

**2014  
By-Laws  
Geneva Lake Use Committee**

**Name**

The name of this organization shall be the **Geneva Lake Use Committee (GLUC)**

**Mission Statement**

***To maintain the safety and environmental quality of Geneva Lake now and in the future. Committee is a recommending body. Their recommendations shall be presented to each participating municipality for joint uniform consideration and action.***

**Objects**

- The objects and purpose of this committee shall be to encourage and promote the following agendas.
- Maintain the safe use of Geneva Lake by **recommending the establishment of and revisions to** the Joint uniform Lake Ordinance for Geneva Lake, Wisconsin.
- Help maintain the quality and environmental aspects of Geneva Lake, its surrounding wetlands, properties and adjoining waterways through committee and interested party input.

**Membership**

- Membership will come from the following communities;
- Village of Fontana
- City of Lake Geneva
- Town of Linn
- **Town of Walworth**
- Village of Williams Bay

Membership shall be established in the following manner:

- **The chief executive officer of the governing body of each community, with the exception of the Town of Walworth, shall appoint two members to the committee; one shall be a member of the legislative body of their community, and the other shall be a lay person residing within their community.**
- **Should the chief executive officer of the Town of Walworth, in the future, appoint a member of that town's legislative body and a lay person residing within that community to the committee, such members shall**

**enjoy the same rights and privileges as all other members of the committee.**

#### **Resignation by any committee member**

- Any and all resignation shall be in letter form and either mailed or hand delivered to the Committee Chairperson.

#### **Non-member public participation**

- **All members of the public** may attend the GLUC Meetings, however only committee members have the right to vote.

#### **Meetings and Elections**

- Meetings shall be held as needed on the third Tuesday of the month. At least five days of written notice shall be given to **all members of the public** and members prior to each meeting. A special meeting of the GLUC may be called by the Chairperson or upon the request of three or more members.

A quorum will consist of five committee members for voting purposes; discussion can take place at any meeting with any number of committee members present, **however no action shall be taken when a quorum is not present.**

- **All recommendations to participating communities require the affirmative vote of a majority of the members attending a meeting when a quorum is present.**

#### **The order of the meetings shall be as follows;**

- Call to order
- Roll call either written or verbal
- Approval of Minutes from last meeting
- Public Comments
- Correspondence received
- Treasurer report
- New business
- Old business
- Adjournment

#### **Elections**

- Elections for a **Chairperson, Treasurer, and a Secretary of the Committee** shall be held during the April meeting with nominations taking place at the March meeting. **The Treasurer shall be appointed by the Committee and may or may not be a member of the Committee. If the Treasurer is not a member of the Committee, the Treasurer will be a non-voting officer.**
- **The Committee may elect and other officers it deems necessary for the efficient operations of the Committee.**

#### **Officers and their powers and duties**

- Officers of the committee shall consist of a Chairperson, a Treasurer, and a Secretary. The following are the duties of each:

#### **Chairperson:**

- The Chairperson shall preside at all meetings of the GLUC. In the absence of the Chairperson any Member in good standing can be appointed by the Chairperson to preside over the meeting with prior notification. The Chairperson is responsible for establishing the agenda of each meeting by supplying the proper information to the Secretary 10 days prior to the meeting date. The Chairperson shall run all meetings according to Robert's Rules of Order.

#### **Secretary:**

- The Secretary shall take minutes at all meetings and forward copies of said minutes to all members 5 days prior to the next meeting for review. **The Secretary will only place those items on the agenda that are directed by the Chairperson or as directed by the Committee at a duly called meeting.**
- Expenses incurred by the Secretary shall be forwarded to the Treasurer for recommendation of payment at each meeting.

#### **Treasurer:**

- The Treasurer shall keep track of all dues paid by each municipality and invoices paid from the Committee checkbook. The Treasurer shall give a report at all meetings. The Treasurer shall prepare all finance books for audit by designated committee members at each January meeting.

#### **Expenses:**

- **All expenses of the Committee will be shared equally by the participating communities. Any expenses above \$500.00 will require the approval of all the Legislative bodies of participating communities.**

#### **Dissolution:**

- **Any Community may withdraw from the Organization upon 30 days written notice to the other participating communities after which time this organization shall be dissolved.**