

STANDING RULES OF THE NORTHWEST INDIANA STORM WATER ADVISORY GROUP

ARTICLE I. MISSION STATEMENT

The Northwest Indiana Storm Water Advisory Group is a coalition of municipal separate storm water system (MS4) entities providing leadership in the protection and enhancement of storm water resources within Lake and Porter Counties.

As a volunteer group, all participants will network and share strategies to implement storm water quality practices to reduce storm water pollution and work collectively to meet state and federal regulations.

Group Vision:

- Follow the principles that are within the mission statement.
- Sharing of ideas, resources and other means through partnership with participating communities.

Group Goals:

- To address storm water quality and storm water concerns.
- To meet and/or exceed Federal and State requirements regarding storm water quality (Phase 2 NPDES).
- To protect the health and safety of the general public through environmental enhancements.

Group Objectives:

- Disseminate information to participating members.
- Promote efficient training for participating members.
- Assist local municipalities and other interested parties to implement practices that are consistent with their individual MS4 program needs and available resources.
- Provide technical and value-based input on storm water issues.
- Serve as a sounding board on matters relating to current MS4 implementation issues and policies.
- Serve as leaders within the community for the storm water (MS4) program.
- Seek potential sources of funding, grants and shared resources to supplement program implementation budgets.

The group will also seek input and involvement from State and Federal agencies for recommendations on economically sound practices for implementation.

ARTICLE II. MEMBERS

SECTION 1. PARTICIPATION

The members of this Organization participate on a volunteer basis, solely to serve the Mission as defined in Article I.

SECTION 2. TYPES OF MEMBERSHIP

The Organization shall have two types of members: Members and Organizing Members.

a. Members

The Members shall be the individuals assigned to the duties of administering the MS4 program as the MS4 Operator/Coordinator, or their designee, as defined in 328 IAC 15-13-5(42) by a municipality or other MS4 entity as defined in 327 IAC 15-13-5(41). A majority of Members may call for a Special Meeting. Members are entitled to one vote per entity.

Note: Individuals who are not designated as an MS4 Coordinator/Operator may not become a member but are allowed to attend the monthly meeting as a guest as identified in Article V.

b. Organizing Members

The Organizing Members are defined as Members in Section 2(a) and are responsible for facilitating the organization's website, monthly meeting schedule and meeting minutes, and the Member email list. The Organizing Members may call for a Special Meeting.

1. A Member may become an Organizing Member by request to the presiding organizing members, providing they meet the following requirements:
 - i. Attend at least eight (8) monthly meetings in a calendar year.
 - ii. Can provide for the recording, typing, and dissemination of meeting minutes should no other Organizing Member be available to do so.
 - iii. Can assist a Member Host to establish an agenda and provide assistance during a monthly meeting.

ARTICLE III. MEETING OF MEMBERS

SECTION 1. PLACE OF MEETING

Meetings of the Members will be held at a location designated by the Meeting Host. The Meeting Host is a member and/or organizing member.

The members shall meet monthly: (12) times per year.

Meeting Hosts are responsible for selecting the location, and establishing the accommodations for the monthly meetings. Member Hosts and/or an Organizing Member are responsible for the development of the meeting agenda, the arrangement of speakers and guests, and facilitation of

the meeting. An Organizing Member has the sole authority to cancel a meeting providing all Members are given at least a two week notice prior to the meeting.

SECTION 2. SPECIAL MEETINGS

Special meetings of the Members may be called by an Organizing Member, by a majority of Members, or by written petition signed by not less than two Members.

SECTION 3. NOTICE OF MEETINGS

Written notice via an agenda stating the place, day and hour of a monthly meeting and, in the case of Special Meetings, the purpose for which the meeting is being called, shall be prepared by the Meeting Host and/or an Organizing Member. An Organizing Member will review the agenda prior to release. Notices shall be posted on the organization's website or emailed to the Member email list at least one week prior to the scheduled meeting.

SECTION 4. VOTING

A Member is entitled to vote at any meeting in person.

SECTION 5. MEETING ETIQUETTE

Members are expected to uphold behavior according to Robert's Rules of Order Newly Revised while attending meetings.

SECTION 6. REMOVAL OF A MEMBER

A request for Consideration for Removal of a Member may be made by at least two Organizing Members and one general Member. The request shall be in writing and signed by the Members making the request, and will include a detailed list of the reasons why the request should be considered. The request is subject to a vote. Alternatively, the request for Consideration for Removal may be made by Motion and vote of the majority of the quorum of all members present at a monthly or special meeting.

A Special Meeting shall be called within 21 days to consider the action. Notice of the Special Meeting shall be given as set forth in Article III, Section 3. Notice of the meeting shall be given to both the Member under consideration for removal and to the entity of the Member who has appointed the Member, of the specific reasons for consideration of the removal of the Member for cause. The entity MS4 Operator of the appointed Member is entitled to appear at the Special Meeting and to be heard on the matter.

At the conclusion of the Special Meeting, if the majority of the quorum of members present finds that the Member has failed to conduct his/her duties as a Member, and that he/she should be removed for cause, the Organizing Members shall send a formal notification to the entity MS4 Operator that the Member has been removed, that the entity MS4 Operator could appoint a new Member, and that it will not be counted as part of the Member quorum until such new designation is made.

Just cause for removal under this section may include: failure to exercise good faith in the furtherance of the mission of NISWAG.

ARTICLE IV. COMMITTEES

SECTION 1. WHO MAY PARTICIPATE

A Member may participate on any Committee.

SECTION 2. COMMITTEE DEFINITION

A Committee of no less than two Members may be called by a Member for the purpose of exploring matters more fully pertaining to the Mission of NISWAG or the Federal and State requirements for MS4. Committees will not be permanently standing.

SECTION 3. COMMITTEE FUNCTIONS

A Committee may be called for, but not limited to, the following:

- a. Coordination and Administration – this can include Organization By-Law review and updates, and membership.
- b. Research and recommendations – to make recommendations to Members on a potential or planned change in a program such as the Federal and State requirements for MS4.
- c. Discipline – to handle removal of a Member of the organization.

ARTICLE V. GENERAL PROVISIONS

1. No Member shall participate in an Organization function or meeting while under the influence of alcohol, drugs, or any other incapacitating material.
2. Consultants, speakers, vendors, engineers, and other persons not directly representing an MS4 entity will be considered as guests to the Organization or a Member Host at a monthly meeting.
3. Persons wishing to promote a product or service who are not representing an MS4 entity will require a vote of the quorum majority of the members present in order to attend a monthly meeting, providing the product or service furthers the mission and goals of the Organization.
4. The Northwestern Indiana Storm Water Advisory Group name and logo, otherwise known as NISWAG, represents the Organization and the Members, and has a unique value afforded to the Members and the Organization's Mission. The name and logo, and all abbreviations thereof, may not be used to imply, either directly or indirectly, the Organization's endorsement, support, favor, association with, or opposition to an organization, product, or service without permission from all Organizing Members.