

BYLAWS

TEXOMA COUNCIL OF GOVERNMENTS

NATURAL RESOURCES ADVISORY COMMITTEE

ARTICLE I

ORGANIZATION

- Section 1: This committee is established and authorized as a standing committee of the Texoma Council of Governments (TCOG) by the Governing Body.
- Section 2: The name of this committee is the Natural Resources Advisory Committee (NRAC), serving member governments and citizens in Cooke, Grayson, and Fannin Counties of the State of Texas.

ARTICLE II

OBJECTIVES AND DECLARATION OF POLICY

- Section 1: On September 17, 1998 the Texoma Council of Governments Governing Body created the Natural Resources Advisory Committee to advise the Governing Body on natural resource issues. The Natural Resource Advisory Committee will fulfill the responsibilities of the former Solid Waste Advisory Committee and the Environmental Advisory Committee, both of which were dissolved by the Governing Body on the same date. The Natural Resources Advisory Committee's responsibilities for solid waste management in particular are as specified in the contract between Texoma Council of Governments and the Texas Commission on Environmental Quality (TCEQ), including coordinating and encouraging the implementation of the recommendations contained in the Texoma Regional Solid Waste Management Plan by affected parties.
- Section 2: To this end, the declared policy of the committee is:
- a) To assist local governments and citizens in discerning and following all applicable laws and regulations relating to solid waste management;

- b) To encourage all government entities to implement the policies and recommended actions of the Texoma Regional Solid Waste Management Plan, as required by 30 TAC 330.647(c), and to maintain policies and activities that do not conflict with the provisions of the Regional Plan;
- c) To advance the implementation of the Regional Plan through the identification, evaluation and funding of projects consistent with the Regional Plan and State policies and objectives; and,
- d) To facilitate solid waste management education among citizens of all ages.
- e) To advise local governments as to the opportunities outlined in the Intergovernmental Agreement between TCOG and the TCEQ.

Section 3: In addition to the particular solid waste management responsibilities listed above, the Texoma Council of Governments Governing Body also charges the Natural Resources Advisory Committee:

- a) To develop and continue existing programs that assist local governments in addressing environmental issues in all media.
- b) To educate local governments and school districts in discerning and following all applicable laws and regulations relating to their environment;
- c) To encourage the local solution, when appropriate, of environmental problems impacting all or significant portions of the three-county service area;
- d) To identify opportunities for environmental excellence and to facilitate the development of local and regional programs that reflect these opportunities;
- e) To facilitate environmental education among citizens of all ages.

ARTICLE III

MEMBERSHIP

- Section 1: The composition of this committee shall be representative of the interests in the three county service area of the Texoma Council of Governments and shall include, in accordance with 30 TAC 330.639(a), "...members who represent a broad range of interests, including a representative of the Texas Commission on Environmental Quality, public officials, private operators, citizen groups, and interested individuals." To the degree that qualified candidates for vacancies are available, the committee shall attempt to assure membership from all geographic areas of the region. Membership shall be no more than 16, and made up of
- Seven (7) at-large members from the public and private sectors within Cooke, Fannin, and Grayson County;
 - two (2) members each from Cooke, Fannin, and Grayson County;
 - two (2) permanent members from the Greater Texoma Utility Authority and the Texoma Area Solid Waste Authority;
 - One (1) ex officio representative from the TCEQ.
- Section 2: All nominations for membership in this committee shall be approved by the current committee membership, by simple majority of voting members present, and approved by the Governing Body of the Texoma Council of Governments. Anyone may make nominations for new members to the Chairperson of the committee.
- Section 3: Members shall normally serve for three years; however the initial members of the committee shall serve one, two or three years to create a cycle where roughly one third of the membership is replaced each year. Terms of initial members shall be determined by lot. Members shall serve until the expiration of their term or until their resignation, provided that they may be removed prior to such completion of term or resignation in accordance with Article III Section 5. Committee member terms shall expire on December 31st of the final year of their service term. Members may serve more than one term on the committee. Members representing the TCEQ shall be non-voting but shall otherwise participate in all facets of committee activity.
- Section 4: A quorum for conducting official business of the committee shall be a majority of the number of active members

Section 5: Members may be removed from membership prior to the expiration of their term or resignation as follows:

- a) Members representing elected government officials will be automatically removed in the event that they fail to remain in elected office at any time during the term of their committee membership;
- b) Members representing government staff, the private sector, environmental groups or other governmental bodies shall be removed in the event that they cease to be employed by or otherwise associated with their sponsoring organization;
- c) Members are expected to regularly attend all committee meetings. Members absent from three consecutive meetings will be removed from membership. Any member absent from two consecutive meetings shall be notified that his or her membership is in jeopardy. Members may be represented by a designated and COG Board approved alternate.

Section 6: Membership on this committee shall not be restricted because of race, color, religion, gender, age, affectional preference, national origin or physical handicap.

Section 7: There shall be standing subcommittees to provide ongoing focused attention to Air Issues, Water Issues, and Solid Waste Issues. Each committee member shall also be a member of one of these standing subcommittees. Such standing subcommittees shall not work independently of the whole committee. Issues researched and studied by a subcommittee shall be acted upon only by the whole committee.

ARTICLE IV

OFFICERS

- Section 1: Officers of the committee shall consist of a Chairperson and a Vice-Chairperson.
- Section 2: Officers will be elected by the committee annually at the first meeting occurring after June 1 of each year; except that initial officers, who shall serve from their election until the election in the following year, shall be elected immediately upon the adoption of these Bylaws.
- Section 3: Prior to the adoption of these Bylaws, the Chairperson shall constitute the sole officer of the committee.
- Section 4: The following constitute the duties of the officers:
- a) The Chairperson shall:
 - 1) Preside at all meetings of the committee;
 - 2) Call regular and special meetings of the committee;
 - 3) Appoint other ad hoc sub-committees as may from time to time be required for the efficient operation of the committee;
 - 4) Be an ex officio member of all sub-committees.
 - b) The Vice-Chairperson shall:
 - 1) During the absence or incapacity of the Chairperson, perform the duties of the Chairperson and, when so acting, have all the rights, responsibilities powers and privileges of the office of the Chairperson;
 - 2) Perform such other duties as may be directed by the committee or Chairperson.
- Section 5: Officers shall normally serve for one term although nothing in these Bylaws shall prevent an officer from presenting himself or herself for re-election.
- Section 6: In the event of a vacancy in the position of any officer, the committee shall elect a replacement not later than the next regular meeting following notification that such vacancy exists.

ARTICLE V

MEETINGS

Section 1: The committee shall meet at least quarterly on a date and at a time and place designated by the Chairperson, subject to the following:

- a) The committee shall meet more often as required to conduct necessary business;
- b) In addition to meetings set by the Chairperson, a meeting of the committee may be called at the request of at least 20% of the membership with advance notice of 10 days and indication of the particular issue or topic necessitating committee attention being made to members.

Section 2: Members shall be notified at least ten (10) days in advance of any regular meeting, with the notice to include the date, time, place and items to be discussed or acted upon. All meetings shall be conducted in accordance with the Texas Open Meetings Act and Robert's Rules of Order. Except where otherwise designated in these Bylaws, any action before the committee shall be approved upon the majority vote of voting members present, a quorum having been previously declared by the Chairperson.

Votes taken on agenda action items shall be by any means acceptable by state law and will include vote by mail, fax, and scanned voting document. Action items shall be posted on the meeting agenda as vote by mail, fax, or scanned document and there shall be no action items on the agenda that will be addressed by voting in person. Vote by mail, fax, or scanned document ballots must be signed and shall be filed with the records of any action taken. The ballots shall be treated as a vote taken during a meeting. A quorum of votes by mail, fax, or scanned document must be received for the action to be binding. Votes simply by email are not acceptable.

Section 3: A two-thirds majority of committee members shall be required to recommend modification of these Bylaws to the TCOG Governing Body.

Section 4: Any member of the committee may add an item to the agenda for the upcoming meeting, provided that such member shall convey his or her desire to the Chairperson to include such item not later than fifteen days prior to the date of the meeting.

Section 5: As a standing agenda item, each meeting shall include the setting of the next regular meeting.

Section 6: TCOG shall supply a Secretary to the committee who shall record the proceedings of all meetings and maintain records of such minutes.

ARTICLE VI

CONFLICT OF INTEREST

Section 1: In order to assure that all applicants for grants or other funds from any source processed through or by the committee have the same rights and privileges and are subject to a uniform and equitable review process, the following conflict of interest policy shall apply:

- a) A committee member who is an employee, officer or director of any grant applicant, potential contractor or supplier of goods or services that comes before this committee shall, before deliberation of such matter, declare openly his or her vested interest.
- b) A member having such vested interest in the committees' deliberations on a particular item or application shall abstain from voting on such application or matter.

ARTICLE VII

ADOPTION

Section 1: These Bylaws were recommended by the committee and adopted by a two-thirds vote of the membership of the Texoma Council of Governments Governing Body on June 17, 1999.

Amendments to the bylaws were recommended by the committee and adopted by a two thirds vote of the membership of the Texoma Council of Governments on March 31, 2005.

Amendments were recommended by the committee on October 2, 2009 and adopted by two thirds majority of the Texoma Council of Governments on October 18, 2009.

Amendments were recommended by the committee on September 21, 2011 and adopted unanimously by the Texoma Council of Governments on October 20, 2011.