

# Boone Lake Dam Management District

## Bylaws

## PURPOSE

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The purpose of these bylaws is to provide a framework for processes used by the management district. These bylaws are in addition to the Boone Lake Dam Management District ordinance initially passed by the Town of Exeter in December 2018 and any subsequent revisions of said ordinance.

## TERMINOLOGY

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BLDMD	Boone Lake Dam Management District
BOD	Board of Director(s)
Member	Property lot owner(s) as outlined in the ordinance
Voter	The individual chosen to cast the vote(s) for each parcel(s)

## AMENDMENTS

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Any suggested changes to these by-laws shall be presented to the membership at least 30 days before the next scheduled regular meeting and shall be added to that meeting's agenda.

At that meeting, a motion to accept or reject the suggested changes shall be approved by the majority.

If the suggested change is approved it shall then be added to the agenda for the upcoming annual financial meeting at which a quorum of twenty-five parcels shall vote on the matter. A majority vote is required for the adoption of changes.

## COLLECTION OF MANAGEMENT FEES

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All payments shall be made by check or money order. The parcel number(s) and the quarter(s) being paid for shall be written in the memo line or somewhere on the money order. Each check or money order shall be accompanied by the corresponding payment ticket(s). Cash shall not be accepted.

## COMMITTEES

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The BOD may, at any time, assemble or disassemble ad-hoc committees for any necessary or emergency district needs, programs, or projects.

If a committee is formed, the BLDMD Chairperson will ask for a volunteer to be the chairperson of that committee if more than one person volunteers the BOD will vote on the matter.

If a committee is formed and no one volunteers to be chairperson, the committee will be dissolved at the next regular scheduled meeting.

All committees shall be directly answerable to the BOD and the chairperson of that committee shall be expected to make reports to the membership as needed or as requested by the BOD.

## DIRECTORS

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### ABSENCES

A Director who is absent for three (3) consecutive meetings may be subject to a BOD vote for removal.

### ELECTION VOTE

Every 2<sup>nd</sup> year, at the annual financial meeting, the chairperson will solicit names for each position. If only one eligible member volunteers for that position, the vote will be taken by show of hands.

If two or more eligible members volunteer, a slip of paper will be provided to each designated voter for each parcel that they own. Said voter will write the name of the member they are in favor of on the slip(s) and submit it to the clerk or designated board member. The slips will then be tallied by 2 board members.

If a position is not filled, a special meeting will be scheduled 45 days out, and the current clerk, the clerk who served for the previous term, or another board member, will notify the membership by email, posting at the entrance to the lake and a mailing through the United States Postal Service, of the current vacancy, the request for volunteers, and the date of the upcoming special meeting.

### RESIGNATION

Directors who are planning to resign are asked to give a 2-month notification, if possible, to provide the BOD time to find a replacement.

## FINANCES

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No expenditure, contract, or obligation except in the case of emergency, of more than \$5000 shall be made by the BOD unless authorized by a vote of the membership or is already included in the budget.

For expenditures surpassing \$5000, the BOD shall utilize the competitive sealed bidding process for both construction and services, ensuring the project is awarded to the most qualified bidder offering the lowest bid.

In the event of emergency expenditures, such as threats to public safety or dam integrity where the normal procurement process would delay services or repair, the BOD shall perform a best effort attempt to solicit the most appropriate, timely services to solve the problem. Written documentation outlining the need for emergency expenditures shall be presented to the Clerk for archival purposes.

All expenditures completed on behalf of the BLDMD shall have the receipts submitted to the treasurer.

All expenses incurred by BOD members on behalf of the BLDMD shall be reimbursed after the submission of receipts to the treasurer.

## MEETINGS

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Quarterly meetings will be scheduled for 1 hour and the Financial Meeting will be scheduled for 1 ½ hours.

Items not on the agenda will only be heard and not acted upon by the BOD unless they are of an emergency nature.

### ORDER OF BUSINESS FOR A QUARTERLY MEETING

- CALL TO ORDER AND ROLL CALL
  - Each member attending the meeting is documented.
  - Each designated voter will be matched against the current town property listing and the number of votes they have will be noted next to their name.
- APPROVE MINUTES FROM PREVIOUS MEETING
  - Discussion is only allowed regarding the correction of the minutes.
- ACKNOWLEDGMENTS AND ANNOUNCEMENTS
- OFFICER REPORTS
- OLD BUSINESS/COMMITTEE REPORTS
  - Updates on action being taken on unresolved agenda items. Comments and questions from the membership will not be accepted at this time.
- NEW BUSINESS/ COMMENT PERIOD
  - 3-minute time limit per person per topic.
  - Motions that passed during the previous meeting and now need to be voted on.
  - Comments or questions specific to the scope of the BLDMD
  - Making motions to add items to future meeting agendas.
- ADJOURNMENT

### ORDER OF BUSINESS FOR FINANCIAL MEETINGS

- CALL TO ORDER AND ROLL CALL
  - Each member attending the meeting is documented.
  - Each designated voter will be matched against the current town property listing and the number of votes they have will be noted next to their name.
- APPROVE MINUTES FROM PREVIOUS MEETING
  - Discussion is only allowed regarding the correction of the minutes.
- ACKNOWLEDGMENTS AND ANNOUNCEMENTS
- BUDGET PRESENTATION
- DISCUSSION ON PROPOSED BUDGET
- BUDGET VOTE
- DISCUSSION ON ANY PROPOSED CHANGES TO BY-LAWS
- BY-LAW VOTE
  - If applicable
- EVERY SECOND YEAR, ELECTIONS
  - See Directors > Election Vote
- ADJOURNMENT

## ORDER OF BUSINESS FOR A SPECIAL MEETING

- CALL TO ORDER AND ROLL CALL
  - Each member attending the meeting is documented.
  - Each designated voter will be matched against the current town property listing and the number of votes they have will be noted next to their name.
- DISCUSSION AND VOTE ON SPECIAL TOPIC
- ADJOURNMENT

## PARLIAMENTARY AUTHORITY

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- All BLDMD meetings shall be conducted per the current revised version of Roberts Rules of Order unless otherwise specified in the Town of Exeter Ordinance or herein.
- The BLDMD Chairperson or designee shall have a copy of the current revised version of Roberts Rules of Order available to them at all meetings.

## VOTING

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The clerk will use the roll-call taken at that meeting and ask each eligible voter; YES, NO, or ABSTAIN except in the case of elections votes. See Directors>Election Vote.

Adoption Log	
Adoption	Next Review

Change Log	
Date Approved	Change(s) Made