

**BYLAWS  
STORM WATER ADVISORY TEAM (SWAT)**

**Article I**

Name

This committee shall be known as Storm Water Advisory Team (SWAT).

**Article II**

Purpose

The purpose of this committee is to support and assist the member agencies with all aspects related to each member agency's Municipal Separate Storm Sewer System (MS4) Permit.

**Article III**

Membership - Voting

Section 1. Membership of the Committee

- a. The committee will be made up of representatives of the jurisdictions and agencies (hereafter, Member Agency or Agencies) that require the use of the "Rogue Valley Stormwater Quality Design Manual" (SQDM). Each agency shall have one Voting Member and may have additional Non-Voting Members. The following member agencies have adopted the SQDM as of the date of adoption of these bylaws:

Rogue Valley Sewer Services  
City of Ashland  
City of Central Point  
City of Medford  
City of Phoenix  
City of Talent  
Jackson County

Additional agencies are welcome to join SWAT following a commitment to use the SQDM by that agency.

- b. Member Agencies may designate Alternate Voting Members who may vote in the absence of their Voting Member.
- c. The committee shall also be open to any individual who wishes to be a non-voting member. These non-voting members may be representatives of agencies considering adoption of the SQDM,

representatives of other interested agencies (such as DEQ), representatives of developers, consultants, or environmental organizations, or interested members of the public.

## Section 2. Appointment and Tenure of Committee Membership

- a. Each Member Agency shall appoint its Voting and Non-Voting Members, and any Alternate Voting Members.
- b. Members shall serve until they are replaced by their member agency.

## Section 3. Voting Privileges

- a. Each Voting Member shall be entitled to one vote on all issues presented at regular and special meetings at which the agency is present.

## Section 4. Communication

- a. Communication of matters of committee interest shall be done via email to the entire committee, including non-voting members. This shall include meeting agendas, distribution of any documents of interest, such as information from DEQ or the Association of Clean Water Agencies (ACWA), draft proposed amendments to the SQDM, or these Bylaws. Meeting agendas shall be distributed at least 5 business days prior to the scheduled meeting.
- b. Anyone on the SWAT communication distribution list may provide comments to the committee via email prior to a scheduled meeting. It is encouraged that such comments be provided at least 48 hours prior to the scheduled meeting.
- c. Written notice (email) of proposed amendments to the SQDM shall be given to the membership of the committee, including non-voting members, at least thirty (30) days prior to the date of the meeting at which the proposed amendments are to be considered.

## Article IV

### Meetings

#### Section 1. Regular Meetings

- a. The committee shall hold its regular meeting on the third (3rd) Wednesday of each third month (quarterly). In the event ongoing business requires more frequent regular meetings, the chair may schedule regular meetings every month or every other month for a period of time.

#### Section 2. Special Meetings

- a. Special meetings may be called by the chair, or vicechair- on seven days' notice.
- b. The person or persons calling such special meeting shall fix the time and place for holding of such meeting.

### Section 3. Conduct of Meetings

- a. Official action may be taken by the committee when a quorum is present.
- b. A quorum shall exist when the majority ( $\geq 51\%$ ) of Voting Members are present.
- c. The voting on all questions coming before the Committee shall be by voice vote and a motion shall pass if affirmed by a majority of the votes cast. Any voting member may ask for “Super Majority” (two thirds of votes cast) on votes related to Bylaws, SQDM Amendments, and approving conditions for our MS4 Permits. The ayes and nays shall be entered in the minutes of such meeting.
- d. All meetings shall be open to the public. Non-voting members and guests shall be allowed to participate in discussion as though they were voting members. The chair may limit this participation only when voting members are having final deliberations prior to a vote or if the chair determines the participation has become disruptive or disrespectful.
- e. The voting members shall consider all discussion and written comments when making their vote.
- f. All meetings shall be conducted in accordance with Roberts’ Rules of Order.

## **Article V**

### Officers and Duties

#### Section 1. Officers

- a. The officers of the committee shall be a chair and vice-chair to be elected at the first regular meeting of the calendar year.

#### Section 2. Term of Office

- a. The officers shall hold office for a period of one year.

#### Section 3. Duties

- a. The chair shall preside at all meetings and is entitled to vote on all issues.
- b. The vice-chair shall perform all duties of the chair in the chair’s absence.

## **Article VI**

### Subcommittees

#### Section 1. Subcommittees

- a. Subcommittees as needed shall be appointed by the chair.

- b. The members of subcommittees shall serve until the work of the subcommittees is complete or until their successors have been elected or appointed.
- c. Subcommittees must include at least one voting member .
- d. The chair shall serve as ex-officio member of all subcommittees.
- e. The committee, by a majority vote, may dissolve subcommittees or remove individual members with or without cause.

Section 2. Subcommittee Meetings

- a. Meetings of each subcommittee may be called by its chair, by the chair of the SWAT or by any two subcommittee members on two days’ notice. A majority of the members of each subcommittee shall constitute a quorum, and an act of the majority of the quorum present at the meeting shall constitute the act of the subcommittee.

**Article VII**

Amendments to Bylaws

Section 1.

- a. These bylaws may be amended or repealed or new bylaws may be adopted by a Super Majority vote at any regular or special meeting called for that purpose. This also includes amending the bylaws to include new members. Written notice (email) of proposed amendments shall be given to the membership of the committee at least thirty (30) days prior to the date of the meeting at which the bylaws are to be considered.

Approved by the SWAT Committee:

\_\_\_\_\_  
Zachary Earle, Chair

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Date