

OPERATING GUIDELINES

ONE- CALL SYSTEMS INTERNATIONAL

A Committee of the American Public Works Association

PREAMBLE

The American Public Works Association (APWA) in its various programs has supported and encouraged the prevention of damage to facilities through education, promotion of the establishment and use of effective one-call notification systems and promotion of a cooperative approach to damage prevention among excavators, facility owners, one-call centers, regulatory agencies, all levels of government and the general public. In recognition of the importance of the facility infrastructure to society, the APWA does hereby establish One-Call Systems International as a committee of the APWA and provide for the governance of its operations.

ARTICLE I - NAME

The name of the committee shall be One-Call Systems International (OCSI).

ARTICLE II - PURPOSE

The purpose of One-Call Systems International is to promote facility damage prevention and infrastructure protection through education, guidance and assistance.

ARTICLE III - MEMBERSHIP

Membership in OCSI is open to any individual or group who or which supports the purpose of the organization and applies for membership on a form established by APWA. Membership in OCSI confers full membership in APWA.

ARTICLE IV - OFFICERS

Section 1

The Officers of OCSI shall be the Chair, the Vice-Chair, the Secretary and the Legal Advisor. Each Officer shall be elected by the membership and shall serve a one (1) year term except for the Legal Advisor who shall be appointed by the APWA Executive Director.

Section 2

The terms of office shall commence at the time of the official announcement of the results of the annual election.

Section 3

In the event of a vacancy occurring in the office of Chair, the unexpired term shall be filled by the Vice-Chair.

In the event of a vacancy occurring in the office of Vice-Chair or Secretary, the unexpired term or terms shall be filled by appointment by the Chair, subject to the approval of the APWA Board of Directors.

ARTICLE V - DUTIES OF OFFICERS

Section 1

The Chair shall preside at meetings. The Chair shall appoint the chairs and members of subcommittees and shall perform other duties as may from time to time be required.

The Chair shall report the activities of OCSI to the APWA Board of Directors.

Section 2

The Vice-Chair shall have and exercise all powers and duties of the Chair in the event of the Chair's absence or inability to act.

Section 3

The Secretary shall keep the minutes of all OCSI meetings.

Section 4

The Legal Advisor shall be an attorney in good standing and admitted to practice before the bar of a state or the District of Columbia. The Legal Advisor shall provide advice and counsel to OCSI.

Section 5

OCSI shall prepare and submit to the APWA Board of Directors for approval an annual program of activities for which funding will be required.

ARTICLE VI - ELECTION OF OFFICERS

Section 1

Election of OCSI officers shall be conducted in accordance with procedures established by OCSI and approved by the APWA Board of Directors. The results of the annual election shall be announced at the OCSI annual meeting.

ARTICLE VII - MEETINGS

Section 1

OCSI shall hold at least two (2) meetings per year, one of which shall be held during the time of the annual meeting of members. Other meetings shall be held on the call of the Chair or on the written request of any five (5) members at a time and place determined by the Chair and not more than forty-five (45) days from the time of submittal of the written notice.

Section 2

The annual meeting of the members of OCSI shall be held during the Damage Prevention Symposium.

Section 3

Members shall receive at least thirty (30) days notice of the time and place of all OCSI meetings. Fifteen (15) members shall constitute a quorum to do business at any OCSI meeting.

ARTICLE VIII - AMENDMENTS

Section 1

Amendments to these operating guidelines may be proposed by initiatory petition submitted to the Chair in writing and signed by not less than thirty (30) percent of the members or proposed by the Chair. Proposed amendments must be approved by OCSI prior to their submission to the APWA Board of Directors for approval.

ARTICLE IX - APPROVAL

Section 1

These operating guidelines were approved by majority vote of OCSI members on 28 March 1998 and approved by the APWA Executive Director on 09 April 1998 and by the APWA Board of Directors on 17 September 1998.

ARTICLE X – APPROVAL OF AMENDMENTS

Amendment 1

Amendment 1 which added “and infrastructure protection” to Article II – Purpose, to read: “The purpose of One-Call Systems International is to promote facility damage prevention and infrastructure protection through education, guidance and assistance.” was approved by majority vote of OCSI members on 02 March 2000 and approved by the APWA Board of Directors on 15 April 2000.

