

Procedures and By-Laws
Of the
Oregon Utilities Coordinating Council

A. Name of Organization

1. The name of the Organization is Oregon Utilities Coordinating Council, INC hereinafter referred to as the Council.

B. Scope

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

C. Membership

1. Any utility, governmental agency, contractor, and any other interested organization may become a member of the council by paying yearly dues.
 - a. Failure to pay: All local councils failing to pay the yearly dues assessment within the first quarter shall lose their voting rights in the corporation until such time that the payment is made.

D. Organization

1. Officers of this Council shall be elected at the annual meeting by the voting members as follows:
 - a. President. The President shall conduct meetings, serve on the Board of Directors and serve as ex-officio member of all committees.
 - b. Vice-President/Treasurer The Vice-President/Treasurer shall assume all the duties and responsibilities of the President in his/her absence and serve on the Board of Directors. Keep record of finances, collect and disperse all funds authorized by the Board of Directors, render financial reports at each monthly/quarterly/annual meetings, and other assigned duties.
 - c. Secretary. The Secretary shall record the minutes of each meeting, provide copies of all meetings to members, and send notices of all events and meetings to the voting members of the Council.
2. Officers may succeed themselves in office.
3. 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.
4. 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 a Vice-President/Treasurer, and then a Secretary. The term of offices shall be one (1) year from January 1, through December 31st.

5. Robert Rules of Order shall govern the parliamentary procedures unless otherwise provided for in these by-laws.
6. Any officer in this corporation may be removed for just cause by majority vote of the membership

E. Board of Directors

1. The Board of Directors shall conduct all the business affairs of the Council
2. The Board of directors shall consist of the three (3) elected officers, the President, Vice President/Treasurer, Secretary and a minimum of two (2) other members appointed by the President.
3. A majority of the Board of Directors (3) of record shall constitute a quorum for Board of Directors 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.
4. 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. Zone Directors

1. Zone directors will be this corporation's representative in the Zone and will be responsible for attending OUCC meetings and reporting information, events and happenings to and from the local council members in his or her zone.
2. Directors will be appointed by the President with the consent of the Executive Board.
3. There shall be a Director from each of the zones, into which this corporation has divided the State of Oregon.

G. Committees

1. There shall be such number of committees of the Council performing such function as the Board of Directors, from time to time, may determine. Appointments to committees shall be done by the

President. Committee Chairperson shall be made by the President with the consent and approval of the Board of Directors.

2. Reports of committee progress shall be made at each regular meeting as well as any annual report at the annual meeting.

H. Meetings

1. A minimum of one half (1/2) of the voting members must be present to constitute a quorum and a majority of the quorum constitutes a valid vote.
2. Each council is limited to one vote per motion.

I. Reimbursements and Authorized Expenses

1. The Executive Board approval will be required for reimbursement of expenses or any advancement of monies for trip expenditures on corporate business.
2. Authorized expenses incurred for travel, lodging and meals while attending meetings will be reimbursed by the corporation upon presentation of the expense accounting.
3. All monies of the corporation shall be kept in such bank as the Executive Board designates. Checks, drafts or withdrawals, drawn upon corporation funds shall be executed by the Vice President/ Treasurer and/or President of the corporation.

J. Amendments to By-Laws

1. 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 to the scheduled meetings.

President: Scott Gallegos

Scott Gallegos

July 12, 2022

Vice President: Kyle Thomas

Kyle Thomas

July 23, 2022

Secretary: Lynn Detering

Lynn Detering

July 12, 2022

Interim Treasurer: Alba Vogland

Alba Vogland

Sept. 20, 2022