

**MICHIGAN WATER/WASTEWATER AGENCY RESPONSE NETWORK
BY-LAWS
ARTICLE I - NAME AND PURPOSE**

Section 1 - Name: The name of the organization shall be the Michigan Water/Wastewater Agency Response Network, (MiWARN). It shall consist of water, wastewater and public works agency representatives that work together to provide an emergency response network.

Section 2 - Purpose: MiWARN is organized for the purpose of supporting and promoting statewide and/or local emergency preparedness, disaster response, and mutual aid and assistance to member water, wastewater and public works agencies in Michigan.

ARTICLE II – MEMBERSHIP

Section 1 – Eligibility for Membership: Voting membership is limited to one primary and one backup member from each “Participating Agency” which is any Water, Wastewater or Public Works Agency that has entered into the Mutual Aid Agreement, and is a government entity or political subdivision of the State of Michigan. Membership is granted upon receipt of notification of member from the agency’s designated representative.

Section 1A – Michigan Section, American Water Works Association membership: The Michigan Section, American Water Works Association (MIAWWA) will be provided a voting membership that is limited to one primary and one backup member from the association who has entered into, and is in current standing, of the Mutual Aid Agreement for Water/Wastewater providers in the state of Michigan.

Section 1B – Michigan Water Environment Association membership: The Michigan Water Environment Association (MWEA) will be provided a voting membership that is limited to one primary and one backup member from the association who has entered into, and is in current standing, of the Mutual Aid Agreement for Water/Wastewater providers in the state of Michigan.

Section 1C – Michigan Chapter, American Public Works Association membership: The Michigan Chapter, American Public Works Association (APWA-Mi) will be provided a voting membership that is limited to one primary and one backup member from the association who has entered into, and is in current standing, of the Mutual Aid Agreement for Water/Wastewater providers in the state of Michigan.

Section 1D – Michigan Rural Water Association membership: The Michigan Rural Water Association (MRWA) will be provided a voting membership that is limited to one primary and one backup member from the association who has entered into, and is

in current standing, of the Mutual Aid Agreement for Water/Wastewater providers in the state of Michigan.

Section 1E – Associate membership: An associate membership will provide an opportunity for other agencies or individuals to participate in organization activities. These non-voting members will not be required to enter into mutual aid agreements.

Section 2 – Rights of Members: Each member shall be eligible to appoint one voting representative to cast the member’s vote in organization elections.

Section 3 – Attendance of Meetings: Attendance of meetings is necessary to help ensure that all agencies provide updated and accurate information so that responses to emergencies are handled in a uniform and consistent manner.

Section 4 – Resignation and Termination: Any member can resign by filing a written resignation with the Secretary of the Steering Committee (SC) and the Regional Committee (RC). Following the termination, the organization will request that another representative be provided by the member agency.

Section 5 – Non-voting Membership: The Board shall have the authority to establish and define non-voting categories of membership.

ARTICLE III - ADMINISTRATION

Section 1 - Administration: The administration of the Michigan Water/Wastewater Agency Response Network (MiWARN) will be conducted through the MiWARN SC. The SC has been established in order to organize and maintain the Mutual Aid and Assistance Program and the Michigan Water/Wastewater Agency Response Network.

ARTICLE IV - STEERING COMMITTEE

Section 1 - Steering Committee: The MiWARN SC shall consist of no greater than 12 members. The SC will include an elected representative of each of the eight (8) RC’s and a representative from each of the following affiliate organizations: the Michigan Section - AWWA, the Michigan Water Environment Association, the Michigan Chapter - APWA, and the Michigan Rural Water Association. If a representative has not been named from a RC or a representative has not been designated by the affiliate organization, then that position shall remain vacant until a representative has been properly named.

ARTICLE V - REGIONAL COMMITTEES

Section 1 - Regional Committees: MiWARN is represented by eight (8) geographic regions consistent with the eight districts established by the Michigan State Police Emergency Management and Homeland Security Division and the eight bioterrorism preparedness regions designated by the Michigan Department of Community Health. The MiWARN Regional Committees (RC) will be established by the members in that region.

ARTICLE VI - MEETINGS OF THE STEERING COMMITTEE

Section 1 - Regular Meetings: Regular meetings of the SC shall be held at least quarterly, at a time and place designated by the Chair.

Section 2 - Special Meetings: Special meetings may be called by the Chair, Co-chair, or a simple majority of the SC.

Section 3 - Notice of Meetings: Notice of all regularly scheduled meetings of the SC shall be made through printed notice or electronic (email). Notice of each meeting shall be given to each member of the SC, not less than two weeks prior to the meeting.

Section 4 - Quorum: Simple majority of voting Members present at any properly announced SC meeting shall constitute a quorum.

Section 5 - Voting: All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. Each member of the SC shall have only one member eligible to vote at each meeting.

ARTICLE VII - MEETINGS OF REGIONAL COMMITTEES

Section 1 - Regular Meetings: Regular meetings of the RC shall be held quarterly at a minimum, at a time and place designated by the Chair.

Section 2 - Special Meetings: Special meetings may be called by the Chair, Co-chair, or a simple majority of the RC.

Section 3 - Notice of Meetings: Notice of all regularly scheduled meetings of the Regional Committee shall be made through printed notice or electronic (email). Notice of each meeting shall be given to each member of the RC, not less than two weeks prior to the meeting.

Section 4 - Quorum: Simple majority of members present at any properly announced RC meeting shall constitute a quorum.

Section 5 - Voting: All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. Each member agency of the RC shall have only one vote at each meeting.

ARTICLE VIII - OFFICERS

Section 1 - Officer's Role, Size, and Compensation: The SC and RC officers are responsible for overall policy and direction of the organization, and delegate responsibility of day-to-day operations. SC and RC officers shall consist of the following: Chair, Co-Chair and Secretary. The officers receive no compensation other than their normal salary paid by their respective employers for their work on the SC or RC.

Section 2 - Terms: All SC and RC officers shall serve 3-year terms; 1st year as Secretary, 2nd year as Co-Chair and 3rd year as Chair. All officers are eligible for re-election. The term year shall be on a calendar year basis.

Section 3 - Officer Election: New officers and current officers of the SC and RC shall be elected or re-elected by the voting members of the SC or RC. Officers will be elected by a simple majority of voting members present.

Section 4 - Election Procedures: At the meeting prior to the end of the term of existing officers of the SC and RC, nominations will be taken. Any member can nominate another member as a candidate to the slate of nominees. An open vote will then be taken at the same meeting. A simple majority shall determine the election of officers.

The duties of the officers of the SC and RC are as follows:

The *Chair* shall convene regularly scheduled SC or RC Meetings, shall preside or arrange for other officers to preside at each meeting in the following order: Co-Chair, Secretary.

The *Co-Chair* shall chair meetings in the event of absence by the *Chair* at meetings of the SC and RC.

The *Secretary* shall be responsible for keeping records of the SC and RC actions, including the taking of minutes at all meetings, sending out meeting announcements, distributing copies of meeting minutes and agenda, and assuring that records are maintained.

Section 5 - Vacancies: When a vacancy of an RC officer exists during mid-term, nominations for the position must be received two weeks in advance of the next scheduled meeting of the RC, whereby the filling of the vacancy is to be voted on. These vacancies will be filled only to the end of the particular vacant officer's

term. A simple majority of the voting members within the affected region present at the meeting will determine the outcome of the election. When a vacancy exists on the SC, a replacement shall be named by the RC or the affiliate organization within 90 days of the vacancy. If the vacated position on the SC is held by an officer of the SC, nominations for the replacement must be received two weeks in advance of the next scheduled meeting of the SC, whereby the filling of the vacancy is to be voted on. These vacancies will be filled only to the end of the particular vacant officer's term. A simple majority of the voting members of the SC present at the meeting will determine the outcome of the election.

Section 6 - Resignation, Termination, and Absences: Resignation of SC or RC officers must be in writing and received by the Secretary. An officer may be terminated from the SC or RC for cause or other reasons by a three-fourths vote of the voting members of the SC or RC.

Section 7 - Special Meetings: Special meetings of the SC and RC shall be called upon the request of the Chair, Co-Chair, or by the simple majority vote of the voting members when the special meeting is necessary.

ARTICLE IX - AMENDMENTS

Section 1 - Amendments: These by-laws may be amended when necessary by simple majority vote of the voting members of the Steering Committee. Proposed amendments must be submitted to the Secretary of the Steering Committee to be sent out with regular meeting announcements.

ARTICLE X - MODIFICATIONS

Section 1 - Modifications: No provision of this agreement may be modified, altered or rescinded by individual parties. Modifications to these By-laws require a simple majority vote of the voting members of the SC. The SC will notify all RC officers in writing and those modifications shall be effective upon 60 days written notice to the parties. RC officers will notify all members of the modifications.

CERTIFICATION

These By-laws were approved by simple majority vote of the voting members of the SC on June 25, 2013.