

**Purpose;** the Porter Township Wetland Advisory Committee hereafter known as the “committee” shall carry out the duties as prescribed in the Wetland Protection Ordinance #2-05. All action and or activities in carrying out these duties shall be forwarded to the Township Board.

**Members;** the committee shall consist of five (5) members but not more than seven (7). The (7) members shall be appointed by the Township Board. One appointee shall be from the Porter Township Planning Commission and one member shall be from the Township Board. The members shall serve at the discretion of the Township Board and may be replaced as the Board sees fit.

#### SECTION 1: Officers

**A. Selection and Tenure**—at the first scheduled meeting of each year, the committee shall select from its membership a chairperson and secretary. All officers shall serve a term of one year, or until their successors are selected and assume office. All officers shall be eligible for re-election for consecutive terms for the same office.

**B. Chairpersons**—the chairperson shall preside at all meetings and all meetings shall be conducted in accordance with Roberts Rules. The Chairperson shall appoint committees and perform such other duties as directed by the committee or township board. All communications, petitions, reports or other written materials received by the chairperson shall be brought to the attention of the committee.

**C. Secretary**—the secretary shall execute documents in the name of the committee, perform the duties hereinafter listed below and shall perform such other duties as the committee may determine.

**1. Minutes**—the secretary shall be responsible for a permanent record of the minutes of each meeting and shall have them recorded in suitable permanent records retained by the township clerk. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes, and record of attendance.

**2. Attendance**—the secretary shall be responsible for maintaining an attendance record for each committee member.

## **SECTION 2: Meetings**

**A. Meetings**—Meetings of the committee shall be held on an as needed basis. All meetings shall take place at the Porter Township Hall, 69373 Baldwin Prairie Road, Union, Michigan.

**B. Notice**—Meetings shall be noticed, via the Township Clerk, and notices shall state the purpose, time and location of meetings. The meeting notice shall be posted at the Porter Township hall at least 18 hours before the meeting time. A copy of the notice must be filed in the Clerk's office.

**C. Public Records**—All the minutes, records, documents, correspondence, and other materials of the committee shall be filed with the Township Clerk and be open to public inspection.

**D. Quorum**—A majority of the membership of the committee shall constitute a quorum for transacting business. The committee shall not conduct business unless a majority of the regular members is present.

By Laws adopted by the Porter Township Board at a regular meeting held on February 8, 2010. To be included with the Porter Township Wetlands Ordinance and be posted on the official Porter Township Website.

By Laws changes adopted by the Porter Township Board at a regular meeting held on July 12, 2011. To be included with the Porter Township Wetlands Ordinance and to be posted on the official Porter Township Website.

Marty Russell  
Porter Township Clerk

