

**ENVIRONMENTAL HEALTH ADVISORY COUNCIL**

**- BYLAWS -**

**DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the Council shall be advisory to the Kalamazoo County Board of Commissioners, the County Administrator, and the Environmental Health staff and shall include:

1. To advise, consult and cooperate with other local governmental units, agencies of the State, industries, interstate or interlocal agencies of the Federal government and with interested persons and groups for the protection of the environment.
2. To identify significant environmental trends or activities in the County, to recommend and be involved in studies, investigations and research relating to the protection of the County's environment and report the anticipated effect of such trend or activities to the Board of Commissioners, with recommendation where appropriate.
3. To provide, where appropriate, a forum for citizen input on matters affecting environmental quality and environmental health in the County and to report to the Board of Commissioners regarding such concerns.
4. To provide, upon request of either the Board of Commissioners or the County Administrator, information and recommendations, if any, with regard to specific environmental health matters.
5. To be apprised of those activities of the County, which have significant environmental impact, and to provide information and recommendations to the Board of Commissioners.
6. To consult with environmental agencies, other governmental jurisdictions and citizen groups to identify and recommend solutions to environmental health problems.
7. To recommend to the County Board of Commissioners possible sources of funding for environmental health needs.

**MEMBERSHIP AND TERM OF OFFICE**

The Environmental Health Advisory Council (EHAC) shall consist of no less than ten (10) to no more than fifteen (15) voting members who are residents of the County of Kalamazoo and appointed by the Board of Commissioners, plus such advisory consultants and liaison officials as the Board may, from time to time, determine appropriate to appoint.

The members shall be appointed for a term of three (3) years and shall be eligible for reappointment.

The Council shall annually elect at the January Council meeting from among its members a Chairperson, a Vice Chairperson and a Secretary.

To assist with insuring a quorum and productive council meetings, members of the Council shall be requested to inform the EH Director or Administrative Assistant at least 24 hours prior to the scheduled meeting day if they cannot be present. If a member of the Council has two (2) absences of the regularly scheduled Council meetings in a twelve period, the Council Chairperson will contact the representative and discuss reasons for lack of attendance. It is imperative that members who volunteer to participate as a member and are appointed understand the time commitment and determine if they will be able to fulfill that commitment. If it is determined by the Chairperson that it would be in the best interest of EHAC in assuring a quorum is present, the Chairperson may notify the Board of Commissioners in writing of the need to have said member removed and a new individual appointed.

#### **PREFERRED COMPOSITION OF THE ENVIRONMENTAL HEALTH ADVISORY COUNCIL**

- A. One (1) representative from Kalamazoo County Michigan State University Extension;
- B. One (1) representative from the County Conservation District;
- C. One (1) representative from a recognized environmental organization or Kalamazoo Environmental Council;
- D. Two (2) official representatives from township within the County;
- E. Two (2) official representatives from cities within the County;
- F. Six (6) citizens preferably representing one or more of the following roles or agencies:
  - Village representative from within the county
  - Business Community
  - County or Deputy Drain Commissioner
  - County Road Commission
  - Established lake association member
  - Citizen at large
- G. Not more than 2 members of the County Board of Commissioners.

## **OFFICERS OF COUNCIL**

SECTION 1: The officers of the Council shall consist of a Chairperson, Vice Chairperson and Secretary. A County Board member may not hold any office within this Council.

SECTION 2: In the event the office of the Chairperson shall become vacant by death, resignation, or otherwise, the Vice Chairperson shall become Chairperson for the unexpired term of this office.

SECTION 3: In the event of the absence of the Chairperson or their inability to discharge the duties of the office, such duties shall, for the time being, devolve upon the Vice Chairperson. In the event the Vice Chairperson is, for like reasons, unable to act, such duties shall, for the time being, devolve upon the Secretary.

SECTION 4: A staff representative from the Environmental Health shall serve as Assistant Secretary to be repository for minutes of the Council and the attendance records for the members, as well as provide staff assistance to the officers of the Council.

## **MEETINGS**

SECTION 1: Unless a reading of the minutes of a meeting is requested by a member of the Council, such minutes may be approved or corrected without reading, if the Secretary has previously furnished each member with a true copy thereof.

SECTION 2: The Chairperson shall prepare an agenda of the business to be considered at each regular Council meeting. No business shall be considered by the Council unless placed upon the agenda for the meeting not later than 12:00 o'clock noon one week preceding the meeting. Additional items may be added to the agenda upon a majority vote of the members present at the meeting.

SECTION 3: The Chairperson shall notify in writing all members in good standing of the time and place of the regular meeting at least three (3) days prior thereto. Such notice shall include the agenda, minutes, and any other pertinent information that is needed by the Council.

SECTION 4: The Council will meet for its meetings 6 times per year at an agreed on time and location by the membership of the Council. The Environmental Health Director reserves the authority to call a special meeting of the council if warranted or cancel a regularly scheduled meeting due to a lack of a quorum or lack subject matter

## **QUORUM AND VOTING**

SECTION 1: The presence of one (1) person more than one half (1/2) of the currently appointed membership at the meeting shall constitute a quorum for the transacting of business.

SECTION 2: A majority of affirmative votes will be necessary to approve an action of the Council.

**SUB-COMMITTEES**

SECTION 1: The Council may appoint subcommittees of members with such duties and functions, as it deems advisable.

SECTION 2: The Council may also authorize advisory subcommittees whose membership may include individuals whose experience, training, or interest in the program may qualify them to lend valuable assistance to the Council by acting in an advisory capacity in consulting with the Council on the technical and special phases of its program.

**AMENDMENTS**

SECTION 1: These Bylaws may be altered or suspended, amended or replaced by a two-thirds vote of currently appointed members of the Council at the time said amendment or alteration is voted on at any regular or special meeting, subject to the approval of the Kalamazoo County Board of Commissioners.

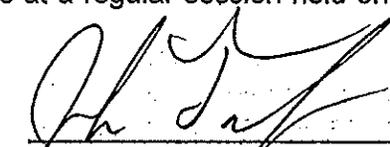
**RULES OF ORDER**

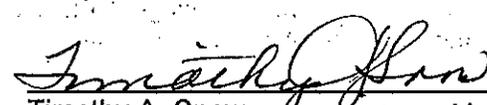
SECTION 1: In all cases not covered by these rules, Roberts' Rules of Order Revised will govern.

**PUBLIC RECORD**

The assigned Environmental Health representative shall keep a correct written record of all the Council's business and transactions, with copies of all agendas and minutes being provided to the County Board of Commissioners' Office, and the County Board copy shall be a public record available for inspection.

Approved by the County Board of Commissioners at a regular session held on March 4, 2014; revision approved on May 3, 2016

  
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John Taylor, Chairperson 5.3.16  
Kalamazoo County Board  
of Commissioners

  
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Timothy A. Snow 5.3.16  
County Clerk/Register