

BYLAWS OF THE SHETEK AREA WATER AND SEWER COMMISSION

ARTICLE 1 NAME

SECTION 1 Shetek Area Water and Sewer Commission

SECTION 2 Purpose – Per Murray County resolution Number 98-03-03-1 and Minnesota Statutes, Chapter 116a.

ARTICLE 2 MEMBERSHIP

SECTION 1 Per Resolution Number 98-03-03-1, The Murray County Board of Commissioners appoint:

- A. Five homestead members to serve four-year terms.
- B. Members terms shall expire on the 31st day of December or until successors are appointed by the Murray County Board of Commissioners.

SECTION 2 Each member including the chairman shall be entitled to one vote on any matter voted upon by the membership. Voting by proxy is not permitted. All votes on motions other than resolutions unless specified prior to the vote shall be by voice vote. If a majority cannot be determined by a voice vote, the Chairman shall ask for a vote by a show of hands or a secret ballot.

SECTION 3 Elections of Officers shall be held in January or the first meeting of the new year after the appointments have been made by the Murray County Board of Commissioners.

SECTION 4 Terms for Chairman, Vice-Chairman, and Secretary shall be for no more than one consecutive year.

SECTION 5 Only current members of the Shetek Area Water and Sewer Commission may hold office.

ARTICLE 3 MEETINGS

SECTION 1 Quorum, A majority (three or more) of the members of the Commission present shall constitute a quorum for the transaction of any business.

SECTION 2 Notice of Meetings

- A. Each member shall be notified by mail of regular meetings at least five (5) days prior to such meeting.
- B. Notice of regular meetings, including the date, time, and location, shall be posted at the Murray County Government Center at least five (5) days prior to such meeting.

- C. Meetings shall comply with the Minnesota open Meeting law, and shall be open to the public. Anyone who is interested or concerned in the agenda may attend.

SECTION 3 Order of Business

- A. Call to Order
- B. Roll Call
- C. Additions/Corrections to the Agenda
- D. Approval of Minutes
- E. Treasurers Report
- F. Engineers Report
- G. Set Next Meeting Date
- H. Adjourn

SECTION 4 Anyone wishing to be heard concerning an issue on the approved agenda, must be recognized by the Chairman first.

SECTION 5 Only one person may speak at a time so the meeting may remain orderly.

SECTION 6 The Chairman shall eject anyone from a meeting if deemed necessary to keep the meeting orderly.

ARTICLE 4 DUTIES

SECTION 1 Chairman - It shall be the duty of the chairman to attend and preside over the meetings of the Shetek Area Water and Sewer Commissioner, enforce the bylaws of the Commission, and shall be a member of all committees and shall exercise careful supervision over the affairs of the Commission.

SECTION 2 Vice-Chairman – It shall be the duty of the Vice-Chairman to perform the duties of the Chairman in his/her absence.

SECTION 3 Secretary – It shall be the duties of the Secretary to keep a true and accurate record of all proceedings.

SECTION 4 Members – All Members shall make every attempt to attend all meetings, as to help with matters presented by the Commission.

SECTION 5 For any issues not listed herein, or already preempted by state law, Robert’s Rules of Order shall be used for meeting procedures.

ARTICLE 5 BYLAWS

SECTION 1 Amendments to the bylaws may be made at any regularly scheduled meeting by all the members of the Commission.