

STATE COORDINATING COMMITTEE ON GROUND WATER

BYLAWS

1.01 AUTHORITY

The State Coordinating Committee on Ground Water is created by the Directors of Environmental Protection, Natural Resources, Health, Agriculture, Transportation, Public Utilities Commission and Commerce/Bureau of Underground Storage Tank Regulations.

2.0 PURPOSE

To promote and guide the implementation of a coordinated, comprehensive and effective ground water protection and management program for the State of Ohio.

3.0 GOALS

- 3.1 To promote public and private actions which lead to effective protection and management of ground water.
- 3.2 To enhance communication and awareness among State departments and their programs.
- 3.3 To identify common issues and linkages between various departments and their programs.
- 3.4 To identify unaddressed water quality and quantity issues.
- 3.5 To identify and initiate resolution of conflicts between program policies and objectives.
- 3.6 To enhance communication among State agencies, local agencies and the public.
- 3.7 To review and recommend revisions as necessary, to state plans affecting ground water protection and management.

4.0 MEMBERSHIP

- 4.1 Membership shall consist of a designated representative of each participating division within each member agency. Representatives have decision making authority for their respective department or division.
- 4.2 Each division shall specify in writing the name of the representative (s) and alternate (s). The alternate shall participate as the representative in the absence of the specified representative.
- 4.3 Each member may bring technical staff to meetings who may participate in the discussions, present reports, and participate on work groups created by the Coordinating Committee.

5.0 ORGANIZATION AND OFFICERS

- 5.1 The officers of the Coordinating Committee shall be the Chair and Information Coordinators.
- 5.2 The Chair may be held by any member of the Coordinating Committee on a six-month rotating basis by agency. The Chair shall rotate January and July of each year.
- 5.3 The duties of the Chair shall include:
1. Develop meeting agenda
 2. Preside at meetings
 3. ~~Preside over IGWAC meetings~~
 4. Coordinate with Information Coordinator
- 5.4 If the Chair cannot attend meeting, the Chair's alternate will preside at that meeting.
- 5.5 A temporary Chair may be elected by the Coordinating Committee for all or part of a meeting if: the Chair and alternate are not present; the Chair has lead on issue being discussed; the Chair requests a temporary Chair be elected to allow freer participation in discussion(s); or, a temporary chair is required due to other special circumstances.
- 5.6 Ohio Environmental Protection Agency shall serve in the role of Information Coordinator and shall supply support services for the existence of the Coordinating Committee.
- 5.7 The duties of the Information Coordinator shall include, but are not limited to:
1. Manage public and internal information inquiries regarding the Coordinating Committee's activities
 2. Coordinate mailing lists
 3. Coordinate mailings
 4. Arrange meeting times and locations
 5. Arrange meeting room tables and chairs
 6. Attend and record meetings
 7. Prepare and distribute meeting agendas
 8. Prepare and distribute meeting summaries
 9. Maintain copy of all materials circulated
- 5.8 The duties of the support services, coordinated by Information Coordinator, shall include:
1. Maintain current mailing list
 2. Copy materials for mailing
 3. Mail meeting agendas, supporting documents and meeting summaries
 4. Maintain copy of all materials mailed and distributed at meetings, and attendance sheets
 5. Reserve meeting rooms when hosted by Ohio EPA
 6. Assist setting up rooms when hosted by Ohio EPA

- 5.9 The Coordinating Committee has the option of having meetings facilitated by an outside party upon consensus of the members present.

6.0 MEETINGS

- 6.1 The Coordinating Committee shall meet on the third Thursday of the month at 8:30 a.m. or as determined by Committee. Meetings shall not exceed three hours in length except by prior concurrence of Committee members.
- 6.2 Special meetings of the Coordinating Committee may be called to deal with issues as they arise. Concurrence of a majority of members is required for a special meeting.
- 6.3 Members shall be given at least seven days advance written notice of all meetings.
- 6.4 In addition to advance notice of meetings, members shall be provided an agenda for each meeting and provided any business materials that may be considered or acted upon, whether or not set forth in said agenda.
- 6.5 Members present at a regular meeting shall constitute a quorum, and the affirmative vote of a majority of quorum shall be necessary for any action taken by a vote of the Coordinating Committee.
- 6.6 Any public who attends meetings may only observe.

7.0 ORDER OF BUSINESS

- 7.1 Call to Order
- 7.2 Introductions
- 7.3 Approval of Meeting Summary
- 7.4 Old Business
- 7.5 Reports and Announcements
- 7.6 New Business
- 7.7 Agenda for next meeting
- 7.8 Adjournment

8.0 SPECIAL CONCERNS

- 8.1 If a department or division objects to agenda item(s), that department's representative must relay concern(s) to the Committee Chair within one (1) week of the meeting where the agenda was set. The Chair will then notify other representatives of the objection(s) and place objection(s) on the agenda. Representatives will vote at next meeting to decide if the Committee will proceed with agenda as set.

9.0 WORK GROUPS

The Coordinating Committee may authorize such standing or special work groups as deemed necessary. Each Coordinating Committee member shall appoint persons to such work groups as appropriate.

10.0 AMENDMENTS TO BYLAWS

- 10.1 Acceptance of Amendments: Recommended amendments to Bylaws shall be submitted and accepted at regular Coordinating Committee meetings.
- 10.2 Approval of Amendments: The amendments accepted pursuant to 9.1 may be approved at the following regular Coordinating Committee meetings.