

# BYLAWS OF THE UNIFORM TRUCK PERMIT SYSTEM OF THE WESTERN DAKOTA ENERGY ASSOCIATION

## Article 1 - Organization

**Section 1.** The Executive Committee of the Western Dakota Energy Association (WDEA) shall establish the Uniform Truck Permit System (Permit System) to operate and oversee the uniform permit system established by the WDEA.

**Section 2.** The WDEA shall maintain controlling ownership and management of the permit system.

**Section 3.** The principal office of the permit system shall be determined by the Executive Committee of the Western Dakota Energy Association (WDEA).

## Article 2 - Membership

**Section 1.** Classes of members. The permit system shall have three classes of members. Principal Members are political subdivisions that are voting members of WDEA. All other political subdivisions are considered General Members. Non-political subdivision companies and organizations may join as Associate Members.

**Section 2.** Selection of members. The WDEA Executive Committee will, after a recommendation from the permit system committee, consider admitting members to the permit system after receiving a request from that political subdivision's governing board.

**Section 3.** Resignation. Any member may resign by filing a written resignation with permit system operator, who will bring it to the next permit system committee meeting and from there it shall be sent to the secretary of the WDEA.

## Article 3 – Governance

**Section 1.** Permit System Committee. All Principal and General members of the permit system shall be entitled to two (2) members of the permit system committee. The members must be county or city commissioner/council member, or designee; and the sheriff or a sheriff designee. All members shall submit the names of the persons assigned to serve on the permit system committee to the secretary.

**Section 2.** Voting rights. Each member of the permit system committee shall be entitled to vote.

**Section 3.** Advisory Board. The permit system committee shall be overseen by an advisory board of 5 members. The members of the advisory board consist of an ex officio member whom has voting privileges of the WDEA Executive committee, chairman, vice chairman and two members at large. The chairman, and vice chairman shall be considered the officers of the Advisory Board.

**Section 4.** Qualifications. Officers of the advisory board must be an elected official of a member of the permit system. The chairman and a minimum of one other board position must be from a Principal Member.

**Section 5.** Terms. The advisory board chairman and vice chairman shall be elected biennially on opposing year. The at large members shall be elected annually. Officers are limited to serving no more than 3 consecutive terms. At large members are limited to serving no more than 5 consecutive terms.

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**Section 6.** Election. The election shall take place at the first meeting of the year and the candidates elected from members present. If a quorum is not present, the election will be held at the next meeting with a quorum in attendance and the current advisory board members shall remain in their position.

**Section 7.** Secretary. The secretary will be appointed by the chairman of the permit system and confirmed by the membership annually.

**Section 8.** Removal. Any officers elected or appointed by the permit system may be removed by a vote of the members for the best interest of the permit system. The vote to remove an elected or appointed officer must be done at a meeting with a quorum and requires a 2/3 majority vote of the members present.

**Section 9.** Separation from the Board. Persons serving on the permit system advisory board are disqualified from service at the loss of election to a political office or loss of employment by a member. At that time, the WDEA Executive Committee may appoint a replacement for the disqualified individual or a special election will be called for to elect the replacement.

## Article 4 - Meetings

**Section 1.** Semi-annual meetings. The permit system chairman will call the semi-annual meetings. The meetings shall be held at least 4 months apart with the first meeting to be held during the first quarter of the calendar year.

**Section 2.** Special meetings. Special meetings may be called by the chairman of the permit system. Notification of special meetings will be provided to all members at least 3 days in advance.

**Section 3.** Meeting records. The secretary will take minutes of permit system meetings. The minutes will be approved at the following meeting of the permit system. Draft minutes will be provided to the WDEA Executive committee and Advisory Board members no later than 20 days after a meeting.

**Section 3.** Quorum. A quorum shall be established with at least 3 members of the advisory board and the members holding one-fifth (1/5) of the votes which may be cast at any meeting. If a quorum is not present at any meeting of the members, no official action may be taken.

**Section 4.** The permit system meetings will be conducted under Robert's Rules of Order.

## Article 5 – Reports and records

**Section 1.** Financial Records. The permit system shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its members.

**Section 2.** Permit Records. The permit system operator will keep correct and complete records of all permits transactions.

**Section 3.** Annual report. The permit system operator will make an annual report to the permit system at the fall meeting of the permit section each year that includes a summary of all permit transactions.

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**Section 4.** Permit Operator. Permit Operator shall attend all meetings called by the permit system, if possible, and will be ready and willing to answer questions brought to the operator by any member or associate member.

**Section 5.** The Executive Committee may request the permit operator to attend the annual meeting of the WDEA. Sufficient notice will be given to the permit operator.

**Section 6.** Used permits turned into the permit operator for billing purposes may be destroyed after 3 (THREE) years. Written notice shall be given to the secretary 30 days prior to disposing of these permits and approved by the Permit System Committee during one of its meetings.