

ALPENA COMBAT READINESS TRAINING CENTER COMMUNITY COUNCIL

OPERATING PROCEDURES

ARTICLE I: PURPOSE AND FUNCTION

SECTION 1: The Alpena Combat Readiness Training Center (CRTC) Community Council is established in perpetuity for the following:

- Enhanced and effective communication between Alpena CRTC and the Communities and organizations that are in the Area of Influence, as defined by the Joint Land Use Study (JLUS).
- To hear and understand issues presented by Community, Organization or Military.
- Resolution/mitigation of issues to the best of each party's ability.
- Identify Priorities of projects as outlined in the JLUS Study.
- Assist with Implementation of projects funded from the JLUS.
- Enhance economic opportunities.
- Protect and enhance surface and groundwater quality.
- Collaboration on fire protection, public safety, and EMS.
- Enhance infrastructure, including broadband to meet the needs of the Community and Alpena (CRTC).

ARTICLE II: MEMBERS

SECTION 1: Membership Composition

- A. The Alpena (CRTC) Community Council shall be comprised of representatives from the Alpena Combat Readiness Training Center, counties/municipalities, organizations, agencies that are within the (CRTC) Area of Influence (2-mile study area) and/or have management/organization responsibilities within or adjacent to this area.
- B. The Alpena (CRTC) Community Council may have ex-officio, non-voting members appointed that are engaged in work that is consistent with the efforts of the Alpena (CRTC) Community Council.
- C. The Alpena (CRTC) Community Council shall to the best of its ability strive for voting member representation from the following: 1 representative from each of the following townships: Alpena Twp., Wilson Twp., Maple Ridge Twp.; 1 representative from the City of Alpena; 1 representative appointed from Alpena County Board of Commissioners; 1 representative from MI Department of Natural Resources; 1 representative from an Environmental group, 1 representative of the Alpena County Economic Organization; 1 representative from the Alpena County Chamber of Commerce; 1 representative from Alpena Regional Airport; 1 representative from

Thunder Bay Marine Sanctuary; 1 representative from the Sheriff's Department; 1 representative from a Fire Department; 1 representative from Emergency Management; 1 representative from Alpena (CRTC) and 1 representative from a Property Owner's Association.

- D. Alternates: Alpena (CRTC) Community Council members may send another member of their municipality/organization as an alternate. Appointed members shall provide Northeast MI Council of Governments (NEMCOG) with alternate name and contact information.

SECTION 2: Appointment/Vacancies of Members

- A. Appointments to the Council will be made by respective Municipality (including Counties) biennial (every two years), in writing. Alternates shall also be included. The Alpena (CRTC) Community Council may receive recommendations on specific sector or individuals.
- B. Vacancies shall be filled as they occur.

ARTICLE III: OFFICERS

SECTION 1: The officers of this Alpena (CRTC) Community Council shall be:

- A. Chairperson who shall preside at meetings of the Alpena CRTC Community Council. Shall have general decision-making authority and responsibility for carrying out the work of the Alpena (CRTC) Community Council.
- B. Vice Chairperson who shall function in the same capacity as the Chairperson in the case of the Chairperson's absence or inability to act.
- C. Secretary: NEMCOG shall serve as Secretary and shall prepare Minutes.

SECTION 2: The terms of the officers of the Camp Grayling Community Council shall be two years.

ARTICLE IV. MEETINGS

SECTION 1: The regular meetings of the Alpena (CRTC) Community Council shall be held as prescribed by the Alpena (CRTC) Community Council and adopted at the first meeting of the calendar year. Special meetings may be held as required, subject to judgment of the Chairperson, or in the absence of the Chairperson by the Vice Chairperson, or by staff.

SECTION 2: Secretary/Treasurer shall notify the Alpena CRTC Community Council members of the date and location of each meeting no less than seven (7) days prior to the date set for the meeting.

SECTION 3: A quorum shall be a simple majority of those present

SECTION 4: At least four regular meetings shall be scheduled every year, to be determined at the last meeting of the calendar year.

SECTION 5: A member of the Alpena (CRTC) Community Council is expected to attend all regular scheduled meetings. If a member fails to attend (3) consecutive meetings and is unexcused, the seat may be declared vacant by the Chair.

SECTION 6: Meeting notices are available through the Alpena (CRTC) Community Council website. As listed below:

www.nemimilitarycommunity.org

SECTION 7: The Alpena (CRTC) Community Council may, by majority vote, designate a different day for any regularly occurring meeting as specified above.

SECTION 8: All regular and special meetings of the Alpena (CRTC) Community Council shall be conducted to the extent possible in accordance with procedures as set forth in the Merriam-Webster *New Roberts Rules of Order*, subject to the discretion of the chair.

ARTICLE V: ADOPTION OF PLANS/AMENDMENTS

SECTION 1: For the adoption of Plans, or any substantial amendment thereof, Plan/Amendment(s) shall be submitted to be on agenda for one meeting and voted on the next meeting.

ARTICLE VI: OPERATING PROCEDURES AMENDMENTS

SECTION 1: These Operating Procedures may be amended by a majority vote of the Alpena (CRTC) Community Council at any regular meeting. Any proposed amendment to the Operating Procedures shall be submitted to the membership at least seven (7) days prior to such meeting.