

Bylaws of the Governor’s Council on Minnesota’s Lake Superior Coastal Program

Effective Date: January 11, 2019
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Article I – Name

Section 1.1. Name. The name of this body is the Governor’s Council on Minnesota’s Lake Superior Coastal Program (hereinafter the “Coastal Council”). It is a council created by Minnesota executive order and operating under the laws of the State of Minnesota with the Minnesota Department of Natural Resources (hereinafter the “MNDNR”) as the lead agency.

Article II – Object

Section 2.1. Purpose. The purpose of the Coastal Council is to advise the MNDNR on matters related to Minnesota’s Lake Superior Coastal Program. To this end, the Coastal Council will make recommendations to the Commissioner of the MNDNR. These recommendations include, but are not limited to: program priorities; pass-through grant funding decisions; program administrative budget; program evaluation; procedural review and other related matters.

Article III – Members

Members are appointed by the governor according to Minnesota Statutes, section 15.0593.

Section 3.1. Number. The Coastal Council consists of 15 members.

Section 3.2. Composition.

- a. Three members from each of the four coastal counties (Carlton, Cook, Lake and St. Louis). County members must be endorsed by a city, township or county in the coastal area.
- b. Three at-large members.
- c. No more than five members can represent any one county at any time.
- d. No more than one elected official from each county.

Section 3.3. Terms of membership. The governor determines the terms of membership, which can vary. When a member’s term ends, he or she may serve until his or her successor is appointed and qualifies.

Section 3.4. Compensation. Members will serve without compensation. However, the MNDNR will reimburse for some reasonable expenses incurred as a direct result of attending meetings in the same manner and amount as authorized in the Commissioner’s Plan adopted under Minnesota Statutes 43A.18 Subd. 2. Members who are employees of political subdivisions of the state may receive the expenses provided for in this section unless the expenses are reimbursed by another source. Members must file a reimbursement request with the MNDNR.

Section 3.5. Removal. Only the governor has authority to remove a member. Missing three consecutive meetings may be cause for removal. In the case of a vacancy due to removal, the governor will appoint a person to fill the vacancy for the remainder of the unexpired term.

Section 3.6. Staff support. Staff from the MNDNR will support the Coastal Council. Staff will assist with logistical arrangements for meetings; recording, editing and distributing minutes; developing agendas; providing public notice of meetings; reporting to the Secretary of State’s Office; and other tasks as requested by the Coastal Council as needed to carry out its business.

Article IV – Officers

Section 4.1. Officers. The officers are chair and vice chair.

Section 4.2. Duties.

- a. The chair presides at all meetings and performs the duties prescribed by these bylaws and the parliamentary authority adopted by the Coastal Council.
- b. The vice chair acts in the absence of the chair and performs other duties as prescribed by these bylaws.

Section 4.3. Election. Officers will be elected by the membership at the annual meeting for a term of one year. Officers may be re-elected for additional terms.

Section 4.3.1. Nomination of officers. Nomination of officers will occur at the annual meeting. The vice chair will be automatically nominated as a candidate for the office of chair.

Section 4.4. Vacancies. A vacancy in any office will be filled by election of the membership for the unexpired portion of the term.

Article V – Meetings

The Coastal Council meetings are governed by and conform to the requirements and intent of the Minnesota Open Meeting Law.

Section 5.1. Regular meetings. The Coastal Council will hold regular meetings at times and places determined by the members. A 12-month meeting schedule will be developed by the membership at the annual meeting to assist the officers and staff in making logistical arrangements.

Section 5.2. Annual meeting. The annual meeting, generally held in June, will be for the purpose of electing officers; appointing committee members; receiving standing committee reports; establishing a meeting schedule for the following 12 months; and for any other business that may arise.

Section 5.3. Special meetings. Special meetings may be called by the chair or by written request to the chair by five members of the Coastal Council. The purpose of the meeting must be stated in the call. MNDNR staff must notify members at least three business days prior to the meeting by email or telephone.

Section 5.4. Quorum. A simple majority of the members will constitute meeting quorum.

Section 5.5. Cancellation of a meeting. Meetings may be cancelled by the chair due to weather, state or national emergency, or with knowledge that a quorum will not be present. In the event of a cancellation, the chair, with assistance from MNDNR staff, will notify members as soon as possible via telephone and email.

Article VI – Committees

Section 6.1. Executive committee. The chair and vice chair will serve as the Executive Committee. The Executive Committee will have general supervision of the affairs of the Coastal Council between meetings; make recommendations to the Coastal Council; and perform other such duties as specified in these bylaws. The Executive Committee will be subject to the orders of the Coastal Council and none of its acts should conflict with action taken by the Coastal Council.

Section 6.2. Finance committee. A Finance Committee composed of no fewer than three members will be appointed by the chair at each annual meeting. The committee will review the annual administrative budget of Minnesota’s Lake Superior Coastal Program and report to the Coastal Council at the annual meeting.

Section 6.3. Grants committee. A Grants Committee composed of no fewer than three members will be appointed by the chair at each annual meeting. The committee will make recommendations on grant scoring criteria and other pass-through grant-related matters and report to the Coastal Council at the annual meeting.

Section 6.4. Other committees. Other committees, standing or special, may be appointed from time to time by the chair as the Coastal Council or Executive Committee deem necessary to carry on the work of the Coastal Council.

Section 6.5. Vacancies. As openings arise on committees, the chair will appoint members.

Article VII – Parliamentary Authority

Section 7.1. Application of rules. The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* will be used to govern meetings where they are not in conflict with the bylaws or the laws and policies of the State of Minnesota and the MNDNR.

Article VIII – Amendment of Bylaws

Section 8.1. Bylaw revision. These bylaws may be amended at any meeting by a two-thirds vote of those in attendance, provided that the amendment has been submitted in writing at the previous meeting.

Article IX – Operating Procedures

Section 9.1. Operating procedures. The Coastal Council must develop and maintain operating procedures which establish general guiding principles, grant review guiding principles, decision-making guidelines and rules of ethical conduct. Nothing in the operating procedures should be interpreted to conflict with these bylaws, federal regulations or the laws and policies of the State of Minnesota and the MNDNR.

Article X – Accountabilities

Section 10.1. Accountabilities. The Coastal Council will be accountable to the governor as specified in the executive order establishing the Coastal Council. Copies of all minutes, official correspondence, and a voting journal will be filed with the office of Minnesota’s Lake Superior Coastal Program.

Section 10.2. Liaison provision. If a member of the Coastal Council is also a member of a stakeholder group, he/she will, as appropriate, serve as liaison between the Coastal Council and that stakeholder group.

Section 10.3. Representation to the public. Members are encouraged to speak to the public on general principles, without details on specific decisions, applications, or applicants. Members must confer with the chair and/or coastal program manager if wanting to share more.