



Procedures and by Laws

Of the Douglas County Utility Coordinating Council

A. Name of Organization:

1. The Name of the Organization is the Douglas County Utility Coordination Council.

B. Scope:

1. To Establish an Avenue of Communication between various utilities, government 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. Activities 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, government agency, contractor, and any other interested organization may become a member of the council by paying yearly dues.

D. Organization:

1. Officers of the council shall be elected at the annual meeting by the Voting members as Follows:
 - a. **President:** The President shall conduct meetings, and represent the council at Oregon Utility Coordination Council quarterly meetings.
 - b. **Vice-President:** The vice president shall serve to assist the president and operate meeting in his/her absence.
 - c. **Treasurer:** The treasurer shall be in charge of tracking all finances for the council.
 - d. **Secretary:** The secretary shall be charged with recording the minutes of each meeting and distributing the dues letters each year.
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. Elections 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, then a Treasurer, and then a Secretary.
5. The term shall be 1 year.

E. Committees:

1. Committees shall be formed from time to time as needed to organize specific tasks. Appointment 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.

F. Meetings:

1. Five voting members shall be present and must be present to validate a vote.

G. Reimbursements and Authorized Expenses:

1. The Executive Board approval will be required for reimbursement of expenses or any advancements 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 Council upon presentation of the expense accounting.
3. All monies of the Council shall be kept in such bank as the Executive board designates. Checks, drafts or withdrawals, drawn upon Council funds shall be executed by the Treasurer and or the President of the Council.

H. 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.

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