



## **BY-LAWS**

MISSION STATEMENT: Northern Ohio Damage Prevention Council is a proactive network of stakeholders involved in all phases of activities requiring excavation. Through open communication, education, and cooperation, council members work together to maintain service integrity to customers, protect the underground infrastructure and environment, and encourage the development of excavation activities that proceed in a safe and efficient manner.

### **Section 1**

#### *Name*

The name of this group shall be the Northern Ohio Damage Prevention Council, hereinafter referred to as "committee."

### **Section 2**

#### *Purpose*

The purpose of the Committee is to discuss the mutual problems of the various member agencies and to exchange information on damage prevention. It is the intent of the Committee to achieve this purpose through frank and open interchange at regularly scheduled meetings. It is the further intent of the Committee to inform its members of proposed work within the service areas of others, to promote damage prevention to underground and overhead facilities and to promote the use of the Ohio Utilities Protection Service.

### **Section 3**

#### *Membership*

Membership shall consist of stakeholders involved in all phases of activities requiring excavation. 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.

## **Section 4**

### ***Officers***

The Committee shall elect from its membership a chairman, vice chairman, treasurer and recording secretary. The term of office shall be two years. Vacancies may be filled by election at a regularly scheduled meeting of the Committee.

When possible, the various offices will be filled with representatives of different broad groups and rotated regularly to avoid any perception of dominance by any group.

**Election shall be by majority vote of members present.**

## **Section 5**

### ***Sub-Committees***

Significant issues presented at a scheduled meeting of the Committee 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.

## **Section 6**

### ***Meetings***

The regular meetings of the Committee shall be held on the first Wednesday of every month. If this day is a legal holiday, the chairman may elect to cancel the monthly meeting or select a substitute date. The chairman shall designate the hour and place of all meetings.

Special meetings of the Committee can be called by the chairman or at the request of any member. Notice of such meetings should be accompanied by information as to the reason. Following approval by membership, minutes of all committee meetings will be posted on the Ohio Utilities Protection Service Website ([www.oups.org](http://www.oups.org)) under the DP Councils section.

## **Section 7**

### ***Action by the Committee***

1. A quorum shall consist of a majority of the members present. A minimum of 10 members present is required to obtain a quorum.
2. Each member organization shall be entitled to a single vote.
3. By-laws 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.