

# **Bylaws of the Grand Rapids Public Utilities Commission**

## **Background**

The Public Utilities Commission (the “PUC”) was established in 1910 with the mandate to operate the electrical, water and waste water treatment systems for the City of Grand Rapids. As of 2006, the PUC has approximately 45 employees and serves 6880 electrical customers, 3322 water customers and 3270 wastewater treatment customers.

## **By-Laws (adopted October 11, 2006)**

These By-Laws apply to the conduct of the Board of Commissioners which governs the PUC. Extensive rules, regulations, rate schedules and procedures govern the PUC service delivery. Employee rights and responsibilities are documented in the Personnel Policy Manual and elsewhere.

## **Article I – Name**

The name of the organization is the Grand Rapids Public Utilities Commission.

## **Article II - Purpose**

The PUC was established in 1910 under Minnesota Statutes Chapter 412 and is charged with the responsibility to operate and manage the electrical distribution system, the water supply system and the wastewater collection and treatment system for the City of Grand Rapids. The PUC also serves the nearby communities and rural areas through contracts or state mandated service territories.

## **Article III - Membership**

Section 1: Five (5) Commission Board members (“Commissioners”) are appointed by the Grand Rapids City Council:

(1) No more than one member may be chosen from the City Council membership, which membership shall terminate when that member ends city council membership, at which time the vacancy created shall be filled for the balance of the unexpired term in the manner in which the original appointment was made.

(2) The City Council may set the term of the Commissioner who is a member of the City Council to coincide with that member’s term of office as a member of the City Council.

(3) Each member shall serve for a term of three (3) years and until a successor is appointed and qualified, except that appointments shall be staggered so that the term for no more than two positions shall expire in any year.

#### **Article IV - Meetings**

Section 1: Regular meetings shall be the second Wednesday of the month at 4:00 p.m. Special and emergency meetings may be called from time-to-time with notice according to law.

Section 2: Three of the five Commissioners shall constitute a quorum.

Section 3: Robert's Rules of Order shall govern.

Section 4: All members of the commission shall have equal voting rights.

Section 5: All meetings shall be conducted in compliance with Minnesota open meeting laws.

#### **Article V - Officers**

Section 1: The Commission members shall annually choose a President from among its own members. The Commission members shall also appoint a Secretary for an indefinite term. The Secretary need not be a member of the Commission.

Section 2: The Commission members shall have the power to remove any officer chosen by the Commission who, in the opinion of the Commission, is not serving the best interests of the PUC.

#### **Article VI – Powers and Duties of the Commission and Officers**

Section 1: The President shall act as the executive officer, convene meetings, and execute documents for the Commission.

Section 2: The Commission shall exercise general supervision over the PUC manager.

Section 3: The Commission member with the most seniority on the Commission shall act in place of the President during his/her absence.

Section 4: The Secretary shall ensure that meetings are posted and minutes kept.

Section 5: The Commission shall ensure that proper financial records are kept and that the accounts are audited annually by an independent auditor.

## **Article VII – Conflict of Interest**

Commissioners shall abide by the Ethics Policy of the PUC.

## **Article VIII – Adoption**

These By-Laws shall become effective upon the approval of a majority of the members of the Commission.

## **Article IX – Amendments**

Section 1: Notice of proposed amendments to the By-Laws shall be posted two weeks before the next regular meeting.

Section 2. A majority of the Commissioners shall approve changes to the By-Laws.

## **Article X – Remuneration**

Section 1: No member of the Commission shall receive a salary except as fixed by the Council.

Section 2: The Secretary shall receive a salary fixed by the Commission.

## **Article XI – Dissolution**

The process for dissolution, abolition of the Commission or utility transfer is described by Minnesota State Statutes.