

**Procedures and By Laws  
of the  
Wasco County  
Utilities Coordinating Council**

# Wasco County Utilities Coordinating Council Procedures and By Laws

Adopted 1/14/92

First Revision 3/19/03

Second Revision 6/18/13

## **Name of Organization**

Wasco County Utilities Coordinating Council.

## **Objectives**

1. Inform utility operators, contractors, and the general public about Oregon's dig safely law and safe working practices around overhead and underground utilities.
2. Coordinate the work and construction planning of the various utilities and public agencies within the Wasco County utilities regional area in order to prevent conflicts and structural damage.

## **Our Creed**

As a member of the Wasco County Utilities Coordinating Council, I shall endeavor to:

Promote the safety of utility operators, contractors and the general public who work around overhead and underground utilities.

Urge all utilities, governmental subdivisions, private contractors and individuals to coordinate their planning and construction activities with each other.

## **Membership**

Membership may be comprised of representatives from utilities, contractors and concerned public and private agencies. Membership will be determined by a majority vote of the voting members. Each organization shall have one voting member. A voting member is defined as a member whose dues have been paid for the current year.

## **Dues**

Dues shall be as established by the members. Dues shall be used for advertising and educating excavators and the general public about the "One Call Law" as well as all other expenditures approved by a vote of the membership.

## **Officers**

The officers of this council shall be President, President-Elect, Vice President and Treasurer. The offices of President, President-Elect and Vice President will be selected from the membership and will be elected by the voting members. The office of Treasurer shall be appointed by the voting members. The officers shall rotate as follows: President-Elect to President and Vice President to President-Elect. The duties of the officers are as follows:

**President:**

Conduct meetings  
Appoint committees  
Select an individual member or non-member to act as recording Secretary

**President Elect:**

Act in the absence of the President

**Vice President:**

Act in the absence of the President and President-Elect

**Treasurer:**

Keep an accurate account of finances and disburse funds as authorized  
Collect and record damage reports

**Recording Secretary:**

Record minutes of the meetings  
Send meeting notices

**Committees:**

Committees shall be appointed by the President as needed

**Term of Office**

President, President-Elect and Vice President shall be elected for a period of one year. An election will be held for the office of Vice President at the December meeting. Also at the December meeting, the membership shall decide whether to re-appoint the current Treasurer or appoint a new Treasurer. The new officers begin their one year term in January.

**Meetings**

Meetings will be held monthly. Meetings will be conducted within Robert's Rules of Order. Individual requests for special meetings shall be submitted to the President.

**Amendments to the By Laws**

Proposed amendments will be circulated to all voting members two months prior to a vote. The following month, the amendment(s) will be read at the regular meeting for discussion. The third month the amendment will be voted upon and a 2/3 majority vote of those present will be required to pass the proposed change(s).

Revised this 18 day of June, 2013

Herb Walt President  
John Wall Vice President

Schultz President-Elect  
Alman Treasurer