

BY-LAWS FOR THE
GREAT LAKES WATER AUTHORITY
WATER SUPPLY ADVISORY COUNCIL

Preamble: The Great Lakes Water Authority (GLWA) was created pursuant to Michigan Public Act 233 of 1955, as amended (being MCL 124.281 *et seq.* The GLWA Water Supply Advisory Council (GLWA WSAC) is formed pursuant to the recently revised Lead and Copper Rule (LCR) R 325.10410. This Rule requires utility-level water supply advisory councils. Water suppliers and water systems with more than 50,000 customers must create a Community Water Advisory Council. The council will advise the utility on communications related to lead in drinking water as well as other drinking water quality issues.

ARTICLE 1
General Powers and Duties

Section 1. The GLWA WSAC shall be a public body formed to:

- (a) Develop plans for continuing public awareness about lead in drinking water, even when a lead action level is not exceeded;
- (b) Review public awareness campaign materials provided by the statewide Drinking Water Advisory Council to ensure the needs and interests of the community;
- (c) Advise and consult with the water supply on the development of appropriate plans for remediation and public education to be implemented if a lead action level is exceeded;
- (d) Advise and consult with the water supply on efforts to replace private lead service lines at locations where the owner declined service line replacement;
- (e) Assist in promoting transparency of all data and documents related to lead in drinking water within the water supply service area; and
- (f) Collaborate with local community groups to ensure that residents can be involved in efforts to educate the community about lead in drinking water.

ARTICLE II
Principal Address

Section 1. The principal address of the GLWA WSAC shall be 735 Randolph, Detroit, Michigan 48226.

Section 2. The principal address may be changed by a vote of the GLWA WSAC.

ARTICLE III
GLWA WSAC Requirements

Section 1. The GLWA WSAC shall be comprised of at least five members in the following manner and for the following terms of office:

- (a) At least one member shall be a local resident who does not formally represent the interests of any incorporated organization.

- (b) All members must have a demonstrated interest in or knowledge about lead in drinking water and its effects.
- (c) A Chairperson and any other officers will be appointed at the first meeting. A short explanation of what officer positions are being appointed shall be provided at the first meeting.
- (d) The GLWA WSAC shall determine the terms of service. The initial term of office shall be for two (2) years. Subsequent rotations shall be established by the GLWA WSAC.

Section 2. Any vacancy in office shall be filled by vote of the GLWA WSAC to complete the remainder of the unexpired term.

ARTICLE IV **Officers**

Section 1. The GLWA WSAC shall elect from among its members a Chairperson and a Vice-Chairperson.

Section 2. The GLWA WSAC may elect other officers as the GLWA WSAC considers necessary.

Section 3. The GLWA WSAC shall elect its officers at its first regularly scheduled meeting.

ARTICLE V **Chairperson**

Section 1. The Chairperson of the GLWA WSAC shall be its presiding officer. The Chairperson shall call meetings, set the agenda, and manage the meeting.

ARTICLE VI **Vice-Chairperson**

Section 1. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.

ARTICLE VII **Meetings and Voting**

Section 1. The GLWA WSAC shall conduct regular meetings as needed. The business of the GLWA WSAC shall be conducted at a public meeting of the GLWA WSAC held in compliance with the Michigan Open Meetings Act.

Section 2. A GLWA Representative shall be responsible for providing public notices of all meetings of the GLWA WSAC in accordance with the requirements of these By-Laws and other applicable laws.

Section 3. A GLWA Representative shall call the roll at each GLWA WSAC meeting and record the names of the GLWA WSAC members absent from the meeting.

Section 4. In the absence of the GLWA Representative at any meeting, the GLWA WSAC may designate a person, who shall record the proceedings of such meeting.

Section 5. At any meeting of the GLWA WSAC, four or more members of the GLWA WSAC shall constitute a quorum for the transaction of business. When a quorum is present, a majority of all members of the GLWA WSAC shall decide any question brought before such a meeting. A member may be deemed present for a

meeting if participating by conference call, video- conference, or other electronic means whereby the member can hear the proceedings and participate in the deliberations and votes. Participation in a meeting in this manner constitutes presence in person at the meeting for all purpose including determination of a quorum.

Section 6. The GLWA WSAC shall provide for a public comment period of 3 minutes per speaker, at its meetings, consistent with the requirements of the Open Meetings Act.

ARTICLE VIII **Minutes and Records**

Section 1. The GLWA WSAC shall keep a written record of its proceedings and shall make those records available to the public in a manner that is consistent with the Michigan Freedom of Information Act, the Act, and the Articles of Incorporation.

Section 2. The GLWA WSAC meeting minutes must include the date, time, place, members present, members absent, any decisions made and the purpose for any closed session. The minutes must include all roll call votes taken at the meeting.

Section 3. Draft minutes must be available to the public within 8 days of the meeting.

Section 4. Approved minutes (with any corrections) must be available within 5 days of the meeting that approved them.

ARTICLE IX **Amendments**

Section 1. These By-Laws may be amended at any meeting by a vote of at least four (4) members.