



## BYLAWS

### 1. **Mission** \_\_\_\_\_

The Harbor Technical Advisory Committee's mission is:

- To provide a forum for the discussion of harbor related issues and concerns;
- To promote the harbor's economic and environmental importance to the community;
- To provide sound planning and management recommendations to the Metropolitan Interstate Council.

### 2. **Primary Functions** \_\_\_\_\_

To provide an interstate forum for the discussion and formulation of recommendations regarding harbor issues relevant to the Duluth-Superior urbanized area by private, local, state and federal officials who are directly concerned with their planning, programming and implementation.

To encourage participation in and coordination with comprehensive metropolitan planning by all local governments, state and federal agencies, and industry and environmental representatives that have a direct role in the physical development, dredging and dredged material management, environmental restoration and enhancement activities, and land use development activities in the St. Louis River Bay and Estuary.

To develop, promote, monitor adherence to, and complete an annual review of comprehensive port development plans for the harbor, including the *Duluth and Superior Port Land Use Plan(s)*.

To assist in identifying methods and sources of funding for ongoing planning, coordination of activities, implementation of special projects and Metropolitan Interstate Council staff support for the Committee.

Provide public outreach and education regarding harbor specific issues, activities and projects, as deemed appropriate by the Committee.

### 3. **Meetings** \_\_\_\_\_

Meetings will be scheduled and held at least quarterly. Meetings of the Committee will be held on the call of the Chair, or upon request to the Chair by the MIC policy board,

or by the Director of the Metropolitan Interstate Council, or by written request of the number of members equal to 50% of a quorum.

#### **4. Rules**

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- a. The Committee will, at its first meeting each odd numbered calendar year, elect a Chair and a Vice-Chair, both to be from within its voting membership. The Chair will serve a two-year term and alternate between a Minnesota and Wisconsin representative. The Chair, or in his/her absence, the Vice-Chair, will preside at all meetings of the Committee, appoint all sub-committees not otherwise ordered, and perform such other duties as may be imposed. In the absence of the Chair and the Vice-Chair, a Chair Pro-Tem will be named by the Chair, or, providing a quorum is present from among eligible voting members, a Chair Pro-Tem may be named by the Committee to preside.
- b. The MIC Director, or his/her designate, will act as MIC staff secretary to this Committee. The MIC staff secretary will provide the Committee members with meeting notices and agendas to be mailed not less than one week before each meeting, will keep the minutes of the meetings and a calendar of all matters referred to sub-committees and others, will report action or non-action of same at each regular meeting, and will perform such other duties as may be imposed.
- c. The MIC Director will be responsible for drawing up an agenda of the business to be transacted at any regular or special meeting of this Committee. Any new business, proposal, or resolution which a Committee member wishes to place before the Committee must be communicated to the MIC Director by telephone or in writing at least ten (10) days before the date of the next regularly scheduled meeting and three (3) days before any special meeting. No business may come before this Committee or be enacted thereby unless it has been placed upon the agenda or unless a 2/3 vote of those present agree to consider such business.
- d. As an advisory group to the Metropolitan Interstate Council, it will be the practice of the HTAC to attempt to make decisions by consensus. Minority reports will be included with any recommendation made to the MIC Policy Board.

#### **5. Quorum**

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More than one-third of the voting membership of the Committee (**11**) will constitute a quorum to do business, *except* when a Resolution must be passed requiring subsequent action by the MIC Policy Board, in which case the quorum will be over one-half (**16**) of the voting membership. Voting membership will be reviewed and affirmed annually for the purposes of establishing a quorum.

## **6. Subcommittees**

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Subcommittees of the Committee will be appointed by the Chair, and may include non-voting participants. Unless otherwise directed, subcommittees will investigate and act for the Committee in such matters as may be assigned to them by the Committee, and in other matters subject to the approval of the Committee. Such sub-committees will report to the Committee in such manner and at such times as called upon by the Chair.

## **7. Alternates and Designates**

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Any appointing authority of the MIC may designate any person to act as their alternate at any duly called meeting of this Committee. Additionally, any duly designated alternate will announce to the Committee at commencement of the meeting his name and representative capacity and may vote upon matters properly coming before the Committee. Proof of such designation will be in such form as is acceptable to the Committee.

## **8. Voting Membership**

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Eligible voting membership will be as listed below. Membership will be effective upon receipt of a letter of intent from eligible government/agencies/organizations to participate. It is intended to include, in the absence of the voting member listed, that their designated representative will serve. The failure of a voting member or their representative to attend three (3) or more consecutive meetings may result in loss of voting rights (to be determined by the Chair). The submission of a letter of intent to participate in future meetings will be necessary to restore voting membership. No member organization will have more than one vote.

### **Eligible Voting Membership (31)**

One representative from each of the following jurisdictions:

#### **City**

City of Duluth  
City of Superior

#### **County**

Douglas County  
St. Louis County

#### **State**

Minnesota Department of Natural Resources  
Wisconsin Department of Natural Resources  
Minnesota Department of Transportation  
Wisconsin Department of Transportation

Minnesota Sea Grant  
Wisconsin Sea Grant  
Minnesota Pollution Control Agency

**Federal**

Natural Resources Conservation Service  
US Army Corps of Engineers  
US Coast Guard- Duluth Marine Safety Unit  
US Fish and Wildlife Service

**Regional**

Duluth Seaway Port Authority  
Duluth-Superior Metropolitan Interstate Council  
Northwest Regional Planning Commission  
Western Lake Superior Sanitary District

**Citizen Groups**

Izaak Walton League  
St. Louis River Alliance  
Save Lake Superior Association

**Industry Sectors**

Coal  
General Bulk  
General Cargo  
Grain  
Harbor Engineering  
Harbor Services  
Ore  
Pilots/ Vessel Operations  
Recreation

**9. Technical Advisors (non-voting)** \_\_\_\_\_

In addition, technical advisors from any member agency, organization or local government are encouraged to attend and participate, depending on the issue, but may not vote.