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UNION COUNTY UTILITIES COORDINATING COUNCIL

PO Box 2815

La Grande, Oregon 97850

Procedures and bylaws of the Union County Utilities Coordinating Council

A. Name of Organization

The name of the Organization is Union County 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.
- b. Dues: Annual dues are required to maintain current membership status. The amount of said dues shall be determined by a majority vote (i.e., 2021 dues are \$50). An invoice for dues shall be sent out by February 28th of each year to prior years membership, due in 30 days. Prompt payment of dues enables planning of council expenditures for payment of Local Council dues to State Council, public awareness campaigns and/or other functions deemed appropriate by 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. Treasurer. The Treasurer shall assume all the duties and responsibilities of the President in his/her absence. 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.
 - iii. Secretary. The Secretary shall assume all the duties and responsibilities of the President/Treasurer in his/her absence. 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 may 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 membership.

E. Board of Directors

- a. The Board of Directors shall conduct all the business affairs of the Council
- b. The Board of Directors shall consist of the three (3) elected officers, the President, Vice-President/Treasurer, Secretary and any other members appointed by the President.
- c. A majority of the Board of Directors (2) of record shall constitute a quorum for meetings and a majority vote of those voting members present at the meetings shall determine any issue except as otherwise provided within the by-laws.
- d. 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. Regular Meetings: Schedule for meetings to be four times a year shall be determined by the membership.
- b. Special Meetings: Special meetings may be called when approved by majority membership. Special meetings may be for items such as special guests availability, coincide with or in cases of conflict with other functions. Notice of special meetings will be communicated to all members at least three days prior.
- c. Quorum: A quorum shall be eligible members that are present during a regular meeting. A quorum will be required to conduct any business of the council that requires a vote. Regular meeting attendance is therefore essential for the council to function properly.
- d. Each voting member is limited to one vote per motion.

G. Reimbursements and Authorized Expenses

- a. The Executive Board approval will be required for reimbursement of expenses or any advancement of monies for trip expenditures on corporate business.
- b. Authorized expenses incurred for travel and lodging/meals while attending meetings will be reimbursed by the corporation upon presentation of the expense accounting.
- c. All monies of corporation 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 Vice President/Treasurer and/or President of the Council.

H. Amendments to By-Laws

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

These bylaws were adopted on 12/2/21.

President: Lynn Elliott, ODOT

Treasurer: Danny Martens, City of La Grande

Secretary: Lynn Elliott, ODOT