

BY-LAWS

MISSION STATEMENT: The Southwest Ohio Damage Prevention Council partners utilities, government agencies, excavators, industry associations, and service providers to promote overall safety by reducing damage to utilities through cooperation and coordination of construction activities, education, and communication.

Section 1

Name

The name of this group shall be The Southwest Ohio Damage Prevention Council, hereinafter referred to as "The Council"

Section 2

Purpose

The purpose of The Council is to discuss the mutual issues of the various member agencies, exchange information on damage prevention, and to encourage safe work practices throughout our communities. It is the intent of The Council to achieve this purpose thought 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 damage prevention to underground and overhead facilities, utilize OHIO811, the statewide Notify Before You Dig one-call notification system, and to promote the Common Ground Alliance Best Practices.

Section 3

Membership

Membership shall consist of representatives of the various utility operators, governmental agencies, railroads, facility owners, contractors, locators, and affiliated industries and associations. A vested interest in promoting safe work practices is 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.

To maintain active membership, organizations must be represented at a minimum of 3 meetings per year. Membership entitles organizations voting privileges, recognition for various literature, brochures, and other council benefits.

Section 4

Officers

The Council shall elect from its membership a Chairperson, Vice Chairperson, and Secretary. The term of office shall be two (2) years with the election process taking place at a regularly scheduled meeting every odd numbered year. Nominations will be in November with the election to follow in December. Vacancies may be filled by election at a regularly scheduled meeting of The Council. The Treasurer will be filled by the OHIO811 liaison and will be responsible for reporting on budgets, financial obligations, etc. When possible, the various offices will be filled with a diverse representation of stakeholders and rotated regularly to avoid any perception of dominance by any group. Responsibilities of the elected officers are as follows:

Chairperson

- Compiles meeting agenda and sends it to the Secretary.
- Facilitates the meetings.
- Council spokesperson.
- Sets agenda with input from other officers.
- Provides agenda at meetings.
- Assigns committees as deemed necessary.
- Builds teamwork with other councils.
- Provides articles to OHIO811 newsletter.
- The responsibilities of the CGA Regional Partner Coordinator, or if unavailable, their designee.
- Attends CGA Regional Partner Committee meetings and participates in regional partner conference calls.
- Serves as a conduit, providing information about CGA and its initiatives to Council members and relaying feedback and findings from the Council to the CGA.

Vice Chairperson

- Assumes Chairperson responsibilities when Chairperson is absent.
- Assists with agenda development.
- Schedules speakers.
- Council spokesperson.
- Maintains membership contact list.

Secretary

- Takes notes at meetings.
    - Prepares meeting minutes.
    - Emails minutes to members for review.
    - Emails final minutes to OHIO811 for posting on the website.
- Disseminates relevant information to members.
- Provides the following at monthly meetings:
    - Sign-in sheet.
    - Member contact list.
    - A copy of previous month's meeting minutes for approval.

Treasurer

- Developed and maintains budget.
- Provides The Council with a budget report at monthly meetings.
- Pays invoices.
- Tallies votes for elections.

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 regularly scheduled meeting.

Section 6

Meetings

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

Special meetings of The Council can be called by the Chairperson 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's webpage on the OHIO811 website following each meeting.

Section 7

Action by The Council

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