



## **VISION WEST ND CONSORTIUM GUIDELINES FOR OPERATION**

### **NAME OF ORGANIZATION**

The name of this organization is Vision West ND Consortium (hereinafter referred to as “Consortium”).

### **PURPOSE**

1. The purpose of the organization is to provide a comprehensive review and prioritization of the recommendations in the Vision West ND regional plan that was designed for a livable future for North Dakota’s oil and gas producing counties. Further, the purpose includes providing oversight for the implementation of strategies in the regional plan.
2. No portion of the organization’s net earnings shall benefit or be distributed to its members, directors, officers, or other private persons, except the organization may pay reasonable compensation for services rendered and make payments to further its purposes.

### **LEGAL STRUCTURE**

The Consortium does not have incorporation status. It does allow for internal and external understanding of the powers of the Consortium. In addition, the Consortium does not have any authority to make any legally binding decisions on behalf of any County, City, or Tribal entity.

### **FISCAL YEAR**

Although the Consortium does not officially have a Fiscal Year, its activities and reporting structure will typically follow the calendar year, which is January 1 through December 31 for the purposes of any reporting.

### **CONSORTIUM MEMBERS**

The Consortium will officially consist of voting members, associate members, and partners. Members may be accepted by the Consortium at any time during the year.

1. Voting Consortium Members are those from all of the 19 oil and gas producing counties that wish to be represented; also included are representatives from the institutions of higher education and regional planning councils that wish to have a vote. Finally, the MHA Nation is invited to participate as a voting member. Eligible voting members are as listed on the following page:

Eligible Voting Members:

*Counties:*

<i>Adams</i>	<i>Divide</i>	<i>McKenzie</i>	<i>Slope</i>
<i>Billings</i>	<i>Dunn</i>	<i>McLean</i>	<i>Stark</i>
<i>Bottineau</i>	<i>Golden Valley</i>	<i>Mercer</i>	<i>Ward</i>
<i>Bowman</i>	<i>Hettinger</i>	<i>Mountrail</i>	<i>Williams</i>
<i>Burke</i>	<i>McHenry</i>	<i>Renville</i>	

*MHA Nation, Fort Berthold Reservation*

*ND Association of Oil and Gas Producing Counties*

*Southwest REAP*

*Colleges/Universities:*

<i>Dakota College at Bottineau</i>	<i>Minot State University</i>
<i>Dickinson State University</i>	<i>Williston State College</i>
<i>Fort Berthold Community College</i>	

*Regional Planning Councils:*

<i>Lewis &amp; Clark Regional Council</i>	<i>Souris Basin Regional Council</i>
<i>Roosevelt-Custer Regional Council</i>	<i>Tri-County Regional Council</i>

2. Associate Members are businesses, government agencies, and individuals not affiliated with an organization with voting rights. Examples of Associate Members are engineering firms, oil and gas industry representatives, county sub-division representatives, economic development organizations, Chambers of Commerce, etc. Associate Members are accepted through a request to and a majority vote of the voting Consortium members at any regular meeting. Associate members have a voice in all discussion, but do not have an official vote.
3. Partners are any representatives of any state or federal agency, or representative of the ND State Legislature or ND Congressional District. Partners are considered valued advisors and are welcome to participate in all meetings, but have no voting authority.

MEMBERSHIP FEES

No membership fees are assessed to any voting or non-voting member of the Consortium.

CONSORTIUM LEADERSHIP

1. The Consortium will elect a Chairperson, Vice-Chairperson, and Secretary. The determination of these positions are conducted at the February meeting every two years by a voting process of the Consortium members. These positions will have a two-year term.
2. The Vice-Chairperson will assume the duties of the Chairperson in his/her absence and will assume the duties of the Chairperson.

3. In the event of death, resignation, or removal of the Chairperson, a new Chairperson will be elected. The Vice-Chairperson will fill this position until the new Chairperson is in place.
4. The Secretary will review and sign the minutes of all meetings and will perform other duties as assigned by the Chairperson. The Secretary will assume duties if the Chairperson or Vice-Chairperson are unable to attend Consortium meetings.

#### CONSORTIUM STRUCTURE

The structure of the Consortium will be determined through a process lead by the Consortium leadership. This structure may consist of committees or project teams for the purpose of implementing the prioritized recommendations in the Regional Plan.

1. An administrative representative will be responsible for all logistics and operations of the Consortium. The administrative representative will be contracted by the ND Association of Oil and Gas Producing Counties, and will be appointed by the Consortium to fulfill these responsibilities.
2. An advisory team will provide the Consortium with resources and expertise. The advisory team will consist, officially, of representatives from USDA-RD and the ND Department of Commerce. Additional partners, as described above, may request to be part of the advisory team
3. The Executive Team, consisting of the Consortium officers, will meet as necessary to plan meetings or carry on the business of the Consortium between meetings. The appointed administrator will attend these meetings. Members of the advisory team will also be invited.

#### MEETINGS, MEETING DATES, AND LOCATIONS

The Consortium will hold regularly scheduled meetings. Location and dates for meetings are to be determined before the close of each Consortium meeting. Agendas and meeting notifications are to be sent to all Consortium members no later than one week prior to the scheduled meeting. Teleconferences and/or web conferencing may be substituted for face-to-face meetings.

#### PUBLIC NOTICES AND PUBLIC MEETINGS

All Consortium meetings will be open to the public. Public notices of all meetings will be emailed to all regional media outlets and will be posted on the Consortium's website. The agendas and minutes will be made available to the Consortium and the general public through the Consortium website ([www.visionwestnd.com](http://www.visionwestnd.com)). All members and partners will receive notice of meetings by email unless otherwise requested.

#### QUORUM AND VOTING

The voting members in attendance at any meeting is considered a quorum unless there are less than ten voting members in attendance. A simple majority of the quorum is required for the purpose of official action on any item requiring a vote.

## PROXIES

If a voting Consortium member is unavailable to attend a meeting, he/she may request or assign a representative proxy to vote as that member.

## LIMITATIONS OF RESPONSIBILITIES

It is the responsibility of the Consortium to act in an advisory capacity for the purposes of the development and implementation of priorities and recommendations in the Regional Plan. These responsibilities are geared to support multi-jurisdictional planning efforts that integrate housing, land use, economic and workforce diversity, transportation, and infrastructure investments in a manner that empowers the region to address the interdependent challenges of economic competitiveness and revitalization, social equity inclusion, access to opportunity, energy use, public health, emergency services, and environmental impact.

## AMENDMENTS

1. Changes to these guidelines may be made by the Consortium at any regular Consortium meeting. A resolution adopting the proposed changes must receive approval by majority vote of the Consortium members.
2. Proposed changes must be provided to the Officers at least 14 days prior to a Consortium meeting.

(Reviewed, edited and approved by the Vision West ND Consortium on February 23, 2015)



Chairperson



Secretary