

4/13/1993

BYLAWS
OF THE
WATERVILLE SEWERAGE DISTRICT

Section 1. Purpose and Scope

The purpose of these bylaws is to establish reasonable rules of procedure for Board meetings and to promote the fair, orderly, and efficient conduct of the Board's proceedings and affairs. These bylaws shall govern the Board's practices and procedures except as otherwise provided by law and shall be liberally construed so as to accomplish their purpose.

Section 2. Officers, Duties

Officers of the Board shall consist of a Chairman, Treasurer, Clerk, and Assistant Clerk to be chosen annually by and from among Board members to include the Superintendent as only an Assistant Clerk. The Chairman shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings, and to take such other action as may be necessary and not inconsistent with the bylaws or other laws to enable the Board to perform its duties and conduct its affairs (Roberts Rules of Order). In the absence of the Chairman, the Clerk shall preside and shall have the same authority. The Clerk (Assistant Clerk) shall maintain a permanent record of all Board meetings and all correspondence of the Board, which shall be a public record except as otherwise provided by laws.

Section 3. Meetings

Regular meetings of the Board shall be held at the office of the District on the second Tuesday of each month or as otherwise necessary or required by law. Special meetings may be called at the discretion of the Chairman or upon the request of a majority of the Board, provided, however, that notice thereof shall be given to each member at least 48 hours in advance and that no business may be conducted other than as specified in said notice.

Notice of all Board meetings shall be given as required by the "Right to Know" law, and all such meetings shall be open to the public except as otherwise provided by law.

No business may be conducted by the Board except at a duly called and noticed meeting or without a quorum consisting of a majority (3) of the Board being present. The order of business at regular meetings shall be as follows:

1. Roll Call
2. Minutes
3. Treasurer's Report/Account Warrant/Abatements
4. Communications
5. Reports
6. Old (unfinished) Business
7. New Business
8. Adjournment

Section 4. Hearings

Public hearings of the Board shall be called as required by law or on such other occasions as a majority of the Board may deem appropriate. Notice of all such hearings shall be given as required by law (newspaper and/or individual customer notice) and shall include the date, time and place of the hearing and a general description of the subject matter.

The Chairman shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The Board may receive any oral or documentary evidence but shall exclude irrelevant, immaterial, or unduly repetitious evidence, provided, however, that formal rules of evidence shall not apply. Every party shall have the right to present its case in the order determined by the chairman and without interruption, provided, however, that the chairman may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard.

Section 5. Participation and Voting

Any action of the Board shall require the affirmative vote of a majority of its members unless otherwise provided by law.

No member may participate or vote in any matter in which the member has conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members.

All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the chairman for good cause shown.

Voting by proxy shall not be permitted.

Section 6. Decisions

All decisions of the Board shall be made within the time limits, if any, established by law. All final decisions shall be in writing, shall become a part of the Board's permanent record, and shall, where required by law, include a statement of findings and conclusions and the reasons or basis therefor. All such decisions and deliberations and any documents and exhibits, shall

constitute a public record.

Notice of any decision, if required, shall be given as prescribed by law.

The Board may reconsider any decision within 30 days of its original decision, provided, however, that both a vote to reconsider any action taken pursuant thereto shall occur and be completed, within said 30 days. Notice of any reconsideration shall be given to any party thereto a reasonable time in advance of the reconsideration. The Board may conduct additional hearings and receive additional evidence and testimony as provided herein.

Section 7. Conflict With Laws

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

Section 8. Waivers : Amendments

These bylaws, or any provision thereof, may be waived on any occasion by majority vote of the Board unless otherwise provided by law. These bylaws may be amended at any time in writing by a 2/3 vote of the Board.

Adopted by the Board on APRIL 13, 1993