



Mid-Willamette UCC
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MID-WILLAMETTE UTILITIES COORDINATING COUNCIL
P.O. Box 7682, Salem, OR 97303

Procedures and bylaws of the Mid-Willamette Utilities Coordinating Council

A. Name of Organization

The name of the Organization is Mid-Willamette Utilities Coordinating Council, hereinafter referred to as the Council

B. Scope

- a. To establish an avenue of communication between various utilities, governmental agencies, contractors, and other interested organizations or individuals for the purpose of:
 - i. Coordinating construction activities affecting sub-structure and above ground facilities in the area of advanced planning as well as during actual construction.
 - ii. Actively promote all public information and educational activities designed to prevent substructure and above ground damage to facilities giving full consideration to public safety at all times.
 - iii. Cooperating in establishing standardization for utility locations and markings
 - iv. Providing for improved methods of gathering and dispensing utility location information.

C. Membership

- a. Any utility, governmental agency, contractor, and any other interested organization may become a member of the Council.

D. Organization

- a. Officers of this Council shall be elected at the annual meeting by the voting members as follows:
 - i. **President.** The President shall conduct meetings, serve on the board of directors, and serve as ex-officio member of all committees of the Council if any.
 - ii. **Vice President.** The Vice-President shall assume all the duties and responsibilities of the President in their absence.
 - iii. **Treasurer.** The Treasurer shall keep records of finances, collect and disperse all funds authorize by the Board of Directors, render financial reports at each monthly meeting and other assigned duties.
 - iv. **Secretary.** The Secretary shall record the minutes of each meeting, provide copies of all meeting minutes to members, and send notices of all events and meetings to the voting members of the Council.
- b. Officers may succeed themselves in office.
- c. Nominations will be made in the fourth quarter and may be made from the floor, or in writing up to and including the day of elections.
- d. Election of officers shall be held at the last regular meeting of the year by voting members of the Council, electing first a President, then Vice-President, Treasurer, and then a Secretary. The term of the offices shall be one (1) year from January 1st, through December 31st of the calendar year.
- e. Roberts Rules of Order shall govern the parliamentary procedures unless otherwise provided for in these by-laws.
- f. Any officer may be removed for just cause by majority vote of the members.

E. Board of Directors

- a. The Board of Directors shall consist of the four (4) elected officers, the President, Vice-President, Treasurer, Secretary and any other members appointed by the President.
- b. The Board of Directors shall conduct all the business affairs of the Council
- c. The Board of Directors shall cause to be filled any vacancy in any office at the first meeting following the occurrence of such vacancy.

F. Meetings

- a. A plurality of the Board of Directors (2) of record and voting members present shall constitute a quorum for meetings.
- b. A majority vote of a quorum constitutes a valid vote.
- c. Each voting member is limited to one vote per motion.

G. Finances

- a. The Board of Directors approval will be required for reimbursement of expenses or any advancement of monies for trip expenditures on Council business.
- b. Authorized expensed incurred for travel and lodging/meals while attending meetings will be reimbursed by the Council upon presentation of the expense accounting.
- c. All monies of the Council shall be kept in such bank or other financial institution as the Executive Board designates. Checks, drafts, or withdrawals drawn upon Council funds shall be executed by the Treasurer and/or President of the Council.
- d. Dues shall be assessed by the Council against the voting membership annually.

H. Amendments to By-Laws

- a. Changes can be made in the by-laws by simple majority vote of a quorum. Notice of proposed changes in the by-laws shall be furnished in writing to all members prior to the scheduled meetings.

President: Brad Beverly Bradly R. Beverly Digitally signed by Bradly R. Beverly
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Date: 2020.12.07 09:10:50 -0500

Vice President: Adam Deshon Adam Deshon Digitally signed by Adam Deshon
DN: cn=Adam Deshon, o=City of Katzer Public Works, ou=City of
Katzer Public Works, email=adeshon@katzer.org, c=US
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Treasurer: Angel Garcia Angel Garcia 12/10/2020

Secretary: Stephanie Baxter Stephanie Baxter 12/9/20

Revision: 1.1.01
Date: 2/21/2020