

RESOLUTION #95-01

CALLAYOMI COUNTY WATER DISTRICT

BY-LAWS

ARTICLE I  
GENERAL PROVISIONS

These By-Laws shall apply to the Board of Directors (Board) of the Callayomi County Water District (District) when exercising the powers and authorities delegated to it by State Law.

ARTICLE II  
Officers and Committees

Section 1

At the January meeting of the Board, it shall elect a Chair and a Vice-Chair from the current members, and such other officers otherwise as it may deem necessary; but in the case of failure to elect at the time specified, the election shall take place at the next regular meeting.

The Chair and the Vice-Chair shall hold their respective offices until the following January or until their successors are elected and qualified. They shall perform such duties as the Board may prescribe.

The Board shall also hire a Secretary who shall perform the duties of secretary.

Section 2

Duties of the Chair

The Chair shall preside at all Board meetings. The Chair may present to the Board such matters as in the Chair's judgement require attention and may enter into discussion on the matters. The Chair must vacate the chair to make a motion, but may second a motion without vacating. At the request of any Director, the Chair shall direct that the Ayes and Nays be taken and entered on the record on any question before the Board. When the Board has no established rule of parliamentary practice, the Chair shall be guided as nearly as possible by Robert's Rule of Order.

The Chair shall exercise a general supervision over the business, papers and the property of the Board and shall execute all formal documents on behalf of the Board. The same to be attested by the Secretary.

Section 3

Duties of the Vice-Chair

The Vice-Chair shall act in the absence of the Chair at any meeting; and when the Chair is absent, disabled or has vacated that chair, all duties of that office or as a member of any committee shall temporarily fall upon the Vice-Chair.

Section 4

Duties of the Secretary

The Secretary shall perform the duties required by law and all duties falling upon such office, and shall keep a true and complete record of the proceedings of the Board and shall have all charge of the books, documents and papers which belong to that office.

Section 5

Duties of Committees

The Chair shall appoint committees unless the Board shall otherwise direct.

All committees shall consist of two members, and will present reports and recommendations of their work to the full Board in regular meetings.

The first member named on the committee shall be the Chair thereof.

The Chair of a committee shall call the same at such time and place as they may deem proper whenever there is any business requiring the attention of that committee.

If necessary for the proper consideration of any matter referred to the committee, the committee is authorized to make investigations and call upon the staff for such surveys, plans, estimates and recommendations as may be deemed necessary.

### ARTICLE III Meetings

- Section 1 Regular meetings of the Board shall be held on the second and fourth Tuesdays of each month at 6:00 PM.
- Section 2 Special meetings may be called by the Chair whenever it deems such meetings expedient, and shall be so called whenever two Board members shall request the same of the Chair and the Chair concurs with their request. No business except those items listed as business to be transacted on the special notice, shall be considered.
- Section 3 A majority of the voting member of the Board shall constitute a quorum. No act of the Board shall be valid unless a majority of the members concur therein.
- Section 4 All meetings of the Board shall be held at the Callayomi County Water District Office, 21282 Stewart St., Middletown, California, unless otherwise noticed.

### ARTICLE IV Conduct of Business

- Section 1 Meetings shall be called to order by the Chair or, in the Chairs absence, by the Vice-Chair. In the absence of both, the Secretary shall call the meeting to order when those Board members present may elect a Chair Pro Tem.
- Section 2 The further order of business, unless otherwise ordered by the Board shall be as follows, and shall be shown on the calendar of each regular meeting.
- I. CALL TO ORDER
  - II. ROLL CALL OF DIRECTORS
  - III. CONSENT
  - IV. PUBLIC INPUT
  - V. CUSTOMER SERVICE
  - VI. CORRESPONDENCE
  - VII. OLD BUSINESS
  - VIII. NEW BUSINESS
  - IX. ADJOURNMENT

ARTICLE V  
Admmendments

These By-Laws may be added to or amended at any regular meeting on motion, duly seconded and carried by a four-fifths vote of all Board members.

These By-Laws were adopted by the Board of Directors of the Callayomi County Water District at its regular meeting on MAY 8, 1990, and supercede any By-Laws previously adopted.

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Rebecca Hackler  
Chairperson

ATTEST:

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Susan B. Tognetti  
Secretary