Miami Valley Damage Prevention Council

BY-LAWS

MISSION STATEMENT: The Miami Valley Damage Prevention Council is a proactive partnership to promote safety through preventing damage to all utilities and for the purpose of maintaining service integrity to our customers through education, communication, and cooperation.

Section 1

Name

The name of this group shall be Miami Valley Damage Prevention Council, hereinafter referred to as "***The Council.***"

Section 2

Purpose

The purpose of the Council is to discuss the mutual challenges of the various member agencies and to exchange information on safety and damage prevention. It is the intent of the Council to achieve this purpose through frank and open interchange at regularly scheduled meetings. It is the further intent of the Council to inform its members of proposed work within the service areas of others, to promote safety and damage prevention to underground and overhead facilities and use of the Ohio One Call Center, the statewide one-call notification system.

Section 3

Membership

Membership shall consist of representatives of the various utility operators and governmental agencies of the State. Others, such as the cable television industry, railroads, consultants, and contractor groups, are invited to become participants and members. A stated interest in becoming a member is normally the only pre-requisite for membership. Should a question arise as to the eligibility or desirability of a prospective member, the issue shall be decided by a majority vote of the members present at a regularly scheduled meeting. Any member attending two regularly scheduled meetings of the Council in a twelve-month period shall be considered a member in good standing. Members in good standing are eligible to receive all benefits of the Council.

Section 4

Officers

The Council shall elect from its membership a Chair, Vice Chair, Recording Secretary, and Assistant Recording Secretary. The term of office shall be two years beginning January 2009, and elections will be held in either November or December of each year ending in an even number. Vacancies may be filled by election at a regularly scheduled meeting of the Council. When possible, the various offices will be occupied with representatives of different industry groups and rotated regularly to avoid any perception of dominance by a single group. Elections shall be by majority vote of members present. The office of Treasurer will be filled by the OHIO811 liaison and will be responsible for reporting on budgets, financial obligations, etc.

Responsibilities of the elected officers are as follows:

Chair

- Regional Partner Coordinator. Attends Common Ground Alliance (CGA) Regional Partner (RP) committee meetings and participates in RP conference calls. Serves as a conduit, providing information about the CGA and its initiatives to Council members and relaying feedback and findings from the Council to the CGA.
- Compiles meeting agenda and sends it to the Secretary for distribution.
- Facilitates the meetings.
- Disseminates relevant information to members.
- Council spokesperson.
- Establishes sub-committees for special Council events and activities.

Vice-Chair

- Serves as Chair backup.
- Assists with agenda development.
- Schedules speakers.

Recording Secretary

- Takes notes at meetings.
  - Prepares meeting minutes.

  - Emails minutes to members for review
  - Emails approved minutes to OHIO811 for posting onwebsite. (web@oups.org)
- Maintains membership contact list, including monthly meeting attendance records.
  - Emails list to the members monthly along with minutes and agenda.
- Provides the following at monthly meetings:
  - Sign-in sheet.
  - Member contact list – per QR code
  - Copies of previous month's meeting minutes for approval.

Assistant Recording Secretary

- Assists Recording Secretary in fulfilling duties listed above when needed.
- Prepares and gives safety message.
- Sends safety message to Chair and Secretary to review prior to scheduled meeting.
- Greet's and welcomes new members at the meeting.

Treasurer

- Develops and maintains Council budget.
- Pays invoices.

Section 5

Sub-Committees

Significant issues presented at a scheduled meeting of the Council should be analyzed and prioritized for appropriate action. A sub-committee may be created to address such issues. Results from the activities of any such sub-committee should be recorded and reported at a regular scheduled meeting.

- Sub-committees may be set up to plan and organize Special Events.

Section 6

Meetings

The regular meetings of the Council shall be held on the second Wednesday of every month. If this day is a legal holiday, the Chair shall select a substitute date. The Chair shall designate the hour and place of all meetings.

Special meetings of the Council can be called by the Chair or at the request of any member. Notice of such meetings should be accompanied by information as to the reason. Minutes of all Council meetings will be posted on the Council webpage following each meeting.

Officer Meetings- Four times per calendar year, preferably once a quarter, the current officers of the council shall have a meeting. The purpose of this meeting is to allow the leadership of the council to plan and discuss the future direction of the council, organizing and discussing

new ideas to further the mission of the council, reviewing the council's by-laws, as well as establishing a consensus on how to facilitate achieving the council's mission.

Section 7

Action by the Council

1. A quorum shall consist of representatives of five (5) member organizations.
2. Each organization shall be entitled to a single vote.
3. By-Law revisions can be made by majority vote of members present, after proposed changes have been distributed in writing to the entire membership, along with the scheduled meeting date, place, and time for such ratification.