

July 19, 2012

MUNICIPAL ENGINEERS GROUP BYLAWS

ARTICLE I – Name

The name of this organization shall be Municipal Engineers Group, or also to be known as MEG.

ARTICLE II – Purpose

The purpose of MEG is to provide input per Section 15-17 of the DuPage County Countywide Stormwater and Flood Plain Ordinance (the Ordinance).

ARTICLE III – Election Procedure

Section 1. The Chair and Vice-Chair shall be chosen from the MEG membership and voted into office by a majority vote of MEG members in attendance at the election meeting.

Section 2. Length of term is one year and commences at the conclusion of the date of the election meeting. Elected officers shall serve until a replacement is elected. No officer shall serve more than two (2) consecutive terms; however, they may hold an officer position again after an interval of at least one (1) year.

Section 3. If an officer is unable to fulfill his term, the MEG shall elect a member to complete the term.

Section 4. Nominations for Chair and Vice-Chair shall be solicited from the MEG membership by email at least fourteen calendar days prior to the election meeting. Interested volunteers shall respond to this call with a written synopsis of their qualifications and be placed on the ballot. Seven calendar days prior to the election meeting, a ballot of candidates will be sent by email to the MEG membership for consideration.

Section 5. A ballot of nominees shall be presented at the election meeting. Each community within the jurisdiction of the Ordinance shall have one vote exercised by the Administrator, or their Designee.

ARTICLE IV – Membership

Each Community shall have one vote on all issues that require a vote. Each Community shall provide a list of approved designates. A consulting firm can be a designate. One person or consulting firm can be designate for multiple Communities, but designates representing multiple Communities shall be entitled to one vote per Community. The designate for each voting Community shall be announced at the start of the meeting. Communities that have opted out of the Ordinance shall not have a vote.

ARTICLE V - Parliamentary Authority

The rules contained in the most recent Edition of *Robert's Rules of Order* shall govern the MEG in all cases, except where they are not consistent with these bylaws or any special rules of order the MEG may adopt. Use of the Rules shall not be mandatory in meetings, but may be called for by the Chair to restore order.

ARTICLE VI – Amendments

The By-Laws may be amended at a regular or a special meeting by a majority vote of all MEG members, provided that notice of the amendment change has been given to all MEG members at least ten working days in advance of the meeting. Amendments take effect upon acceptance.

ARTICLE VII – Officer Duties

Section 1. Chair

The Board Chair shall preside at MEG Meetings.

Section 2. Vice Chair

The Vice Chair shall have all the powers and duties of the Chair in the absence of the Chair and completes the term of Chair in case of a vacancy.

ARTICLE VIII – Meeting Procedure

Section 1. A regular meeting of the MEG shall be scheduled during each monthly Municipal Engineers Discussion Group, which is comprised of a larger audience for informal discussion of storm water administration matters in general.

Section 2. A special meeting of MEG may be held upon the call of the Director or Chair. The purpose of the meeting shall be set forth in the notice. Notice of a special meeting shall be given at least ten working days in advance of the meeting.

Section 3. Notice of a MEG discussion shall be given to the designated County staff member at least twelve working days before the meeting for circulation to those on the official mailing list. All persons on the mailing list shall be notified in writing or electronically. The discussion request shall be on the approved form and shall include a desired recommendation and a MEG Community Sponsor. The Director can be a Sponsor. No discussion can start without a Sponsor.

Section 4. Attendance of representatives of communities shall be taken. Representation of ten communities shall constitute a meeting quorum for discussion. Upon establishing a quorum, the MEG Community Sponsor shall present the subject of discussion. The Chair shall preside over the discussion. Any written or electronically submitted comments shall be made part of the discussion.

Section 5. Upon conclusion of the discussion, there shall be a motion to consider a recommendation. If the motion is passed by a majority of communities present, the voting period shall commence. Each community may vote "aye", "nay" or "no vote" for the recommendation. The voting period shall extend until five working days after the passage of the motion. Votes can be cast at the MEG meeting, in writing to the designated County staff member or at the designated e-mail address. A minimum of nineteen affirmative votes within the voting period represents approval of the recommendation.

Section 6. The sponsor shall provide a summary of the discussion at a MEG meeting to the designated County staff member to be incorporated into the decision memo that will then be circulated electronically to those on the official mailing list within three working days of a MEG meeting.