



BYLAWS

1. Mission

The Harbor Technical Advisory Committee's (Committee) mission is:

- To provide a forum for the discussion of harbor related issues and concerns;
- To promote the harbor's economic and environmental importance to the community; and
- To provide sound planning and management recommendations to the Metropolitan Interstate Council (MIC).

2. Primary Functions

To provide an interstate forum for the discussion and formulation of recommendations regarding harbor issues relevant to the Duluth-Superior urbanized area by private, local, state and federal officials who are directly concerned with their planning, programming and implementation.

To encourage participation in and coordination with comprehensive metropolitan planning by all local governments, state and federal agencies, and industry and environmental representatives that have a direct role in the physical development, dredging and dredged material management, environmental remediation and restoration and enhancement activities, and land use development activities in the St. Louis River Estuary.

To develop, promote, monitor adherence to, and conduct a review at least annually of comprehensive port development plans for the harbor, including the *Duluth-Superior Port Land Use Plan*.

To assist in identifying methods and sources of funding for ongoing planning, coordination of activities, implementation of special projects and Metropolitan Interstate Council staff support for the Committee.

Provide public outreach and education regarding harbor specific issues, activities and projects, as deemed appropriate by the Committee.

3. Meetings

Meetings of the Committee will be scheduled and held at least quarterly, and will be held on the call of the Chair, or upon request to the Chair by the MIC policy board, or by the MIC Director.

4. Rules

- a.** The Committee will, at its first meeting each calendar year, elect a Chair and a Vice-Chair, both to be from within its voting membership. The Chair will serve a two-year term and alternate between a Minnesota and Wisconsin representative. The Chair, or in his/her absence, the Vice-Chair, will preside at all meetings of the Committee, appoint all sub-committees not otherwise ordered, and perform such other duties as may be imposed. In the absence of the Chair and the Vice-Chair, a Chair Pro-Tem will be named by the Chair, or, providing a quorum is present from among eligible voting members, a Chair Pro-Tem may be named by the Committee to preside.
- b.** The MIC Director, or his/her designate, will act as MIC staff secretary to this Committee. The MIC staff secretary will provide the Committee members with meeting notices and agendas to be mailed not less than one week before each meeting, will prepare and keep meeting summaries and a calendar of all matters referred to sub-committees and others, will report action or non-action of same at each regular meeting, and will perform such other duties as may be imposed.
- c.** The MIC Director will be responsible for drawing up an agenda of the business to be transacted at any regular or special meeting of this Committee. Any new business, proposal, or resolution which a Committee member wishes to place before the Committee must be communicated to the MIC Director by letter or email at least ten (10) days before the date of the next regularly scheduled meeting and three (3) days before any special meeting. No business may come before this Committee or be enacted thereby unless it has been placed upon the agenda or unless a 2/3 vote of those present agree to consider such business.
- d.** As an advisory group to the Metropolitan Interstate Council, it will be the practice of the HTAC to attempt to make decisions by consensus. Minority reports will be included with any recommendation made to the MIC Policy Board.

5. Quorum

A simple majority of voting members is needed for approving action items. When a Resolution (required for subsequent action by the MIC Policy Board) must be passed a quorum of over one-half of the voting membership is required.

6. Subcommittees

Subcommittees of the Committee will be created by the Chair and MIC Director and may include non-voting participants. In general, the membership of any Subcommittee is comprised of appointed individuals with both the interest and technical, professional, and/or expert background in the subject of the Subcommittee. Individuals are invited by the Chair and MIC Director to participate as Subcommittee members. Unless otherwise directed, subcommittees will investigate and act for the Committee in such matters as may be assigned to them by the Committee and MIC Director, and in other matters subject to the approval of the Committee and MIC Director. Such subcommittees will report to the Committee in such manner and at such times as called upon by the Chair and MIC Director.

7. Alternates and Designates

Each voting member organization shall designate its representative and may also designate an alternate. Proof of such designation will be in such form as is acceptable to the Committee. Voting member organizations are responsible for providing the Chair and MIC Director with voting member and/or alternate updates following staff or other changes.

8. Voting Membership

Eligible voting membership will be as listed below. Membership will be effective upon receipt of a letter or email of intent to participate from jurisdictions or organizations in the Eligible Voting Membership list below and approval by the Chair and MIC Director. It is intended to include, in the absence of the voting member listed, that their designated alternate will serve. The failure of a voting member or their alternate to attend three (3) or more consecutive meetings may result in loss of voting rights (to be determined by the Chair and MIC Director). The submission of a letter or email of intent to participate in future meetings will be necessary to restore voting membership. No member organization will have more than one vote.

Eligible Voting Membership (34)

One representative from each of the following jurisdictions or organizations:

Local Government (6)

City of Duluth
City of Superior
Douglas County
St. Louis County
Fond du Lac Band of Lake Superior Chippewa
Local Disaster Emergency Management, Resiliency, or Recovery

State and Federal Agencies (10)

Minnesota Pollution Control Agency
Minnesota Department of Natural Resources
Wisconsin Department of Natural Resources
Minnesota Department of Transportation
Wisconsin Department of Transportation
Minnesota Sea Grant
Wisconsin Sea Grant
US Army Corps of Engineers
US Coast Guard – Duluth Marine Safety Unit
US Customs and Border Protection

Regional Organizations (4)

Duluth Seaway Port Authority
Duluth-Superior Metropolitan Interstate Council
Northwest Regional Planning Commission
Western Lake Superior Sanitary District

Citizen Groups (2)

Izaak Walton League
St. Louis River Alliance

Recreation (2)

Motorized

Non-Motorized

Harbor-Related Business Sectors (10)

A mix of 5-6 representatives from harbor-related industry, 2-4 representatives from harbor-related logistics, and 1-2 representatives from harbor-related tourism, not to exceed a total of 10 representatives under this harbor-related business sectors category. Examples of harbor-related industry include consultants, engineers, dredgers, vessel operators, pilots, bulk commodities, cargo commodities, pipeline, tug operators, shipyards, etc. Examples of harbor-related logistics include shipping, trucking, rail, warehousing, UW-Superior Transportation and Logistics program, etc. Examples of harbor-related tourism include cruising, Vista Fleet, DECC, lodging, etc.

9. Technical Advisors (non-voting)

In addition, technical advisors from any agency, organization or local government engaged in harbor issues are encouraged to attend and participate, depending on the issue, but may not vote.

Current Technical Advisors

Lake Superior National Estuarine Research Reserve

Natural Resources Conservation Service

Natural Resources Research Institute (NRRI)

Save Lake Superior Association

US Environmental Protection Agency

US Fish and Wildlife Service