non-WAMC members for support, technical, or other reasons. The WAMC may form committees as it sees the need.
 - d) Advisory Panel: Per PA 324 of 2018, the WAMC may appoint advisory committees whose members shall serve as needed to provide research on issues and projects as determined by the WAMC. An advisory committee member who is not a member of the WAMC does not have voting rights on the advisory committee. A recommendation from the advisory committee is advisory only and is not binding.
- 3) Meetings:
- a) WAMC meeting schedules are established annually. The established schedules shall be made available to the public on the WAMC website. The council has the authority to set reasonable times and otherwise manage their proceedings to ensure fair opportunity is provided for public input at each meeting. When possible, committees shall also post meeting dates and times on the WAMC website.
 - b) Rules for public participation shall be established and recorded by the WAMC, then made available electronically.
 - c) Members are required to participate in person if practicable but may participate remotely in accordance with rules established by the State of Michigan.
 - d) Committees that do not constitute a quorum of the Council are permitted to meet

remotely.

- e) At the first meeting of each year, the WAMC shall determine if the current Bylaws are adequate or need revision. The Chair shall either designate revisions to be led by staff or a WAMC member and may appoint a Bylaws Chair and any members of a bylaw committee at her/his discretion.
 - f) In the event the Chair is not present the Vice Chair shall run the meeting.
- 4) Quorum: Per Michigan's Open Meetings Act, meeting means the "convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision of a public policy." A quorum, as it pertains to the WAMC, shall be defined as a majority of voting members present for a meeting during which official business is discussed and acted upon.
- 5) Staffing: Per PA 324 of 2018, EGLE shall provide qualified administrative staff and qualified technical assistance to the WAMC.
- a) EGLE will assign a coordinator, primarily responsible for the management and coordination of the WAMC's activities, including development of the annual reports, budget, and project management of activities needed to carry out the WAMC's work program, manage the WAMC Web site and performance metrics. Additional EGLE staff provide technical support to WAMC, as necessary.
- 6) Amendments: A two-thirds majority of WAMC voting members is required to amend the WAMC bylaws. Proposed amendments in final form must be distributed to the members at the WAMC meeting prior to having it on the WAMC agenda as an action item.