

MEETING NOTICE

NOMINATING COMMITTEE MEETING

East Central Wisconsin Regional Planning Commission

COMMITTEE MEMBERS: *Alice Connors - Calumet Co., Brian Kolstad - Fond du Lac Co., James Lowey - Menominee Co., Nadine Miller – Outagamie Co., Tom Kautza – Shawano Co., DuWayne Federwitz – Waupaca Co., Donna Kalata – Waushara Co., Robert Keller – Winnebago Co.*

Date: Thursday, April 8, 2021

Time: 3:00 p.m.

Location: East Central Offices (400 Ahnaip Street, Suite 100; Menasha)

Committee members and the general public also have the option of joining the meeting virtually. The meeting link and phone number are located below.

Meeting Link: <https://global.gotomeeting.com/join/408869021>

Phone Number: 1-646-749-3122

Access Code: 408-869-021

Please contact the East Central office if you are unable to attend and arrange for an alternate to be present.

AGENDA

1. **Welcome and Introductions**
2. **Roll Call**
 - A. Introduction of Alternates, Staff and Guests
3. **Statement of Compliance with Wis. Stats. Sec. 19.84 regarding Open Meeting Requirements**
4. **Election of Nominating Committee Chair**
5. **Pledge of Allegiance**
6. **Moment of Silent Meditation**
7. **Approval of Agenda /Motion to Deviate**
8. **Public Comment**

9. New Business

- A. Overview of Nominating Committee Duties & Materials – Melissa Kraemer Badtke
- B. Nomination of Candidates for the position of 2021-22 Commission Chair
- C. Nomination of Candidates for the position of 2021-22 Commission Vice-Chair
- D. Nomination of 2021-22 Standing Committee Members

10. Establish Time and Place for Next Commission Meeting

- A. **Commission Meeting:** *The next Commission meeting will be held on Friday, April 30, 2021 at 10:00 a.m. An agenda and meeting materials will be forthcoming.*
- B. **Annual Meeting:** *The Commission's Annual Meeting will be held immediately following the Quarterly Commission meeting on Friday, April 30, 2021. An agenda and meeting materials will be forthcoming.*

11. Adjournment

Any person wishing to attend this meeting or hearing, who, because of a disability, requires special accommodations should contact the East Central Wisconsin Regional Planning Commission at (920) 751-4770 at least three business days prior to the meeting or hearing so that arrangements, within reason, can be made.

TO: ECWRPC Nominating Committee
CC: Martin Farrell, Commission Chair
FROM: Melissa Kraemer Badtke, Executive Director
DATE: March 30, 2021
RE: Nominating Committee Meeting

The Nominating Committee members will have the option of attending the meeting in-person at the Commission offices or virtually (please see the attached agenda). The Nominating Committee's responsibilities will be to recommend a Commission Chair and Vice Chair for the 2021-2022 term along with Standing Committee Appointments.

Staff has included the Commission's by-laws (approved on January 29, 2021 and this is the latest version, please note the By-Laws are under reconsideration) and the following sections the Nominating Committee members may want to reference:

- Article V – Officers
- Article VI – Management, Sections 2. Standing Committees
- Article VI – Management, Section 5. Nominating Committee

Election of Officers

At the January 29, 2021 Quarterly Commission meeting, the Commission approved revisions to the Commission's By-Laws. The Commission's Chair and Vice Chair terms were revised from a one-year term to a two-year term. County Board appointments serve a two-year term on the Commission Board. Member Counties last appointed and approved the Commissioners in 2020 with new appointments forthcoming in 2022. The Steering Committee discussed this at their March meeting and provided guidance to the Nominating Committee to recommend a Commission Chair and Vice Chair for a one-year term (2021-2022). In 2022, the Nominating Committee will recommend a Commission Chair and Vice Chair for a two-year term after the reorganization meetings for the Counties have occurred.

Per the Commission's By laws Article V – Officers, Section 2: Chairperson, it should be noted that it states the following: *In no event shall any one member serve as Chairperson for more than three consecutive terms.* A copy of the History of ECWRPC Officers was included in the meeting packet. Martin Farrell, the Commission's current chair has served for three consecutive terms.

Staff Recommendation: Staff is seeking a nomination from the Committee for the Chair and Vice Chair of the Commission for 2021-2022 term (one-year term), which will be presented to the Steering Committee and the Commission Board meetings in April for their consideration.

Standing Committee Appointments

Staff prepared a document with the current Commissioners and the Standing Committee they currently serve on. Also included in this document are the results from a preference survey that was sent to the Commissioners asking what their preference was for which Standing Committee they would like to serve on for the upcoming year. If a response was not received from a Commissioner, it was assumed the Commissioner prefers the Standing Committee they currently serve on.

The Commission board has two ex-officio board members that serve the Transportation Committee and the Commission Board as representatives for the Appleton (Fox Cities) Transportation Management Area (TMA). The Commission board also serves at the policy board for the Appleton (Fox Cities) Transportation Management Area (TMA). The Transportation Committee reviews and approves transportation related matters for the Appleton (Fox Cities) Transportation Management Area and these two representatives will need to remain on the Transportation Committee.

Staff Recommendation: Staff is seeking 2021-2022 (one-year term) standing committee appointments for the Commissioner Board members, which will be presented to the Steering Committee and the Commission Board meetings in April for their consideration.



TO: ECWRPC Nominating Committee

CC: Martin Farrell, Commission Chair

FROM: Melissa Kraemer Badtke, Executive Director

DATE: March 30, 2021

RE: Commission By-Laws

The East Central Wisconsin Regional Planning Commission By-Laws were approved on January 29, 2021 and this is the latest version, please note the By-Laws are under reconsideration.

BY-LAWS
of the
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

September 27, 1972
As Amended February 8, 1973
As Amended March 11, 1976
As Amended May 13, 1976
As Amended May 8, 1980
As Amended May 14, 1981
As Amended May 13, 1982
As Amended April 25, 1985
As Amended April 28, 1988
As Amended April 26, 1990
As Amended April 30, 1993
As Amended April 28, 1995
As Amended May 23, 2001
As Amended April 26, 2002
As Amended April 27, 2006
As Amended, April, 25, 2008
As Amended, October 30, 2009
As Amended, April 29, 2011
As Amended, October 26, 2013
As Amended, April 25, 2014
As Amended, July 25, 2014
As Amended, January 30, 2015
As Amended July 26, 2019
As Amended January 29, 2021

BY-LAWS
of the
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

PREAMBLE

These By-laws, consistent with the statutes of the State of Wisconsin, and the Articles of Organization of the East Central Wisconsin Regional Planning Commission, further define, regulate, and provide rules of procedure for the East Central Wisconsin Regional Planning Commission and those Committees and officers established by and responsible to it, and have been adopted by the Commission for that purpose. Where the word "Commission" appears hereinafter, it shall be construed to mean the East Central Wisconsin Regional Planning Commission. It is the express intent of the Commission and the purpose of these By-laws to advance the regional function of the Commission as provided for by applicable law and to carry on the business of regional metropolitan and non-metropolitan planning and development in all of its ramifications and branches and to render professional and technical services in conjunction therewith.

ARTICLE I - OFFICES

Section 1. The Commission shall establish its offices at such location as it may from time to time, except that such location will be within the East Central Wisconsin Region, which is comprised of the Counties of Calumet, Fond du Lac, Menominee, Outagamie, Shawano, Waupaca, Waushara and Winnebago.

ARTICLE II - POWERS, DUTIES AND RESPONSIBILITIES

Section 1. PURPOSE: The purposes for which the Commission is created are to engage in any lawful activity within the purposes for which regional planning commissions may be created under Section 66.0309 of the Wisconsin Statutes, as amended.

Section 2. POWERS, FUNCTIONS AND RESPONSIBILITIES: In general, the Commission shall have all of the powers necessary to enable it to perform its functions and promote regional planning.

The functions of the Commission shall be solely advisory to the local governments and local governmental officials comprising the area and shall include but not be limited to the following because of enumeration.

- A. The Commission may conduct all types of research studies, collect and analyze data, prepare maps, charts and tables and conduct all necessary studies for the accomplishment of its other duties.

- B. The Commission may make plans for the physical, social and economic development of the region and may adopt by resolution any plan or the portion of any plan so prepared as its official recommendation for the development of the region.
- C. The Commission may publicize and advertise its purposes, objectives and findings and may distribute reports thereon.
- D. The Commission may provide advisory services on regional planning problems to the local government units within the region and to other public and private agencies in matters relative to its functions and objectives.
- E. The Commission may act as a coordinating agency for programs and activities of such local units and agencies as they relate to its objectives.
- F. The Commission may accept aid in any form for the purpose of accomplishing regional planning for all governmental agencies whether local, state or federal if the conditions under which such aid is furnished is not incompatible with the provisions of Section 66.0309 of the Wisconsin Statutes, as amended.
- G. The Commission may accept gifts and grants from public or private individuals, entities or agencies if the conditions under which such grants are made in accordance with the accomplishment of its objectives.
- H. The Commission shall make an annual report of its activities to the legislative bodies of the local governmental units within the region, and shall submit two copies of such report to the Wisconsin Legislative Reference Bureau.
- I. The Commission shall prepare a comprehensive planning program for the physical development of the region and adopt a regional comprehensive plan consistent with Section 66.1001 of the Wisconsin Statutes, as amended. The Commission may amend, extend or add to the comprehensive planning program or carry any part of such matter into greater detail.
- J. The Commission shall annually on or before July 31 of each year prepare and approve a preliminary budget reflecting the cost of its operation and services to the participating governmental units within the region. The Commission's final budget shall be approved by or before January 31 of the year following.

ARTICLE III - MEETINGS

Section 1. ANNUAL MEETING: There shall be an annual meeting of the Commission in conjunction with, and following, the April Quarterly Meeting for the appointment of standing committee membership, a presentation of the Commission's Annual Report of its activities and any other business as may properly come before it.

Section 2. QUARTERLY MEETINGS: In addition to the annual meeting, quarterly meetings of the Commission shall be held on the last Friday of January, April, July and October, except when a different date is designated by the officers. When the agenda of any meeting does not include resolutions for deliberation by the Commission or consideration of said resolutions may be delayed to the next meeting without adversely impacting the work flow of the Commission, the Chairperson may cancel and then reschedule any meeting at his discretion but may not cancel two consecutive meetings. The election of officers shall be conducted by the Commission at the April quarterly meeting. The annual budget, levy, and work program shall be adopted by the Commission at the July quarterly meeting. The annual budget and work program (not levy) shall be re-affirmed at the subsequent January meeting.

Section 3. SPECIAL MEETINGS: Special meetings may be called at any time by the Chairperson of the Commission. Special meetings shall also be called by the Chairperson upon written request by three or more members of the Commission.

Section 4. NOTICE OF MEETINGS: The Secretary of the Commission shall e-mail or mail to each and every member of the Commission notice of all meetings, not less than ten days prior to said meetings and such notice shall state the day, time, place and general purpose of such meeting. Notices for special meetings, as described in Section 3 shall be e-mailed, mailed, or posted not less than three (3) business days prior to said meeting. In no case, shall an agenda, or amended agenda, be e-mailed or posted less than 24 hours in advance of said meeting.

Section 5. QUORUM: The presence at any meetings (including Standing Committees, unless otherwise noted) of a majority (defined as $\geq 50\%$) of the current Commission members, which majority shall also include representation from a majority (defined as $\geq 50\%$) of the member Counties assigned to the Committee, shall be necessary and sufficient to constitute a quorum for the transaction of any business and the election of officers. All matters relating to business shall require an affirmative vote of a simple majority of those members attending a legal meeting (when a quorum is present), unless otherwise noted as a 2/3 vote requirement.

Section 6. PUBLIC MEETINGS: Member County Planning/Zoning Directors and State Legislative Representatives from the region (unless already a member of the Commission), and the Wisconsin Economic Development Corporation, the Department of Natural Resources and other agencies, as may be determined from time to time, shall be notified of all meetings pursuant to Article III, Section 4. Meeting notices shall be e-mailed or mailed to local media, posted on ECWRPC premises, and posted to the Commission's website, www.ecwrpc.org for public viewing.

ARTICLE IV - COMPOSITION OF COMMISSION

Section 1. GENERAL: Adhering to the principle of representation based on population, the membership of the Commission shall be created pursuant to the provisions of Section 66.0309 (3) (b) of the Wisconsin Statutes, as amended, determined and allocated among participating counties as follows:

- A. The Chairperson and the County Executive from each member county within the Commission. If a member county is organized without a County Executive, the

County Chairperson shall appoint a member of the County Board to serve as the second elected official from that county.

- B. One elected official from the largest city, or if no city the largest village, within each member county, appointed by the mayor, council president, or village president, depending on the specific form of government.
- C. One ex-officio representative of the Wisconsin Department of Transportation (WisDOT) may participate on transportation issues, subjects of concern and interest to their geographic areas, or due to noted/recognized expertise. This member must be appointed by WisDOT.
- D. One ex-officio representative of a public agency that administers or operates major modes of transportation in the Fox Valley metropolitan planning organization area, including representation by providers of public transportation. *[Note: This position will be held by the Transit Manager for Valley Transit].*

Section2. TERM OF OFFICE: Commissioners shall serve for a term of two (2) years, or until they cease to hold their public office, whichever comes first. Voting, ex-officio members shall serve continuously at the pleasure of the appointing body.

Section3. COMMISSION ALTERNATES: Any member of the Commission selected pursuant to Section1, of this Article may designate, in writing and with the concurrence of the Commission, a designee.

Section4. RESIGNATION: Any Commissioner who resigns his or her Commission membership or his or her elective office shall submit his or her resignation effective as of the last day in office, and thereafter the vacancy shall be filled by appointment for the unexpired term by the County Board Chairperson (if a county) or the city council or village board.

ARTICLE V - OFFICERS

Section 1. NUMBER: The officers of the Commission shall be comprised of a Chairperson, Vice-Chairperson, and Secretary-Treasurer, subject to the express condition that the offices of Chairperson and Vice-Chairperson shall never be concurrently held by Commissioners from the same County.

Section 2. ELECTION: The offices of Chairperson and Vice-Chairperson of the Commission shall be selected by ballot as the last order of business at the April quarterly meeting of the Commission, to take office effective as of said date, and they shall hold their terms of office for a period of two years or until their successors have been duly elected and qualified. The Chairperson shall appoint a Nominating Committee for the purpose of nominating Commission members for election as officers, and the Chairperson shall advise the Commission of his or her selection of such a Nominating Committee at the January meeting.

Section 3. REMOVAL: Any of the officers may be removed for cause and may be removed if incapacitated or unable to attend meetings and perform the duties of his office. Removal from office shall require a two-thirds (2/3rds) vote of the Commissioners present, voting at a legal meeting.

Section 4. VACANCIES: Should any office become vacant for any cause, the Commission shall select a successor from among the Commission members who will serve until the next April quarterly meeting of the Commission when the regular elections are held.

Section 5. CHAIRPERSON: The Chairperson of the Commission shall preside, and may vote, at all meetings of the Commission. He or she may present to the Commission such matters as, in his or her judgment, require attention, and he or she shall perform such other duties as are entrusted to the Chairperson by statute or by these By-laws. Subject to any contrary requirements in these By-laws, the Chairperson shall be guided by Robert's Rules of Order in the conduct of meetings. In no event shall any one member serve as Chairperson for more than three consecutive terms. The Chairperson may also act on behalf of the Steering Committee and/or full Commission in the rare instances that a timely commitment of County levy funds is required in order to take advantage of state or federal grant funding opportunities. In such cases, the Chairperson's may approve such commitments for an amount equal to or less than \$50,000. In all cases, when such action is used, the item shall be placed on the next available Steering Committee agenda for review and follow up action by the Steering Committee as a whole. The Commission Chairperson will be compensated an additional annual net stipend of \$1,000 beginning in 2020, with the first payment to be made in March, 2021 and then annually thereafter.

Section 6. VICE-CHAIRPERSON: The Vice-Chairperson shall preside in the absence of the Chairperson or in the event that the Chairperson is incapacitated or unable to serve, and in the absence or disability of the Chairperson, his or her duties shall be performed by the Vice-Chairperson.

Section 7. SECRETARY-TREASURER: The Executive Director of the Commission shall be designated as the Secretary-Treasurer of the Commission and shall keep and distribute minutes of all meetings of the Commission and shall counter-sign all documents as required to be executed, and shall keep and preserve all resolutions, transactions, findings and determinations of the Commission. In the absence of the Secretary-Treasurer, the Chairperson may name a Deputy Secretary-Treasurer who shall perform the duties of the Secretary-Treasurer at that meeting, or until the office shall have been filled as heretofore provided. The Secretary-Treasurer of the Commission shall keep all the funds of the Commission except those funds held by governmental agencies in trust for the Commission, and shall deposit them in a depository authorized by the Commission, and shall keep an accurate record of all receipts and disbursements. He or she shall be required to supply a bond in the amount of Fifty-Thousand Dollars (\$50,000), the premium for which shall be paid out of the Commission's funds, and he or she shall make all the disbursements under the direction of the Commission.

Section 8. ADDITIONAL OFFICERS: The Commission, at an annual, special or quarterly meeting, may create such additional officers as it may deem in its judgment advisable and

prescribe their duties.

ARTICLE VI - MANAGEMENT

Section 1. EXECUTIVE COMMITTEE: The Executive Committee shall be comprised of the entire Commission membership as set forth in Article IV.

Section 2. STANDING COMMITTEES: Appointments to standing committees shall be made by the Chairperson at its Annual Meeting based on recommendations of the Nominating Committee. Such appointments shall not include designation of the committee chairperson and vice-chairperson as such positions are nominated and elected by the Committees themselves.

There shall be Standing Committees and sub-committees including but not limited to the following:

- A. **Steering Committee:** The Steering Committee shall be composed of at least eight (8) members who serve as their respective county board chair or their designee. The Chairperson and Vice-Chairperson positions for the Committee can, but is not required to be, the same as the current Commission Chairperson and Vice-Chairperson positions. The Secretary-Treasurer of the Commission shall be the secretary of the Steering Committee and shall attend all meetings of the Committee, keep a record of the proceedings and perform such other duties as may be designated to him or her by the Committee. The Secretary-Treasurer shall be an ex-officio member of this Committee without voting privileges. The duties of the Committee shall include:
1. Ensure proper coordination and cooperation among the planning committees of the Commission and their respective citizens' or technical advisory committees.
 2. Act in emergency situations with the full power and authority of the Commission taking appropriate action until action is taken at the next Commission meeting, subject only to the limitation of \$50,000 for any expenditure resulting from such action. Refer also to Article V, Section 5 regarding additional Chairperson authorities for the timely approval of County levy commitments for state and federal funding opportunities, and the Commission's Financial Procedures Manual for authorities of the Executive Director.
 3. Keep the Commission advised of pending legislation affecting the Commission, its policies and its programs.
 4. Prepare and submit at the quarterly July meeting a preliminary budget and work program for the purposes of establishing the levy.
 5. Recommend entering into contracts with member governmental units for the provision of staff planning services.

6. Recommend the employment of auditors to audit the books of the Commission.
7. Direct the payment of any bills, claims or expenses incurred on behalf of and approved by the Commission.
8. Recommend the appointment of employees necessary to administer and carry out the functions of the Commission.
9. Recommend the salaries and wages of all employees of the Commission.
10. Recommend a per diem compensation, mileage and other expenses to be paid members of the Commission.
11. Direct and monitor the current planning, information system and administration, and overhead program elements.

B. Planning Committees: The composition of the various planning committees shall be determined by the Steering Committee. The general functions of the committees include:

1. Elect a Committee Chairperson and Vice-Chairperson as their first order of business at the first regular Committee meeting following the Annual Meeting. The Steering Committee Chairperson and Vice Chairperson shall generally be the same as the current Commission Chairperson and Vice-Chairperson, but it is not required.
2. Provide orientation information for new Planning Committee members at the first meeting following the Annual Meeting.
3. Prepare the annual work program statement of activities for their respective program element(s).
4. Review detailed study designs for major work elements.
5. Monitor progress on work activities, review staff drafts of analytical reports and alternative plan and program proposals.
6. Report, advise and recommend on activities for their respective program element(s) including their responsibilities for elements of the regional comprehensive plan to the full Commission for action.
7. Review specific project proposals for conformance with adopted plans and policies.
8. Coordinate activities with those of other committees when necessary and desirable.
9. Maintain liaison with appropriate citizen and technical advisory committees.

The specific duties of the Planning committees are as follows:

- (a) **Regional Comprehensive Planning Committee:** This committee directs and monitors the regional comprehensive plan and oversees other matters of regional impact. The committee is also responsible for intergovernmental coordination and serves as the Regional Clearinghouse Review Sub-Committee which administers the review process according to procedures outlined in the Clearinghouse Review Manual.
- (b) **Economic Development Committee:** This Committee directs and monitors the economic development and housing program element and maintains liaison with respective technical advisory committees, including the Comprehensive Economic Development Strategy (CEDS) Committee. The CEDS Committee composition and operational structure is managed through the guidelines adopted by the Commission in Resolution No. 29-09.
- (c) **Transportation Committee:** This committee directs and monitors the transportation program element and maintains liaison with the Transportation Policy Advisory Committees and the Transportation Technical Advisory Committee.
- (d) **Open Space and Environmental Management Committee** - This committee directs and monitors the open space and environmental management program element and maintains liaison with the Open Space Technical Advisory Committee and the Environmental Management Technical Advisory Committee.
- (e) **Community Facilities Committee** – This committee directs and monitors the community facilities program element. The committee has responsibility to act on-behalf of the Commission for sewer service area amendments and reviews. The committee maintains liaison with the Sewer Service Area Technical Advisory Committee.

Section 3. SPECIAL PROJECT COMMITTEES: The Commission may from time to time create special project committees from the Commission membership to perform under delegated authority of the Commission.

Section 4. ADVISORY COMMITTEES: The Commission shall seek the advice and cooperation of interested citizens, public officials and agency administrators. Citizen and Technical Advisory Committees shall be established as the Commission shall deem necessary to effectively carry out the purposes of the organization. The membership of the Citizen and Technical Advisory Committees shall be established in such manner as determined by the Commission.

Section 5. NOMINATING COMMITTEE: The Nominating Committee shall consist of one Commissioner from each County appointed by the Chairperson and approved by the Commission at their January meeting, provided that no officer may serve on the Committee.

The nominating Committee shall review the results of an internal survey of Commissioners (developed and mailed by staff) as part of their deliberations on Committee assignments. The Committee may, at its discretion, develop and institute a standard rotation schedule of Committee assignments based on agreed upon criteria.

Section 6. STAFF: The Commission may conduct its operations through a permanent staff hired in a manner that the Steering Committee may determine, or through retention of part-time professional, technical and clerical employees, through consultants or through other personnel that it may deem qualified to assist in its business. The Commission may delegate to the staff and to those persons hired by it those functions that the Commission may determine, but the said Commission will remain solely responsible in all matters.

Section 7. DEPOSITORY: The Commission shall determine a depository for the funds of the Commission and direct the Secretary-Treasurer therein to deposit the funds in such designated depository in such manner so the deposits will not be made inconsistent with Wisconsin Law and which may be subject to review by the Commission as a body. The terms and conditions of the agreements between the depository and the Commission shall be incorporated as a part of the By-laws of the Commission.

Section 8. MEETING PAYMENTS AND EXPENSES: A payment for meetings, mileage, and other expenses shall be paid to Commissioners-by the Commission. All members shall be reimbursed for actual expenses incurred as members of the Commission in attending meetings and in carrying out the work of the Commission.

ARTICLE VII - CONTRACTS AND EXECUTION OF INSTRUMENTS, CHECKS AND DRAFTS

Section 1. CONTRACTS: The Commission may enter into such contracts which are necessary to carry out the purposes and duties of the Commission and which are not inconsistent with the provisions of the Wisconsin law. The Commission may apply, contract for, receive, and expend for its purposes, any funds, grants, gifts or donations from any local governmental unit, the State of Wisconsin, the Federal Government or any other source.

Section 2. EXECUTION OF INSTRUMENTS: When the execution of any contract, conveyance or other instrument has been authorized without specification of the executing officers, the Chairperson or Vice-Chairperson, and the Secretary-Treasurer may execute the same in the name and behalf of the Commission per the limits expressed in the Financial Procedures Manual. The Commission shall have the power to designate the officers and agents who shall have authority to execute any instrument in behalf of the Commission.

Section 3. CHECKS AND DRAFTS: The Commission may authorize and direct the Secretary-Treasurer to issue such checks, drafts and vouchers as it may deem necessary for the payment of bills and expenses incurred for and on behalf of the Commission. All disbursements made by check drawn on the Commission's depository bank shall be signed by the Secretary-Treasurer. In the Secretary-Treasurer's absence, the Assistant Director may sign checks, drafts, and vouchers. To facilitate prompt payment of small bills and expenses, there is established a petty cash fund of \$100. This petty cash fund is authorized to be placed in the custody of the

Secretary-Treasurer, or their designee, who may make payment of claims up to \$100.

ARTICLE VIII - FISCAL YEAR

Section 1. The fiscal year of the Commission shall be the calendar year.

ARTICLE IX - SEAL

Section 1. The Commission shall procure an official seal which shall contain the following legend: "EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION."

ARTICLE X - AMENDMENTS

Section 1. Except as described in Section 2, below, these By-laws may be amended at any quarterly meeting of the Commission. The Secretary-Treasurer shall mail to each member of the Commission a copy of the proposed amendment or amendments to the By-laws. This shall be done not less than ten (10) days prior to the date of the meeting at which they will be considered. Amendment of these By-laws shall require a majority vote of the Commissioners present, voting at a legal meeting (when a quorum is present).

Section 2. Article IV, Section 1 hereof shall be amended only in accordance with resolutions approved by the governing bodies of a majority of local units within the Commission, and these units shall have in the aggregate at least half of the population of the region.

ARTICLE XI - COMPLIANCE WITH FEDERAL AND STATE OF WISCONSIN LAW

Section 1. INCONSISTENCIES: In the event that these By-laws, or any provisions herein contained, should in any manner be contrary to or violate of the provisions of Federal or State of Wisconsin Law, the provisions of the Federal or State of Wisconsin Law shall prevail.

ARTICLE XII – METROPOLITAN PLANNING ORGANIZATION FUNCTION & RESPONSIBILITIES

Section 1: PURPOSE: To implement Federal and State level transportation planning requirements as the designated Metropolitan Planning Organization (MPO) for the Fox Cities and Oshkosh Metropolitan Planning Areas (MPAs).

Section 2. OFFICIAL DESIGNATION: The East Central Wisconsin Regional Planning Commission (Commission) through cooperative partnership agreements with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Wisconsin Department of Transportation (WisDOT) is the designated Metropolitan Planning Organization (MPO) for the Fox Cities Transportation Management Area (TMA) and the Oshkosh Metropolitan

Planning Area (MPA).

Section 3: URBANIZED AREA BOUNDARY & METROPOLITAN PLANNING AREA: Per the 2010 Decennial Census, the Fox Cities and Oshkosh Urbanized Areas and Metropolitan Planning Areas (MPAs) includes portions of Calumet, Outagamie and Winnebago Counties.

Section 4: MPO POLICY BOARD: The Fox Cities and Oshkosh Metropolitan Planning Organizations (MPOs) are governed by a single MPO Policy Board containing the same representation of elected and appointed representatives as those of the Commission. All functions, responsibilities, and authorities conveyed in these Bylaws, as they pertain to the Commission, are conferred to the MPO Policy Board when exercising such authority on transportation related policy matters or decisions.

Section 5: MPO STAFF: MPO staff is responsible for carrying out the federal transportation planning process in conjunction with its partners. The Commission is the hosting body for the MPO staff. As such, MPO staff are Commission employees.

Section 6: RESPONSIBILITIES MPO POLICY BOARD: In addition all other Bylaw responsibilities afforded to the Commission, the MPO Policy Board is the body that reviews and approves all transportation related activities of the MPO. This includes being a forum for cooperative decision-making with the following responsibilities:

- A. Approve goals and objectives of the transportation planning process;
- B. Review and approval the Long Range Transportation Plans (LRTPs) and its updates or revisions;
- C. Review and adopt changes in transportation planning concepts;
- D. Review and approve the Unified Planning Work Program (UPWP);
- E. Review and adopt the Transportation Improvement Program (TIP) including project priorities and approve any changes in the priority schedule;
- F. Ensure the efficient and effective use of the Federal Highway Administration (FHWA) Section 112 and the Federal Transit Administration (FTA) Section 5303 planning funds;
- G. Serve as liaison representatives between various governmental units in the study area to obtain optimum cooperation of all governmental units in implementing various elements of the plan;
- H. Ensure citizen participation and transparency within the transportation planning process through proactive policies and procedures.

Section 7: MPO SUBCOMMITTEES & INTERLOCAL AGREEMENTS: The MPO Policy Board shall have the authority to form temporary (or permanent) subcommittees to conduct the following activities in order to carry out MPO Policy Board functions:

- A. To negotiate the terms of possible funding agreements with member agencies;
- B. To investigate how MPO functions might be improved;
- C. To evaluate the MPO Director's performance and make recommendations;
- D. To conduct research and/or fact-finding regarding MPO plans, policies or operations.

All findings, recommendations and/or proposals submitted by MPO subcommittees shall not be

binding, but are subject to review and final approval of the MPO Policy Board.

These By-laws were adopted by the Commission on the 27th day of September, 1972, as further amended on the 8th day of February, 1973, the 11th day of March, 1976, the 13th day of May, 1976, the 8th day of May, 1980, the 14th day of May, 1981, the 13th day of May, 1982, the 25th day of April, 1985, the 28th day of April, 1988, the 26th day of April, 1990, 30th day of April, the 28th day of April, 1995 the 23rd day of May, 2001, the 26th day of April, 2002, the 27th day of April, 2006, the 25th day of April, 2008, the 29th day of April, 2011, the 26th day of October, 2013, the 25th day of April, 2014, the 25th day of July, 2014, the 30th day of January, 2015, the 26th day of July, 2019, and the 29th day of January, 2021.

HISTORY OF EAST CENTRAL COMMISSION OFFICE HOLDERS

CHAIR

1973 Russell De La Hunt, Outagamie
1974 Woodrow Smith, Waupaca
1975 Woodrow Smith, Waupaca
1976 James Coughlin, Winnebago
1977 James Reiff, Waushara
1978 James Reiff, Waushara
1979 Clarence Wolf, Calumet
1980 Clarence Wolf, Calumet
1981 Wilbert Halbach, Fond du Lac
1982 John McCormick, Shawano
1983 John Schreiter, Outagamie
1984 John Schreiter, Outagamie
1985 Lester Van Loon, Waushara
1986 Lester Van Loon, Waushara
1987 Paul Stevenson, Winnebago
1988 Paul Stevenson, Winnebago
1989 Frank Buettner, Shawano
1990 Frank Buettner, Shawano
1991 Wilma Springer, Calumet
1992 Wilma Springer, Calumet
1993 Thom Ciske, Winnebago
1994 Thom Ciske, Winnebago
1995 Norman Weiss, Waushara
1996 Norman Weiss, Waushara
1997 Joseph Maehl, Winnebago
1998 Joseph Maehl, Winnebago
1999 Claire Alexander, Marquette
2000 Donald De Groot, Outagamie
2001 Donald De Groot, Outagamie

VICE-CHAIR

Woodrow Smith, Waupaca
James Coughlin, Winnebago
James Coughlin, Winnebago
James Reiff, Waushara
Howard Blodgett, Fond du lac
Clarence Wolf, Calumet
Wilbert Halbach, Fond du Lac
Wilbert Halbach, Fond du Lac
John McCormick, Shawano
John Schreiter, Outagamie
Lester Van Loon, Waushara
Lester Van Loon, Waushara
Paul Stevenson, Winnebago
Paul Stevenson, Winnebago
Loren Frazier, Waupaca
Frank Buettner, Shawano
Wilma Springer, Calumet
Wilma Springer, Calumet
Thom Ciske, Winnebago
Thom Ciske, Winnebago
Marv Doege, Marquette
Norman Weiss, Waushara
Ronald L. Van De Hey, Outagamie
James Schuette, Outagamie
Claire Alexander, Marquette
Claire Alexander, Marquette
Donald De Groot, Outagamie
Yvonne Feavel, Waushara
Yvonne Feavel, Waushara

CHAIR

2002 Yvonne Feavel, Waushara
2003 Yvonne Feavel, Waushara

2004 Ernie Bellin, Winnebago
2005 Ernie Bellin, Winnebago

2006 Merlin Gentz, Calumet
2007 Merlin Gentz, Calumet

2008 Dick Koeppen, Waupaca
2009 Dick Koeppen, Waupaca

2010 Ken Capelle, Shawano
2011 Ken Capelle, Shawano

2012 Robert Hermes, Menominee
2013 Robert Hermes, Menominee

2014 Donna Kalata, Waushara
2015 Donna Kalata, Waushara

2016 Jerry Erdmann, Shawano
2017 Jerry Erdmann, Shawano

2018 Martin Farrell, Fond du Lac
2019 Martin Farrell, Fond du Lac

2020 Martin Farrell, Fond du Lac
2021 TBD

VICE-CHAIR

Ernie Bellin, Winnebago
Ernie Bellin, Winnebago

Merlin Gentz, Calumet
Merlin Gentz, Calumet

Brian Kowalkowski, Menominee
Brian Kowalkowski, Menominee (resigned, 11/7).

Marshal Geise, Shawano
Marshal Geise, Shawano

Robert Hermes, Menominee
Robert Hermes, Menominee

Donna Kalata, Waushara
Donna Kalata, Waushara

Michael Thomas, Outagamie
Michael Thomas, Outagamie

David Albrecht, Winnebago
David Albrecht, Winnebago

Jeff Nooyen, Outagamie
Jeff Nooyen, Outagamie

Jeff Nooyen, Outagamie
TBD

ECWRPC 2020-2021 Standing Committee Preference Survey Results (sorted by current Committee)

Conflicts between current assignment and preference noted as:

Match w/pref. Conflict w/pref.

	CURRENT COMMITTEE	County	Name	Preference Rankings				
				Transp.	Open Space/Env.	Community Facilities	Economic Development	Regional Comp. Planning
1	RCP	Calumet	David DeTroye (Alt. for Tom Reinl)					No response received
2	RCP	Waushara	VACANT - GUBERNATORIAL SEAT					No response received
3	RCP	Outagamie	Mike Thomas					No response received
4	RCP	Outagamie	Nadine Miller			3rd Choice	1st Choice	2nd Choice
5	RCP	Winnebago	Lori Palmeri	3rd Choice			2nd Choice	1st Choice
6	RCP	Calumet	Merlin Gentz			3rd Choice	2nd Choice	1st Choice
7	CFC	Fond du Lac	Brenda Schneider		2nd Choice	1st Choice	3rd Choice	
8	CFC	Fond du Lac	Chuck Hornung			No response received		
9	CFC	Menominee	James Lowey			No response received		
10	CFC	Winnebago	David Albrecht			No response received		
11	CFC	Winnebago	Ernie Bellin			No response received		
12	ED	Calumet	Alice Connors				1st Choice	
13	ED	Fond du Lac	Allen Buechel	2nd Choice	3rd Choice		1st Choice	
14	ED	Menominee	Ruth Winter				No response received	
15	ED	Waupaca	Brian Smith	3rd Choice		2nd Choice	1st Choice	
16	ED	Shawano	VACANT - GUBERNATORIAL SEAT				No response received	
17	ED	Waupaca	VACANT - GUBERNATORIAL SEAT				No response received	
18	ED	Outagamie	Jake Woodford	3rd Choice			1st Choice	2nd Choice
19	ED	Winnebago	Mark Harris				No response received	
20	OSEM	Calumet	Nick Kesler		No response received			
21	OSEM	Menominee	Jeremy Johnson		1st Choice	2nd Choice		3rd Choice
22	OSEM	Outagamie	Lee Hammen		No response received			
23	OSEM	Waupaca	DuWayne Federwitz		No response received			
24	OSEM	Waushara	Larry Timm		No response received			
25	OSEM	Winnebago	Robert Schmeichel		No response received			
26	TRANSP	Fond du Lac	Martin Farrell	1st Choice			2nd Choice	3rd Choice
27	TRANSP	Outagamie	Jeff Nooyen	1st Choice			2nd Choice	3rd Choice
28	TRANSP	Shawano	Tom Kautza	No response received				
29	TRANSP	Waupaca	Dick Koeppen	No response received				
30	TRANSP	Waushara	Donna Kalata	No response received				
31	TRANSP	Fond du Lac	Brian Kolstad	No response received				
32	TRANSP	Winnebago	Robert Keller	2nd Choice		3rd Choice	1st Choice	
33	TRANSP	Shawano	Steve Gueths	No response received				
34	TRANSP	Transit Rep.	Ron McDonald	Transp. Committee				
35	TRANSP	Outagamie	Kara Homan	1st Choice			2nd Choice	3rd Choice
36	TRANSP	WisDOT Rep.	Jill Michaelson (WisDOT)	Transp. Committee				

RCP	Regional Comprehensive Plan Committee
CFC	Community Facilities Committee
ED	Economic Development Committee
OSEM	Open Space and Environmental Management Committee
TRANSP	Transportation Committee