

# SHIAWASSEE COUNTY MATERIALS MANAGEMENT PLANNING COMMITTEE

## Bylaws and Procedures

The following Bylaws and rules of procedure are hereby adopted by the Shiawassee County Materials Management Planning Committee (MMPC) to facilitate the performance of its duties as outlined in the Shiawassee County Materials Management Plan and in Part 115 of the Michigan Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

### Chapter 1. **MEMBERSHIP**

Section 101. Appointment MMPC members shall be appointed by the Shiawassee County Board of Commissioners (Board) for five (5) year terms to serve throughout the planning period. Committee members may be re-appointed by the Board. The Board is the only entity authorized to appoint or remove committee members.

Section 102. Term All MMPC members shall serve an initial term of five (5) years. Terms for members appointed after the initial five (5) year term shall be staggered so that no more than two (2) vacancies are scheduled per year thereafter. Appointments after the initial five (5) year term shall be made on the following staggered schedule.

- (1) Two (2) members shall be appointed to a one-year term
- (2) Two (2) members shall be appointed to a two-year term
- (3) Two (2) members shall be appointed to a three-year term
- (4) Two (2) members shall be appointed to a four-year term
- (5) Three (3) members shall be appointed to a full five-year term

MMPC members appointed to fill vacancies shall serve the remainder of the unexpired term of the vacancy they are filling.

The Board shall determine which MMPC positions receive each term length to ensure representation across the various required categories outlined in Part 115.

Section 103. Removal The Board is the only entity authorized to remove Committee members. However, the MMPC may, upon majority vote, recommend the removal of a Committee member.

Chapter 2. **OFFICERS**

- Section 201. Selection At the first regular meeting of each year, the committee shall elect from its appointive membership, a Chairperson, Vice-Chairperson and Secretary. The Committee may create and fill such other appointments as they see fit.
- Section 202. Tenure The Chairperson, Vice-Chairperson and Secretary shall take office immediately following their selection and shall hold office for a term of one year or until their successors are selected and assume office.
- Section 203. Duties The Chairperson shall preside at all meetings, appoint sub-committees, and perform such other duties as may be ordered by the Committee. The Vice-Chairperson shall act in the capacity of Chairperson in the case of an absence and in the event the office of the Chairperson becomes vacant, the Vice-Chairperson shall succeed to this office for the unexpired term and the Committee shall elect a successor to the office of Vice-Chairperson for the unexpired term. In the event that both the Chairperson and Vice-Chairperson are absent, the Secretary shall act in the capacity of the Chairperson and preside over the meeting.

Chapter 3. **MEETINGS**

- Section 301. Regular Regular meetings of the MMPC will be held at a mutually agreeable place and time. The meeting schedule shall be posted and/or published at the beginning of each year in a manner in accordance with the Open Meetings Act.
- Section 302. Special Special meetings (or change in regular meeting time and/or place) may be called at the request of the Chairperson, or by half plus one of the current members appointed to the Committee. Notice of special meetings or change in regular meeting time and/or place shall be given by the County Staff to the members of the committee in accordance with the Open Meetings Act (OMA) and shall state the purpose, place, and time of meeting.
- Section 303. Public All regular and special meetings, hearings, records, and accounts shall be open to the public.
- Section 304. Quorum Half plus one of the current members shall constitute a quorum for the transaction of business and the taking of official action for all matters. Whenever a quorum is not present at a regular meeting or special meeting, those present may adjourn the meeting to another day or hold the meeting for the purpose of gathering information on such matters as are on the agenda that may not be able to be gathered at a later date. No action may be taken at such a meeting, but data gathered at the

meeting may be presented and used in deliberation at subsequent meetings. All items must be approved at a meeting at which a quorum is present.

Section 305. Agenda

The County Staff shall prepare an agenda for each meeting and shall deliver it to the members in accordance with the OMA. The order of business therein shall be as follows:

- (1) Call to Order
- (2) Pledge of Allegiance
- (3) Roll Call
- (4) Approve Agenda
- (5) Public comment (3 minutes)
- (6) Business session where formal decisions are made by the Committee.
  - (a) Approval of the minutes
  - (b) Communications
  - (c) Reports
  - (d) Old business
  - (e) New business
- (4) Committee members to be heard
- (5) Public Comment
- (6) Adjournment

Section 306. Motions

Motions shall be re-stated before a vote is taken. The name of maker and supporter of motion shall be recorded.

Section 307. Voting

Voting shall be by voice and shall be by yeas and nays. Roll call votes will be only upon request by a member of the Committee. Half plus one of the current members' votes shall be required to approve any action.

Section 308. Abstention

Committee members have the right and obligation to vote on all actions before the MMPC. However, when a committee member has a conflict of interest in an item, such as a financial reason, that member shall notify the Chair of their interest and abstain from the vote.

Section 309. Action

Action by MMPC on any matter on which a hearing is held shall not be taken until the hearing has been concluded.

Section 310. Procedures

Parliamentary procedure in MMPC meetings shall be governed by Robert's Rules of Order.

Section 311. Attendance Members having two unexcused or a total of three absences during one year may result in dismissal from MMPC. The member will be referred to the Board of Commissioners for consideration of continued service. A member shall notify the Designated Planning Agency or Chairperson prior to the meeting if that member is unable to attend. If no notification is received by the Designated Planning Agency or Chairperson prior to the meeting, then that absence will be considered unexcused.

#### Chapter 4. **DESIGNATED PLANNING AGENCY**

Section 401. Responsibility Responsibilities assigned to the Designated Planning Agency include:

- (1) Notifying proper officials for siting applications, flow control issues, etc.
- (2) Administrative duties that the Plan or any Ordinance detail.
- (3) Promoting recycling and educational programs as outlined by the Plan.
- (4) Monitoring performance of new or expanded resource recovery efforts to determine success of the Plan's implementation.
- (5) Responsible for soliciting and reviewing proposals from eligible applicants for educational activities and funding.
- (6) Recommend Materials Management annual budget to the Board of Commissioners for adoption.
- (7) Assisting and facilitating the Materials Management Planning Committee.

Section 402. Minutes The Designated Planning Agency shall develop the minutes of each Committee meeting.

Section 403. Letters All correspondence shall be brought to the Committee on a timely basis, which is consistent with the Plan. If there is an item or items that need immediately review, Staff will contact the Chairperson to decide if a special meeting will be needed.

Chapter 5. **DUTIES OF MMPC**

Section 501. Duties

- (1) Responsible for working with the DPA, reviewing the Plan annually and updating it as necessary.
- (2) Responsible for meeting at least quarterly.
- (3) Review any import/export applications for non-contiguous counties.
- (4) Act as the Site Review Committee (including additional members appointed for this purpose) if new construction or expansion applications for Materials Management facilities are submitted.
- (5) Responsible for working with the Designated Planning Agency on compost site guidelines for existing and future sites.
- (6) Responsible for monitoring performance of planning activities.
- (7) Other duties that may arise through the MMP planning process.

Chapter 6. **AMENDMENT**

Section 601. Changes      These bylaws may be amended at any regular or special meeting by a two-thirds (2/3) vote of the members present.

Notice      The notice of proposed amendment or change of rules of procedure shall conform to the notice of the meeting requirements, Chapter 2.

These Bylaws are hereby approved and adopted by the MMPC on this 15th day of April, 2025 and are respectfully submitted to the Board of Commissioners for their approval and adoption.

/s/ [Ric Crawford]  
Ric Crawford, Chairperson,  
Materials Management Planning Committee

4/16/25  
Date

These By-Laws are hereby approved and adopted by the Board of Commissioners on this 21st day of May, 2025.

/s/ [Greg Brodeur]  
Greg Brodeur, Chairperson,  
Board of Commissioners

5/21/2025  
Date