

Maryland Water Monitoring Council
BYLAWS

Established by the Department of Natural Resources in 1996 in response to the needs identified by the State's water monitoring community, the Maryland Water Monitoring Council (MWMC) seeks to foster cooperation among groups and individuals involved in all types of water monitoring activities. The MWMC offers a platform where issues related to physical, chemical, and biological monitoring, and those land use factors affecting aquatic habitat quality and quantity can be discussed and evaluated in an atmosphere that promotes a better understanding of Maryland's water resources. The MWMC works closely with the National Water Quality Monitoring Council and other States as strategies for improving water monitoring throughout the United States are developed.

Article 1. Name

- 1.1 The name of this organization shall be the Maryland Water Monitoring Council, hereinafter referred to in these bylaws as the Council.

Article 2. Purpose

- 2.1 The Council will serve as a statewide collaborative body to help achieve effective collection, interpretation, and dissemination of environmental data related to issues, policies, and resource management objectives involving water monitoring. The Council shall address the full range of aquatic resources, including ground and surface waters, freshwater, estuarine, and marine environments, and associated watershed resources in Maryland.

Article 3. Membership

- 3.1 Membership in the Council will be open to individuals associated with agencies, organizations, academic institutions and groups within Maryland with responsibility for, interest in and/or participation in water monitoring activities.
- 3.2 Membership is renewed annually through completion of the membership application published by the MWMC.
- 3.3 Two membership categories are available and may be changed at any time:
- 3.3.a. General Membership. This category is for all who would like to be a member of the MWMC but cannot actively participate in Council Committees, Work Groups and Board functions.
- 3.3.b. Active Membership. This category is for those who would like to participate in Council Committees, Work Groups and Board functions.

Article 4. Meetings of Members

- 4.1 Annual Meeting. An annual meeting of the General and Active members of the Council shall be held at such time and place as shall be determined by the Board of Directors.
- 4.2 Special Meetings. Special meetings of the Council may be called by the Board of Directors.

Article 5. Board of Directors

- 5.1 General Powers. All powers of the Council shall be vested in a Board of Directors, hereinafter referred to in the bylaws as the Board. The Board shall manage the affairs of the Council.
- 5.2 Number of Directors. The Board shall consist of 21 individuals representing the following categories:
- 5.2.a. State Agencies
(4 representatives - at least one each from the Department of Natural Resources and Department of the Environment)

- 5.2.b. Local Agencies
(4 representatives)
- 5.2.c. Federal Agencies
(2 representatives)
- 5.2.d. Volunteer Groups-Environmental Organizations(2 representatives - one of which has statewide affiliation)
- 5.2.e. Academia
(2 representatives)
- 5.2.f. Intergovernmental organizations
(1 representative)
- 5.2.g. Consultants and Industry
(2 representatives)
- 5.2.h. At-large
(4 representatives)

- 5.3 Terms of Office. Unless elected as an officer, directors shall serve for a term of three years. The terms of no more than one-third of the Board's members shall expire in any given year to allow for stability and continuity in leadership. The terms of office shall begin immediately following the effective date of appointment. Directors shall serve no more than two consecutive terms, but can be reappointed following one year off of the Board unless the Board approves the continuance by special vote. The terms for elected officers of the Board are specified in Article Six below.
- 5.4 Manner of Selection. Board members of the Council shall be appointed by the Secretary of Natural Resources. Nominees for appointment to the Board shall be provided to the Secretary by the Board.
- 5.5 Alternates. Directors shall designate alternates to represent them in their absence from scheduled Board Meetings.
- 5.6 Vacancies. Any vacancy occurring on the Board will be filled by appointment by the Secretary of Natural Resources. This includes vacancies created by a resigning Director where the appointee shall serve out the remainder of the term of the vacating Director. The new or replacement Director shall represent the category represented by the leaving Director. The nominee will be chosen by an affirmative vote of the majority of the Directors remaining in office.
- 5.7 Resignation; Removal. Any director may resign from the Board at any time by giving written notice thereof to the Chair and to the Secretary of Natural Resources. Failure of a member or the designated alternate to participate in more than three consecutive meetings of the Board shall constitute grounds for requesting the DNR Secretary to replace the member.

Article 6. Officers

- 6.1 Titles. The officers of the Council shall be a Chair, a Vice-chair, and any other officers as may from time to time be prescribed by the Board.
- 6.2 Election and Term. All officers of the Council shall be elected annually by a majority vote of the Board. These officers shall be members or former members of the Board and shall hold office until the next Annual Business Meeting of the Council. Officers shall serve up to three years from the time of being elected initially, regardless of prior or existing Board tenure.
- 6.3 Resignation, Removal and Vacancy. Any officer may resign from office at any time by giving written notice to the Board or its Chair. Any officer may be removed, for good cause shown, by a majority vote of the full Board. Any

vacancy occurring in an office by reason of resignation, removal, or the creation of a new office may be filled for the unexpired term thereof by a majority vote at a regular meeting of the Board.

- 6.4 Chair. The Chair shall serve as chairperson of the Board and shall preside at all meetings thereof. The Chair may enter into all contracts and agreements in the name of the Council, subject to such limitations as the Board may prescribe by resolution.
- 6.5 Vice-chair. The Vice-chair shall exercise the powers of the Chair in the event of the Chair's absence or inability to perform. The Vice-chair shall also have such powers and duties as may be prescribed by the Board or the Chair.
- 6.6 Executive Secretary. The Department of Natural Resources shall provide staff support to serve the Council in the role of Executive Secretary. The Executive Secretary shall be an ex-officio member of the Board, shall keep accurate records of all meetings and finances of the Board, and perform other duties incident to the office of Secretary.

Article 7. Meetings of the Board

- 7.1 Meetings of the Board. The Board shall, at a minimum, meet quarterly for transacting such business as may properly be brought prior to the meeting, or as may properly be brought to the attention of the Board at the meeting.
- 7.1.a. Regular Meetings. The time and place of all regular meetings of the Board shall be as designated by a majority of the Board, in consultation with the Chair.
- 7.1.b. Annual Business Meeting. One regular meeting each year shall be designated as the Annual Business meeting of the Board at which the Board of Directors shall conduct elections for officers and approve the Annual Work Plan for the MWMC.
- 7.1.c. Special Meetings. Special meetings of the Board may be called by the Chair or upon request of a majority of the Board.
- 7.2 Quorum and Voting. A majority of the members of the Board shall constitute a quorum.
- 7.3 Action Without a Meeting. Any action required or permitted to be taken at any meeting of the Board may be taken without a meeting provided that a majority of the Board members indicate consent to the action by written or by electronic communication transmitted to the Chair or the Executive Secretary.

Article 8. Committees of the Board

- 8.1 Committees. The Board shall have the power to establish and dissolve standing, ad hoc committees and work groups. Committee chairs shall be appointed by the Board. Terms of service are not time limited. Committee Chairs shall have the authority to establish ad hoc groups as necessary to fulfill their charge. Any member of the MWMC may serve as a Committee Chair or committee member.
- 8.2 Standing Committees. The Council has the following standing committees:
- 8.2.a. Citizen Science and Community Stewardship. This group works to design and implement programs, activities, and tools to facilitate and improve citizen science and community stewardship. These programs, activities, and tools of the Council will focus on and assist watershed organizations, volunteer monitoring programs, and other non-traditional monitoring communities in Maryland.
- 8.2.b. Monitoring and Assessment Committee. This group will promote and facilitate the collection and assessment of water quality related data. As necessary the group may develop recommendations on environmental indicators (including a recommendation to the Board on the need to establish an Ad Hoc Indicators Committee), monitoring method and water quality standards that are needed to achieve identified management objectives and address public concerns and that are appropriate for assessing water resources by ecological and physiographic regions of Maryland.

- 8.2.c. Information Management and Communication Committee. This group will explore data management procedures employed in Maryland and develop recommended protocols for data management and quality assurance. This committee will coordinate their efforts with the Citizen Science and Community Stewardship Committee for publication and dissemination of information.
- 8.2.d. Groundwater Committee. This committee will promote and facilitate collaboration on issues related to the monitoring and assessment of the quality and quantity of groundwater. It will consider the current state of groundwater monitoring, and will explore the need for documenting and disseminating information on groundwater monitoring activities. The Committee may promote the sharing and accessibility of groundwater quality data; and may consider and make recommendations on the needs, protocols and quality standards for monitoring in relation to specific threats or stressors to groundwater.
- 8.2.e. Nominating Committee. The Chair of the Nominating Committee shall be a Board member. The primary responsibility of this committee shall be to evaluate potential Board members. Based upon recommendations from this committee, the Board will forward the names of members to the Secretary of Natural Resources for appointment to the Board.
- 8.2.f. Awards Committee. This committee shall annually evaluate all nominations for the Carl Weber Award, select the best qualified recipients from the nominees, and present the award(s) at the Annual Meeting of MWMC members. The committee will manage selection and presentation of other awards and certificates of recognition as approved by the Board of Directors.
- 8.2.g. Planning Committee. The Committee has the responsibility developing short- and long-range plans for adoption by the Board to form and shape the future direction of the Council and its activities. The Committee will solicit input from the membership of the MWMC and develop a list of needs and priorities, evaluate progress toward achieving short-and long-range goals and present these findings to the Board. Based on direction of the Board and input from the other standing committees, the Committee will prepare an Annual Work Plan for approval by the Board.

Article 9. Amendments

- 9.1 These bylaws may be amended, repealed, or modified by a majority vote of the Board. Notice of the proposed amendment, repeal, or modification shall be included in the notice of the meeting at which the proposal is to be considered.

In Witness Whereof, the undersigned Chairperson of the Maryland Water Monitoring Council hereby certifies that the above is a true and correct copy of the bylaws of the Council duly approved by its Board of Directors on

_____ , _____.

Chairperson of the Board of Directors

Edited by Dan Boward – December 23, 2014