

**BYLAWS  
UPPER PLATTE RIVER SOLID WASTE DISPOSAL DISTRICT**

**ARTICLE I  
NAME**

The name of the landfill district shall be Upper Platte River Solid Waste Disposal District and is referred to in these Bylaws as the "District". The appointed officials in charge of the District shall be referred to in the Bylaws as the "Board".

**ARTICLE II  
PURPOSES**

The District is formed in accordance with Wyoming State Statute 18-11-101 through 18-11-105 to provide effective and reliable solid waste landfill services to the Towns of Encampment, Riverside, and Saratoga and the outlying areas as is detailed on the District map in Carbon County, Wyoming. The Board shall be responsible for the operation, and to ensure that all persons within the District are at all times in compliance with the District Rules and Regulations and in accordance with Federal law, State of Wyoming Statutes, and the Department of Environmental Quality permits, directives, and guidelines.

**ARTICLE III  
COMPOSITION**

Areas composing the District will be as outlined on the District map, which includes the Towns of Encampment, Riverside, Saratoga, and specific rural areas of Carbon County, Wyoming.

**ARTICLE IV  
DUTIES AND POWERS OF THE MEMBERS OF THE DISTRICT BOARD**

Management and Powers of the Board: The duties and powers of the District and Board shall be governed under Wyoming Statutes and the Solid Waste Division of the Wyoming Department of Environmental Quality.

Rule Making: The members of the Board may make rules and regulations for the use of the District and review these rules and regulations as necessary.

Appointment of Committees: The members of the Board may appoint such committees and employ legal counsel and other services as they deem necessary or advisable and they may contract for purchases of property or facilities for use by the District as well as any other contractual services necessary for the operation of the facilities of the Board.

## ARTICLE V FINANCING

The financing of the District shall be through the following procedure:

- (1) The fiscal year is hereby set as July 1 through June 30.
- (2) Prior to July 1<sup>st</sup> of each year a budget will be approved and adopted by the Board.
- (3) Board members shall review, approve, and pay any bills submitted at monthly meetings.

## ARTICLE VI MEETINGS OF THE DISTRICT BOARD

Regular Meetings: The Board shall meet the first Wednesday of each month at a time and place specified by the Board and made known to the public.

Special Meetings: Special meetings of the Board may be called by the Chair or, upon verbal or written request of the majority of the Board members. Such meetings shall be held within five (5) days after the request is given.

Workshops: The Board Chair may call Workshops whenever it is deemed necessary. The Chair shall give verbal or written notice of such workshops to the public and the Board members in a reasonable time in advance.

Quorum: At all meetings of the Board three (3) members of the Board shall constitute a quorum. If a quorum is present, the affirmation of the majority of the members of the Board at the meeting shall be the act of the Board. If less than a majority of the Board is represented in person at a meeting, the majority of those present may adjourn the meeting without further notice or continue the meeting but taking no action on any items requiring a vote of the Board membership.

Order of Business: The Order of Business, so far as applicable, at any meeting of the Board shall be as follows:

- (1) Call To Order
- (2) Roll Call
- (3) Declaration of Conflict
- (4) Approval of Previous Meeting Minutes
- (5) Approval of Monthly Bills
- (6) Correspondence
- (7) Additions to the Agenda
- (8) Site Reports
- (9) Old Business
- (10) New Business
- (11) Adjournment

In the absence of any objections by the Board members, the Chair may vary the order of business at their discretion.

Participation of Meetings: Board members are encouraged to participate in Board meetings in person but for those where physical attendance is not possible they will be allowed to attend by telephone or other electronic device.

## **ARTICLE VII DISTRICT BOARD MEMBERS**

Membership: The District Board shall consist of five (5) members and shall be qualified electors of Carbon County, Wyoming. Members shall be appointed by the Carbon County Commission as provided by Wyoming State Statute Title 18, Chapter 11 as pertaining to Solid Waste Disposal Districts in the following proportion: One (1) member shall be appointed from the Town of Encampment; one (1) member shall be appointed from the Town of Riverside; one (1) member shall be appointed from the Town of Saratoga; two (2) At-Large members shall be appointed from areas within the District boundaries.

Appointments and Terms: The Board members shall serve a term of three (3) years and may be reappointed for three (3) additional terms per Wyoming State Statute 18-11-102. After a three (3) month absence from the Board an individual may seek reappointment for any openings on the Board following the statutory guidelines as previously outlined. Terms of office shall be staggered. If a Board member ceases to be a resident of the District, their Board membership shall terminate.

Board Vacancies: Any vacancy or vacancies occurring in the membership of the Board for any reason shall be filled by appointment of the Carbon County Commission from the area(s) that the Board member(s) represented.

Resignation: A Board member may resign from their position as a Board member and any office to which they have been elected by doing so in writing to the Board and the Carbon County Commission.

Removal From Office: A member may be removed from the Board with cause for any violations of the law of the land or violations of Board Bylaws/Rules and Regulations. A member may also be removed from the Board for missing three (3) meetings within any fiscal year without a valid excuse. Written notice of removal must be given to the member at the time of removal. The Board member shall be given full opportunity for a hearing with the Board in person or by counsel if so desires at the following meeting.

## ARTICLE VIII OFFICERS

Election of Officers: The Board members shall elect from within their membership a Chair, Vice Chair, and Secretary/Treasurer.

Time of Election: The Board shall hold election of officers each year at their Annual Meeting in September.

Duties of the Board Chair: The Chair shall have the following duties and powers:

- (1) The principal executive officer of the Board and subject to the control of the Board members, and shall be responsible for the general supervision and management of the business of the Board.
- (2) Preside at all meetings of the Board members.
- (3) Prepare an agenda for each regular meeting or special meeting of the Board.
- (4) See to the orderly handling of all orders and resolutions of the Board.
- (5) Sign deeds, mortgages, bonds, contracts, or other instruments with the members of the Board having authorized execution thereof.
- (6) Perform all other duties and exercise all powers to the Office of the Chair as may be prescribed by the law of this Board or other applicable laws.

Duties of the Vice Chair: The Vice Chair shall, in the absence of the Chair, perform all duties of the Chair, and when so acting shall have all the powers and duties of the Chair as well as be subject to all restrictions placed upon the Chair by law.

Duties of the Secretary/Treasurer: The duties and powers of the Secretary/Treasurer shall be as follows:

- (1) Attend all meetings of the Board providing true minutes of the proceedings of Board meetings.
- (2) Conduct the correspondence of the Board and see that all notices are duly given in accordance with Board Bylaws or as required by law.
- (3) Custodian of the records of the Board. The Secretary/Treasurer shall provide organized records and shall keep safe all records, documents, or property under the control of the Board. These items will be turned over to the Board if in possession of the Secretary/Treasurer in the event of departure from the Board.
- (4) Receive and give receipts for money due and payable to the Board from any source whatsoever, and shall deposit all funds of the Board not otherwise employed to the credit of the Board in such depositories as may be selected by the Board.
- (5) Perform all duties and exercise all powers incident to the office of Secretary/Treasurer as may be prescribed by the Bylaws of the Board, Wyoming State Statute or other rules and regulations deemed appropriate by the Board.

- (6) The Secretary/Treasurer shall deliver to the Board and keep in force a bond in form, amount, and with sufficient surety satisfactory to the Board for the condition of the faithful performance of the duties of the office of Secretary/Treasurer. This bond shall assure the restoration to the Board of all books, monies, and property belonging to the Board in the possession of or under the control of the Secretary/Treasurer at the time of departure from the Board. The Board shall pay the premiums for obtaining and keeping in force such bond.
- (7) A portion of or all of the duties of the Secretary/Treasurer as well as technical, legal, administrative, clerical assistance or other duties deemed necessary by the Board may be contracted or employed by the Board. The provisions of the bonding requirements will pertain to any individual taking on the monetary responsibilities of the Board.

**ARTICLE IX  
AMENDMENTS**

The Board may amend the Bylaws by resolution adopted by the affirmative vote of the majority of the members at any regular or special meeting called in accordance with these Bylaws.

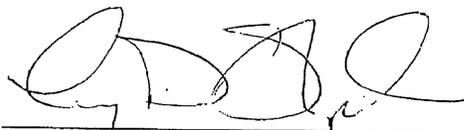
ADOPTED AND APPROVED this 4<sup>th</sup> day of February, 2009 by unanimous vote of the UPPER PLATTE RIVER SOLID WASTE DISPOSAL DISTRICT.

  
Chair

\_\_\_\_\_  
Vice Chair

  
Secretary/Treasurer

\_\_\_\_\_  
Board Member

  
Board Member

  
Board Member