

CONSTITUTION AND BYLAWS

ARTICLE I

NAME OF ORGANIZATION

Metropolitan Utility Coordinating Council

ARTICLE II

SCOPE OF ACTIVITY

To encourage coordination of the work and construction planning of the various utilities, public agencies and contractors in the metropolitan area comprising of Multnomah, Washington and Clackamas Counties, in order to prevent damage to underground utility and above ground structures.

To actively support the Oregon Utilities Coordinating Council.

To promote all activities designed to assist in maintaining continuity of service as well as public safety.

To assist all concerned by providing information regarding substructure locations before construction begins.

To engage in any lawful activity provided that none of the activities of this council shall be for profit.

ARTICLE III

MEMBERSHIP

Participating membership – includes all substructure utilities, municipalities, county engineering offices and others involved in the scope of this agreement.

ARTICLE IV

SECTION 1 OFFICERS

To be elected by the voting members of the council for a term of one year beginning January 1st and ending December 31st of that year.

SECTION 2 PRESIDENT

- A. The President of this council shall be the chief executive officer and head of the council, and shall, subject to the control of the Executive Board, have the general and active management of its business and affairs and shall be an ex-official member of all committees.
- B. Shall preside over all meetings of the membership unless otherwise ordered by the Executive Board.
- C. Shall make an annual report showing the condition of the affairs of the council, making such recommendations as the President thinks proper and submit the same to the council at its last meeting of the year.
- D. Shall represent this council at meetings of the Oregon Utilities Coordinating Council when possible.
- E. May authorize the spending of council funds.

SECTION 3 VICE PRESIDENT/TREASURER

- A. Shall act as assistant to the President, an ex-official member of all committees and shall supervise the actions of these committees. In the event of the absence of the President, the Vice-President/Treasurer shall assume the responsibilities of the President.
- B. Shall keep accurate accounts of all receipts and disbursements and shall render an annual report in writing at the last meeting of the year as to the complete financial condition of the council.
- C. Shall perform such other duties in connection with the administration of the financial affairs of the council as the Executive Board may direct including the preparation of an annual budget to be adopted by the Executive Board.
- D. Shall pay wherever possible, by check, all bills authorized by the President or Executive Board.
- E. Shall serve on the Executive Board.

SECTION 4 SECRETARY

- A. Shall keep a fair and accurate record of all meetings of the council and shall give at least ten (10) days notice of all official meetings as provided herein. Shall notify all members of meetings.
- B. Shall be responsible for maintaining files on all minutes and other documents related to the meeting.
- C. Shall serve on the Executive Board and record the minutes of said meetings.

SECTION 5
EXECUTIVE BOARD

Composed of three elected officers, two directors, being the past two presidents, each serving two (2) year terms, and all acting committee chairs appointed by the President.

ARTICLE V

COMMITTEE CHAIRS

- A. Appointments of committee chairs for the council shall be made each year by the President of the council, with the consent and approval of the newly elected Officers and Directors.
- B. The standing committees of this council shall be as follows:
 - a. Publicity & Educations
 - b. Standards
 - c. Damage
 - d. One-Call
 - e. APWA
 - f. Programs
- C. The President may appoint any other committee chairs deemed necessary to carry on the functions of this council, with the consent and approval of the Executive Board.
- D. Committee chairs shall represent this council at the Oregon Utilities Coordinating Council committee meetings when possible.
- E. Reports of committee progress shall be made at each regular meeting.

ARTICLE VI

TERMS OF OFFICE

Officers shall be elected for a period of one year. The elections will be held at the November meeting, and the officers installed at the January meeting.

In the event of a vacancy during the term of office, the offices will advance in position with the Executive Board appointing a participating member into the office of Secretary to serve out the unexpired term.

To insure that this council has experienced officers while maintaining continuity in ongoing council business, this council encourages advancement “through the chairs” [i.e. Secretary to Vice-President/Treasurer, Vice-President/Treasurer to President, President to Junior Director, Junior Director to Senior Director and the Senior Director retires from the Board (unless duly elected or appointed as proved in these By-Laws).

A Nominating Committee shall be appointed by the President with the consent and approval of the Executive Board at the August Board meeting. This committee will select a candidate willing to serve the council as Secretary for the next year and advance “through the chairs” as described above. At the regular September meeting the President will announce the Nominating Committee and request volunteers to contact them if they are interested in serving in any elected office. The Committee shall then nominate candidates for all elected offices for the next year. The committee will report to the Secretary in time to publish their recommended officers for the next year in the announcement for the November meeting. In addition, Nominations for all officers will be taken from the floor at the November meeting and the election held.

ARTICLE VII

MEETING DATES

Meetings will be held monthly except for the month of December.

Individual requests for special meetings shall be submitted to the Executive Board.

ARTICLE VIII

FINANCES

The dues for participating member of the Metropolitan Utilities Coordinating Council shall be determined by the Executive Board.

ARTICLE IX

AMENDMENTS

SECTION 1 These Bylaws may be altered, amended and repealed and new Bylaws may be adopted by the membership at any regular or special meeting upon the affirmative vote of two-thirds of those members present.

SECTION 2 Amendments, repeals or new Bylaws shall be submitted to the Executive Board in writing one month in advance of the next regularly scheduled meeting of the Executive Board.

SECTION 3 The Executive Board recommendations for change will be discussed at the next regularly scheduled membership meeting and voted on at the following membership meeting. The Secretary shall publish the recommended change no less than thirty (30) days prior to vote.

ARTICLE X

ROBERTS RULES OF ORDER will govern where otherwise not provided.

These Bylaws were adopted by an affirmative vote of two-thirds of those present and voting, at the regular meeting of this council on the _____ day of _____, 201____.

President

Secretary

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 10-13-70

President

Secretary