

**St. Marys River
BPAC Members
Handbook**

**St. Marys River
Remedial Action Plan
Map**



- LEGEND**
- INTERNATIONAL BOUNDARY (dashed line)
 - COUNTY BOUNDARY (dotted line)
 - MAJOR ROADS (solid red line)
 - URBAN AREAS (light tan shaded area)
 - SURFACE WATER (blue shaded area)
 - AREA OF CONCERN (orange shaded area)
 - WATERSHED (green hatched area)

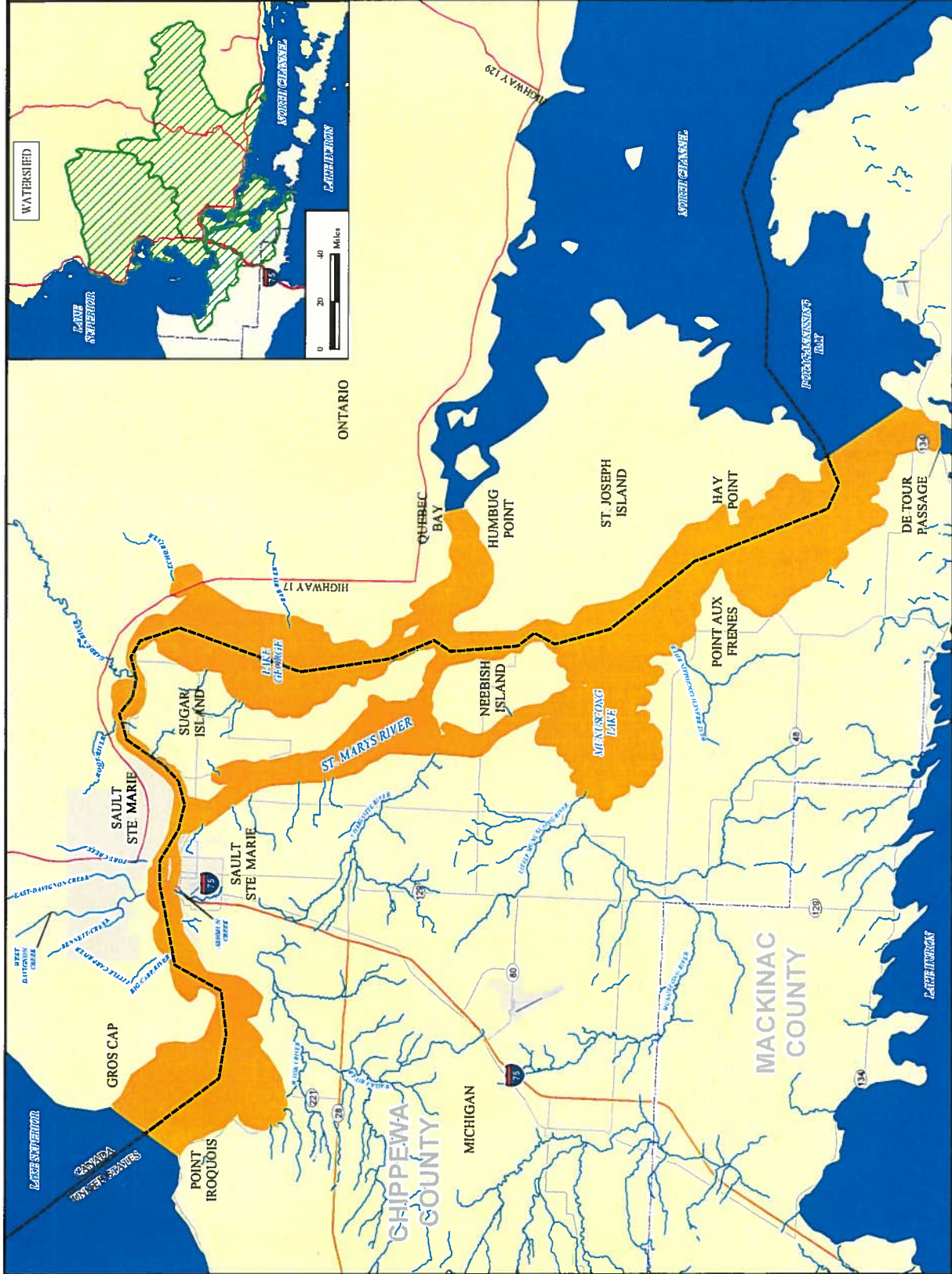
SOURCE: ADAPTED FROM THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES AND THE ONTARIO MINISTRY OF ENVIRONMENT, 1992 AND PERL, 2000.



ST. MARY'S RIVER, MICHIGAN
AREA OF CONCERN

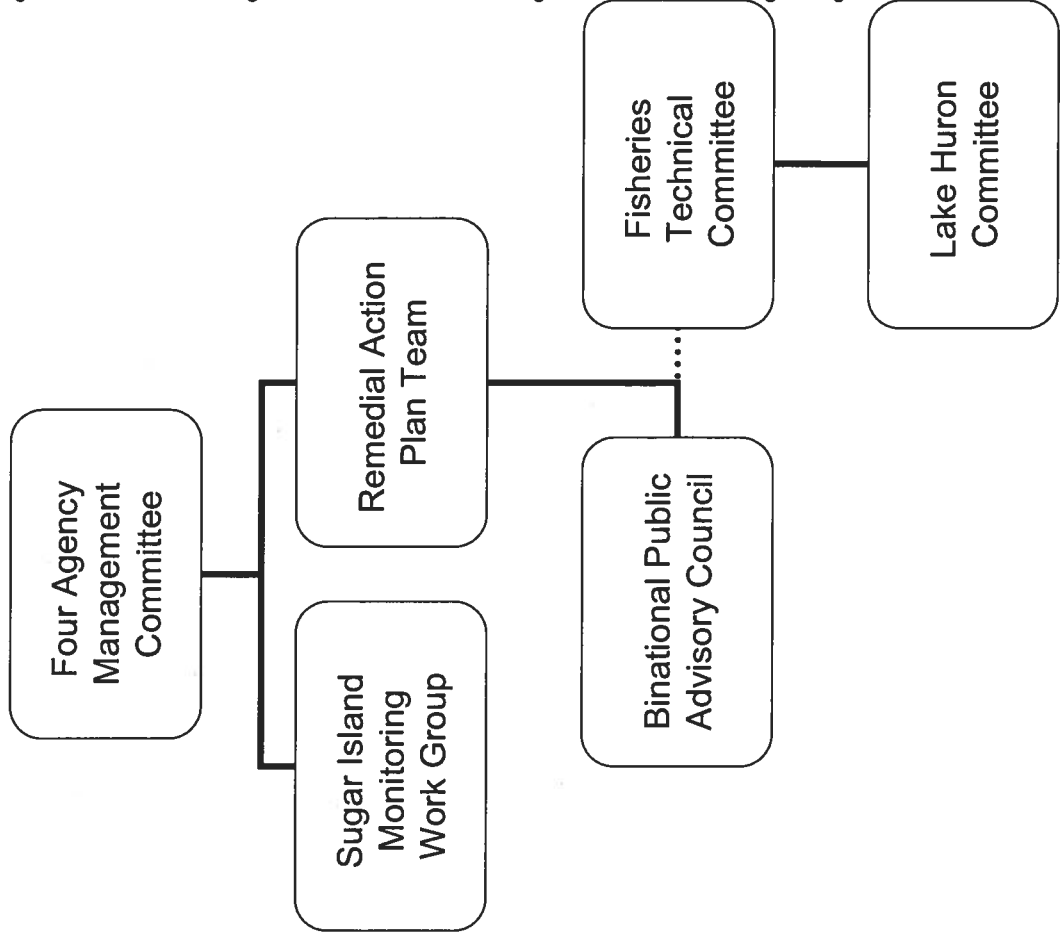


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**St. Marys River
Remedial Action Plan
Governance**

St. Marys River Remedial Action Plan Governance



- A RAP Implementation team is set up which involves all those who are implementing actions. In addition, a public advisory group or process is present.
- 4 agency Management Committee = Environment Canada, U.S. Environmental Protection Agency, Ontario Ministry of the Environment, Michigan Department of Environmental Quality
- Sugar Island Monitoring Work Group = 4 agencies + Chippewa County Health Department, Algoma Public Health, Bay Mills Tribe, GRFN, Health Canada
- RAP Team = 4 agencies + DFO, MNR
- BPAC = citizens, property owners, tribes, elected officials, health units, municipal staff, university staff

**St. Marys River
BPAC
Origin & Goals**

**ORIGIN AND GOALS
OF
ST. MARYS BI-NATIONAL PUBLIC ADVISORY COUNCIL**

The first gathering of the Bi-National Public Advisory Council (BPAC) was held November 13, 1988, at the Holiday Inn of Sault Ste. Marie, Ontario. The BPAC adopted its charge and developed meeting procedures called BPAC Structure and Procedures. It is a citizen's group made up of members from Canada and the United States. The specific goals of BPAC are to inform the Remedial Action Plan (RAP) Team about public views and opinion and to assist with water use goals, planning methodology, technical data, preferred remedial options, problem identification, plan recommendations, and plan adoption. BPAC is dedicated to ensuring that the river water quality and the ecosystem are improved and protected for all users of the river.

**St. Marys River
Bi-National Public Advisory Council
Terms of Reference**

**ST. MARY'S RIVER BINATIONAL PUBLIC ADVISORY COUNCIL
STRUCTURE AND PROCEDURES**

I. Officers

- A) The Council shall select a Chairperson and two Vice-Chairpersons. The elections will be held annually, in the month of February. The Chairperson shall preside over Council meetings. The Vice-Chairperson shall preside over meetings in the Chair's absence. The position of Chair shall alternate yearly between Canada and the U.S. Similarly, the positions of 1st and 2nd Vice Chair will alternate.

Example:	Chair	Canada
	1 st Vice	U.S.
	2 nd Vice	Canada

or

	Chair	U.S.
	1 st Vice	Canada
	2 nd Vice	U.S.

- B) Secretariat services will be provided to the Council by Lake Superior Programs Office and approved by BPAC. The Executive Assistance will prepare agendas and other materials needed at the meetings and will prepare minutes or meeting summaries. The Executive Assistance will ensure that all information necessary for the Council to form and make judgements throughout the planning process and distributed in a timely fashion to Council.
- C) Four BPAC Members may be appointed to the RAP Team. Two from the U.S. and two from Canada. The BPAC Representatives on the RAP Team would express concerns of the BPAC. BPAC Representatives on the RAP Team shall report to the Executive.

II. Letters of Appointment

Where a BPAC Member/Alternate represents a specific organization, the Member/Alternate shall provide the RAP Team with a 'Letter of Appointment', or a copy of the Resolution confirming his/her appointment as the organization's representative to BPAC.

III. Members

BPAC Members shall keep their constituencies informed of relevant RAP planning information. Members are responsible to contact Alternates if unable to attend a BPAC meeting and inform Executive Assistant. Individual Members of BPAC are encouraged to provide information and make presentations to BPAC.

IV. Council Procedures

- A) The Council is structured and managed to achieve conflict resolution, through employment of Robert Rules of Order.
- B) The following rules enables the Council to take action on an item by a majority of the Member needed for a quorum, but without actually having a quorum of Members present:

'The Council may decide any questions by the vote of the simple majority of delegates present at any meeting at which the quorum is assembled.'

“Quorum shall consist of a simple majority of those present.”

Under this rule, the Council could have less than a quorum (18) of its Members present at a meeting, but still be able to take action on an item as long as at least 10 Members voted to support the action. Without this rule, the Council would always need at least 18 Members present in order to conduct Council business.

- C) A deviation from the structure and procedures may be accomplished by a resolution of the BPAC quorum provided that the full membership is given notice.

V. Subcommittees

Subcommittees may be formed to deal with specific issues being considered by the Council. Members of the subcommittees need not be Members of the Council.

VI. BPAC Expenses

The lead agencies shall provide meeting halls, refreshments, secretariat services, complete all mailings, distribute reports, and provide limited technical support.

VII. General Public

Meetings of the BPAC will be open to the public. The BPAC agenda will provide for presentations by members of the general public. The media will be advised of all BPAC meetings and the public will be encouraged to attend.

VIII. Alterations to the BPAC membership

A) Submissions for New Members/Alternates

- 1) As the St. Marys River RAP develops, other interested individuals may approach the BPAC to become an active participant in the process. Such nominations/requests shall be directed to the Membership Subcommittee.
- 2) A Member/Alternate may decide to drop out of the planning process. If a new representative is recommended to the BPAC as a replacement, a Letter of Recommendation shall be forwarded to the Executive. The BPAC may “Call for Nominations” to fill the vacant seat. Such nominations shall be directed to the Executive. The BPAC may decide to revise the existing membership with out filling the seat. This may be done as long as the minimum membership and balanced representation is maintained.
- 3) Ask that a “Letter of Resignation” be submitted to the BPAC if a member or alternate is no longer interested in participating.
- 4) A sign-in sheet should be circulated at the BPAC meetings. Voting Alternates will indicate on the sign-in sheet who they are representing. The general public should also be included on the sign-in sheet. This will indicate to the BPAC the public’s interest and provide knowledge of possible future BPAC members.
- 5) If a Member has three unexcused absences from meetings, a letter will be sent to ask the Member to respond and indicate their intentions with regard to their BPAC membership. If there is no response, it will be assumed that the person is not interested and that slot will be filled by the membership subcommittee.

B) Changes to Existing Membership Status

If an Alternate wishes to become a Member, or a Member to become an Alternate, he/she will direct his/her request to the Executive for review.

The Membership Subcommittee will present a recommendation, with consideration to necessity, and maintaining balanced U.S./Canadian representation, to the BPAC who will vote on the Motion. Such a status change may cross sectors only if balanced representation is maintained.

C) Size of BPAC

The BPAC may determine that additional Member/Alternates are required. If the BPAC membership is to be increased, balanced U.S./Canadian and Sectoral representation must be maintained. The BPAC should also remember that a larger Council will be more difficult to manage and coordinate.

All nominations shall be directed to the Executive.

D) Changes to Sectoral Representation

The BPAC may create new sector categories. If new sectors created imply an increase in membership, this should be consistent with item (C) above.

E) One BPAC Member shall be elected to OPAC. Elections will be held to fill vacancies.

F) One BPAC Member shall be elected to MSPAC. Elections will be held annually.

G) Attendance

The Executive is responsible for monitoring attendance.

Robert's Rules of Order

www.robertsrules.org

Introduction to Robert's Rules of Order

1. [What is Parliamentary Procedure?](#)
2. [Why is Parliamentary Procedure Important?](#)
3. [Example of the Order of Business](#)
4. [Motions](#)
5. [Types of Motions](#)
6. [How are Motions Presented?](#)
7. [Voting on a Motion](#)

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What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - c. Wait until the Chairman recognizes you.

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2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
 - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
 - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
 - a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws or policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Most importantly, *BE COURTEOUS*.

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**St. Marys River
Bi-National Public Advisory Council
Goals & Commitment**

St. Marys River Bi-National Public Advisory Council Goals & Commitment

The St. Marys River Bi-National Public Advisory Council (BPAC) was created in November 13, 1988. It is a citizens' group with citizen representatives from both Canada and the United States. It was formed to assist government agencies that are responsible for preparing a Remedial Action Plan (RAP) for the St. Marys River. The St. Marys River was identified as an Area of Concern (AOC) by the International Joint Commission.

BPAC has three specific goals:

1) To inform the Remedial Action Plan (RAP) Team about public views and opinions.

Commitment: To meet this goal, BPAC will ensure that there is a revitalization of the public's understanding and involvement in remediation of the St. Marys River and will help to convey the public's views and opinions to the RAP Team.

2) To assist with water use goals, planning methodology, technical data, preferred remedial options, problem identification, plan recommendations, and plan adoption.

Commitment: To meet this goal, BPAC will identify, track, and publicize implementation activities within the Area of Concern (AOC). It will also advise the RAP Team as may be necessary towards the completion of the Stage 2 RAP requirements and its Stage 3 implementation.

3) To ensure that the water quality and the ecosystem are improved and protected for all users of the river.

Commitment: To meet this goal, BPAC will raise public awareness of the environmental and ecological health of the St. Marys River. In its advocacy capacity, BPAC will identify river related issues and recommend specific actions needed to resolve them.

**St. Marys River
Bi-National Public Advisory Council
Priorities
2009**

**St. Marys River
Bi-National Public Advisory Council
Draft Priorities
2009**

- 1) Provide advice as may be requested from the Four-Party Agencies on BUI Criteria.**
- 2) Assess progress on Action items as reported with the Stage 2(a) Remedial Action Plan and report on these.**
- 3) Continue to advocate for the completion of the Stage 2 Remedial Action Plan for the St. Marys River including the RAP Implementation Annex which will identify the roles, responsibilities, costs and timelines for RAP implementation.**
- 4) Increase BPAC's efforts in revitalizing public understanding and involvement in remediation actions by identifying and implementing specific BPAC actions as part of the 2009 RAP Communication Strategy.**
- 5) Support initiatives undertaken by others that ensure river water quality and the ecosystem are improved and protected for all users of the river.**