

WEST DAKOTA WATER DEVELOPMENT DISTRICT

BYLAWS

Contents

ARTICLE I - PURPOSE, LEGAL AUTHORITY, AND OFFICE LOCATION	2
Section 1 - Purpose	2
Section 2 - Governance	2
Section 3 - Principal Office.....	2
ARTICLE II - VOTES.....	2
Section 1 - Votes	2
ARTICLE III - OFFICER DUTIES.....	2
Section 1 – Duties of Officers.....	2
ARTICLE IV - MEETINGS (REGULAR, ANNUAL, AND SPECIAL).....	3
Section 1 - Regular Meeting	3
Section 2 - Special Meeting	3
Section 3 - Order of Meetings.....	3
ARTICLE V – BY-LAW AMENDMENTS.....	3
ARTICLE VI – POLICY AND PROCEDURE AMENDMENTS.....	4

ARTICLE I - PURPOSE, LEGAL AUTHORITY, AND OFFICE LOCATION

Section 1 - Purpose

SDCL 46A-3A-1.1. Districts to promote conservation, development and management of resources--Serve as clearinghouse for water quality and supply projects. Water development districts shall promote the conservation, development, and proper management of district water resources according to district priorities and shall serve as a district-wide clearinghouse authority for water quality and supply projects through technical, organizational and financial assistance to prospective and existing project sponsors and through recommending projects for inclusion in the state water plan, and through other appropriate actions accomplish the purposes of chapters 34A-2, 34A-3A, 34A-6, 34A-9, chapters 46A-3A to 46A-3E, inclusive, and chapters 46A-1 and 46A-2.

Section 2 - Governance

The West Dakota Water Development District is governed by the laws established by the South Dakota Legislature. The laws are listed below:

46A-3A Water Development Districts - Establishment
46A-3B Water Development Districts – Board of Directors
46A-3C Water Development Districts – Dissolution
46A-3D Water Development Districts – Powers and Duties
Chapter 46A-3E Water Development Districts – Tax Levies and Special Assessments

Section 3 - Principal Office

The principal office of the West Dakota Water Development District shall be at ~~550 North St~~[402 St Joseph St](#), Rapid City, South Dakota 57701, provided that the location of such principal office may be changed by amendment to these Bylaws by the action of the Board of Directors.

ARTICLE II - VOTES

Section 1 - Votes

Each Director shall be entitled to one (1) vote on all matters requiring a vote at meetings of the Board of Directors.

ARTICLE III - OFFICER DUTIES

Section 1 – Duties of Officers

(a) The Chairman shall preside at the meetings of the Board of Directors. She/he shall execute contracts and other instruments on behalf of the Board and otherwise represent the Board. She/he shall determine the need for and call special meetings of the Board. She/he may sign vouchers for disbursement of Water Development District funds. She/he may perform such other duties as prescribed by the Board of Directors.

(b) The Vice-Chairman shall, in the absence or disability of the Chairman, perform the duties and exercise the powers of the Chairman. She/he may perform other duties as prescribed by the Board of Directors.

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(c) The Secretary shall provide seven (7) days notice if by mail of Board of Directors' Meetings, or three (3) days written notice if by telephone or email (if Director has email and receipt of email is recognized by Director); shall keep the minutes of the Board of Directors' Meetings; shall attest to documents reflecting the Board of Directors' actions as required and may perform such other duties as may be prescribed by the Board of Directors.

(d) The Treasurer shall have custody over all funds and securities of the Water Development District and shall give bond, in such sum and with such sureties as prescribed (unless otherwise insured), conditioned upon the faithful performance of the duties of his/her office. She/he shall keep accurate accounts of the receipts and disbursements in the books of the Water Development District. She/he shall deposit such monies as may come to the Water Development District in depositories designated by the Board of Directors. She/he shall ~~prepare and must sign~~ administer the preparation and signing of vouchers and distribute warrants and checks in payment of proper claims against the Water Development District. She/he shall prepare and submit periodic financial statements and reports of the account of the Water Development District. She/he shall perform such other duties as the Board of Directors may prescribe.

ARTICLE IV - MEETINGS (REGULAR, ANNUAL, AND SPECIAL)

Section 1 - Regular Meeting

There shall be six (6) regular meetings of the Board of Directors each year and one meeting designated in December to approve payment of bills. These meetings shall be scheduled on the ~~third Wednesday~~ second Tuesday of the Months of January, March, May, July, September, November, and December at a place and time to be specified by the Board of Directors. The Board of Directors by concurrence of a majority vote may cancel any regular meeting or change the place, date or time of such meeting. Notice of such regular meeting shall be mailed by the Secretary to each Director at least seven (7) days before each meeting, provided that, in lieu of written notice, the Secretary may give notice by telephone if made at least three (3) days prior to the meeting. In the case of telephone notice, at least a majority of the Directors shall assure the Secretary of intention to attend the meeting. Unless otherwise specified by the Board, regular meetings shall be open to the public.

Section 2 - Special Meeting

Special meetings of the Board of Directors may be scheduled by the Chairman, or upon written request of three (3) Directors to the Secretary. Directors shall be notified of the place, date, time and purpose of such special meetings in the same manner as in the case of regular meetings, provided that the Directors, by unanimous consent, may hold a special meeting at any place, date and time. Unless otherwise specified by the Board, special meetings shall be open to the public.

Section 3 - Order of Meetings

A majority of the number of members elected and appointed shall constitute a quorum. Robert's Rule of Order, as interpreted by a parliamentarian or (when available) for the Chairman (when a parliamentarian is not available), shall govern all meetings of the Board of Directors.

ARTICLE V – BY-LAW AMENDMENTS

These Bylaws may be amended at any regular meeting of the Board of Directors by a favorable vote of at least two-thirds of those Directors present and voting. Proposed amendments to these Bylaws shall be submitted to the Secretary by a Director at least thirty (30) days prior to the regular meeting at which such proposed amendments are to be considered by the Board of Directors. A copy of the proposed amendment(s) shall be sent to each Director by the Secretary at least fifteen (15) days prior to the meeting at which such amendment(s) are to be considered by the Board of Directors.

ARTICLE VI – POLICY AND PROCEDURE AMENDMENTS

The Policies and Procedures of the District may be amended at any regular meeting of the Board of Directors by a favorable vote of at least two-thirds of those Directors present and voting. Proposed amendments to the Policies and Procedures shall be submitted to the Secretary by a Director at least thirty (30) days prior to the regular meeting at which such proposed amendments are to be considered by the Board of Directors. A copy of the proposed amendment(s) shall be sent to each Director by the Secretary at least fifteen (15) days prior to the meeting at which such amendment(s) are to be considered by the Board of Directors.

AMENDED:

March 16, 1994

May 21, 2003

May 26, 2010

December 17, 2013

May 21, 2014

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