
MARATHON COUNTY METROPOLITAN PLANNING COMMISSION BYLAWS

ARTICLE I - NAME

Section 1. The name of this commission shall be the Marathon County Metropolitan Planning Commission and hereinafter, shall be referred to as the Commission.

ARTICLE II - PURPOSE AND GOALS

Section 1. To the extent authorized by State Statutes, the Commission shall be an advisory body to the Marathon County Board of Supervisors; the Executive Committee of the Marathon County Board of Supervisors; and to local units of government within the metropolitan planning area.

The objectives of this Commission shall be to promote public health, safety, convenience, and general welfare.

The Commission shall be concerned with studies and recommendations relating to activities including but not limited to land-use; natural resources; utilities; and transportation systems within the metropolitan planning area.

ARTICLE III - COMMISSION MEMBERSHIP

Section 1. The members of the Commission shall be the chief elected officials of all the municipalities or a designee as authorized in writing by the chief elected official within the urbanized area of the Metropolitan Planning Organization (MPO) boundary B Towns of Bergen, Maine, Mosinee, Rib Mountain, Stettin, Texas, Wausau, and Weston, Villages of Kronenwetter, Rothschild and Weston, Cities of Mosinee, Schofield and Wausau; a representative from the Wisconsin Department of Transportation; and a representative of the Marathon County Infrastructure Committee.

ARTICLE IV - TERM OF OFFICE

Section 1. A member shall remain on the commission until a successor has been duly elected or appointed, or until his/her death, resignation, disqualification, incapacity to serve, or removal in accordance with the law.

ARTICLE V - OFFICERS

Section 1. The officers of the Commission shall be a Chairperson, a Vice-Chairperson and a Secretary.

- Section 2. Chairperson – The Chairperson shall preside over all meetings and may appoint other members to represent the MPO on councils, committees, task forces, etc. or at meetings or other events, or to perform certain tasks.
- Section 3. Vice Chairperson – In the event of the Chairperson’s absence or at his direction, the Vice Chairperson shall assume the powers and duties of the Chairperson.
- Section 4. Secretary – The Director of the Marathon County Conservation, Planning, and Zoning Department shall serve as the Secretary of the Commission. This will be an *ex officio* position. The Secretary shall provide or otherwise delegate staff services for the MPO, as needed, and will be responsible for taking summary minutes of the Commission’s proceedings and be the custodian of all records and documents of the Commission and MPO.
- Section 5. Alternates – Upon written notice to the Chairperson, each member community may appoint an alternate to its representative. That alternate member may serve as a full voting member during any meeting where that community’s representative is not in attendance. Proxy and absentee voting are not permitted.
- Section 6. Appointment of Officers – The County Board Chairperson shall appoint the Chairperson and Vice Chairperson of the Commission for a term of two years at the first regularly scheduled meeting after the spring elections in April of the even numbered years. The newly appointed Chairperson and Vice Chairperson shall take office immediately following the appointment. The Chairperson must have served as an MPO member for one year immediately prior. If an officer leaves their position as described in Article IV, Section 1, the County Board Chairperson shall appoint a replacement officer as soon as possible.

ARTICLE VI - MEETINGS

- Section 1. The Commission shall meet as required. Special meetings may be called by the Chairperson, by petition of three (3) members of the Commission, or the Secretary.
- Section 2. Commission meetings shall be conducted in accordance with Robert's Rules of Order; Newly Revised Edition and the Open Meetings Law of Wisconsin.
- Section 3. Commission meetings shall be open to the public.
- Section 4. In the absence of the Chairperson and the Vice Chairperson, the Secretary may preside over that particular meeting. In the absence of all three officers the remaining members of the Commission may elect a person to preside over the meeting and assume the powers and duties of the Chairperson for that particular meeting.

ARTICLE VII - QUORUM

- Section 1. At any meeting of the Commission, a quorum shall consist of at least six (6) members a majority of the total current membership of the Commission.
- Section 2. Each member shall have all voting privileges and be entitled to one (1) vote.

ARTICLE VIII - SUB-COMMITTEES

- Section 1. The Commission may create sub-committees to carry on the purposes and goals of the Commission, and the Commission Chairperson shall designate the chairperson of those committees. Sub-committee meetings shall be governed by Article VI above.
- Section 2. The Commission shall appoint a Transportation Technical Staff Advisory Committee, made up of technical transportation representatives to advise the Commission on transportation matters. The transportation Technical Staff Advisory Committee shall be composed of staff from the municipalities within the MPO planning boundary; representatives from the Wisconsin Department of Transportation; representatives from the Federal Highway Administration; a representative from the Wausau Area Chamber of Commerce; a representative from the North Central Wisconsin Regional Planning Commission (NCWRPC); a representative from the Wausau Area Transit System (WATS); a representative from the Central Wisconsin Airport (CWA); the Marathon County Highway Commissioner; and Conservation, Planning and Zoning Department Staff.
- Section 3. The Commission shall appoint a Water Quality Management Technical Staff Advisory Committee, made up of technical water quality management representatives to advise the Commission on water quality management matters. The Water Quality Management Technical Staff Advisory Committee shall be composed of staff from the municipalities within the 208 Sewer Service Area boundary (Town of Rib Mountain, Villages of Kronenwetter, Rothschild and Weston, Cities of Schofield and Wausau), Town of Mosinee, City of Mosinee, representative from North Central Wisconsin Regional Planning Commission (NCWRPC), a representative from the Wisconsin Department of Transportation, and Marathon County Conservation, Planning and Zoning Department Staff.
- Section 4. Such other Technical Advisory committees may be appointed on a temporary basis by the Chairperson, which are deemed necessary to carry out the functions and responsibilities to the Commission. The Chairperson shall designate the chairperson of these committees.

ARTICLE IX - GENERAL

- Section 1. The Commission may cooperate with, and contribute or accept services from Federal, State, or local agencies, public or semi-public agencies, private individuals, or corporations and may carry out such cooperative undertakings.

Section 2. The Marathon County Conservation, Planning and Zoning Department will be the staff for the Commission.

Section 3. The Commission shall submit its required yearly Unified Planning Work Program to the Marathon County Executive Committee and Marathon County Board for approval.

Section 4. All Commission member communities shall pay a percentage of the local share necessary to fund the required Commission functions. The allocation of cost for each community shall be determined by a majority vote of the commission members.

ARTICLE X - AMENDMENTS

Section 1. A majority vote of the Marathon County Executive Committee shall be required to forward any amendment to these Bylaws to the Marathon County Board of Supervisors. A majority vote of the Marathon County Board of Supervisors shall be required to amend these Bylaws. Approval of the amendments by the Marathon County Board of Supervisors shall be obtained before the amendment is effective.