



ARTICLE 1. NAME OF ORGANIZATION:

- A. Marquette County Climate Adaptation Task Force, commonly known by the acronym CATF.

ARTICLE 2. PURPOSE AND MISSION

- A. Our mission is to help prepare local leaders and Marquette County stakeholders to develop mitigation and adaptation strategies that will make the Upper Peninsula more resilient and effective when dealing with the consequences of climate change and extreme weather events.

ARTICLE 3. DEFINITIONS AND POSITIONS

- A. CATF Officers include those serving in the elected positions of Chairperson and Vice Chairperson as well as the CATF Coordinator.
- B. The CATF Coordinator shall assist with administrative and outreach needs of CATF as assigned by the Chairperson. Superior Watershed Partnership, or another appropriate agency, will act as the fiduciary to appoint and employ this staff position in a paid capacity. The CATF Coordinator is reviewed annually at the first full meeting of the calendar year.
- C. The Steering Committee is an enduring committee composed of seven (7) members and shall include all CATF Officers and four (4) members at large who are elected annually at the first full meeting of the calendar year by nomination and majority vote of approval.
- D. Full CATF meetings are defined as quarterly meetings attended by CATF Officers and general membership. All CATF members are encouraged to provide updates on their climate related work and may participate in making, supporting, debating, and voting upon motions.
- E. The Membership Committee is an enduring committee that shall seek to broaden the general membership of CATF and encourage a diverse and equitable membership.
- F. Standing committees may be formed and dissolved as needed to further CATF's mission and work plan.
- G. CATF general membership is drawn from Marquette County stakeholders including, for example, local government agencies, non-profits, utilities, educational institutions, businesses, and community members.

ARTICLE 4. MEMBERSHIP

- A. Persons seeking to join CATF must be nominated by a Membership Committee member for consideration. An affirmative majority vote in the Membership Committee will bring the nominee up for consideration at a full CATF meeting. An affirmative majority is required for membership confirmation. New members assume all rights and privileges of CATF general membership immediately upon confirmation.
- B. It is the Membership Committee's responsibility to contact members at the end of their term to determine if the member would like to renew their membership.

- C. A CATF membership term is three (3) years with no term limits.
- D. There is no limit on the number of general members.
- E. CATF Officers and general members do not formally represent or speak for their employer, but act as a liaison to share information between CATF and their organization.
- F. CATF members shall seek to engage a broad range of county stakeholders and are encouraged to consistently report to other local units of government or non-profits through existing channels of communication, e.g. "Manager's Meetings," Marquette County Township Association, Economic Development groups, etc.
- G. For membership to be revoked, the Membership Committee shall submit a recommendation for removal at a full CATF meeting. A decision is made by majority vote at a full CATF meeting.

ARTICLE 5. MEETINGS OF MEMBERS

- A. Full CATF meeting dates shall be established at the first meeting of the calendar year and scheduled quarterly.
- B. Meetings may be held virtually or in-person.
- C. Quorum for the Steering Committee and full CATF meetings are defined as having four (4) Steering Committee members present in-person, virtually, or by phone.
- D. Full CATF meetings are scheduled to be two (2) hours long.
- E. Parliamentary procedure in CATF meetings shall be informal. If required to keep order, meetings shall then be governed by the current edition of Robert's Rules of Order Newly Revised for issues not specifically covered by these Bylaws. Where these Bylaws conflict, or are different than Robert's Rules of Order, these Bylaws take precedence.
- F. The full CATF meeting agenda shall be set by the CATF Steering Committee prior to the meeting.
- G. Members may vote on agenda items in-person, over the phone, or by virtual presence. Votes will be accepted via email only when called for by the Chairperson.
- H. Special meetings of the membership may be called by the Steering Committee. CATF members must be notified via email in advance of the meeting.

ARTICLE 6. STANDING COMMITTEES

- A. Standing committees may be formed by majority vote at a full CATF meeting.
- B. Standing committees shall report progress at full CATF meetings and provide updates to the Chairperson upon request.
- C. Standing committee members are appointed by the Steering Committee.
- D. Standing committee members will be reviewed and reappointed or dismissed annually at the first Steering Committee meeting of the calendar year.

ARTICLE 7. NOTES AND RECORDS

- A. Meeting minutes from full CATF meetings shall be recorded by the CATF Coordinator and kept on the CATF website.
- B. Minutes, presentations and resources will be kept up to date on the CATF website.
- C. An annual work plan will be created by the CATF Chairperson with assistance from the CATF Coordinator. It must be prepared for a vote of adoption at the first meeting of the calendar year and kept on the website upon adoption.
- D. An annual report will be compiled by the CATF Coordinator and kept on the website.

ARTICLE 8. PROJECT SUPPORT

- A. Requests for formal letters or statements of support must receive a majority vote of approval at a full CATF meeting. Time sensitive matters that do not allow for consideration at a full CATF meeting may receive CATF's support by unanimous vote of the Steering Committee.
- B. Support will be considered by CATF based on the following criteria:
 - i. Alignment with CATF's mission.
 - ii. Alignment with the goals of CATF's annual work plan.
 - iii. Supported by vote as described in Article 8, Section A.
- C. Should CATF seek grant funding and/or other financial support, CATF will work with community partners to identify an appropriate agency to serve as the fiscal agent.

ARTICLE 9. ADOPTION AND AMENDMENTS OF BYLAWS

- A. Updates to the bylaws may be requested and brought to the attention of the Steering Committee at any time. The Steering Committee will review requested updates and bring them to general membership at the next full CATF meeting. A proposed change must receive two-thirds ($\frac{2}{3}$) approval for adoption.

THESE BYLAWS ARE HEREBY ADOPTED on this 18th day of November 2021.



Emily Leach, CATF Chairperson