



Common Ground of Nebraska (CGN)

By-Laws

(Last revised June, 2009)

Purpose: The purpose of these by-laws is to provide guidelines, by which the Common Ground of Nebraska (CGN) will exist, conduct its business and carry out its mission.

Mission: The mission of the CGN is to promote damage prevention in Nebraska for all underground utilities by advancing underground utility safety through shared responsibility, supporting Common Ground Alliance (CGA) adopted best practices, and modeling the CGA committee format.

Execution of the Mission: Foster shared responsibility among all stakeholders and with the general public to improve safety and for the protection of underground facilities;

- (a) Encouraging participation by all stakeholders
- (b) Enhancing communications
- (c) Promoting public awareness and education programs
- (d) Disseminating best practices such as those published in the CGA best practices.

Consensus: The CGN will conduct its activities through the consensus process comparable to that employed by the CGA. No publications, programs or activities will be published, promoted or presented as a product of the CGN without full consensus of the CGN Executive Committee.

Membership: Membership is open to any individual or organization that supports the stated mission of the CGN. Members will be required to sign a pledge to support the stated mission and to designate their stakeholder category bi-annually unless they designate a different category by submitting a new membership card. Signed pledges will constitute the membership role. Membership in CGA is not mandatory but is encouraged.

Member Categories: Member categories for the purpose of insuring balanced representation in the Executive Committee may consist of (but are not limited to) the following categories:

1. Electric
2. Engineering
3. Designers
4. Architects
5. Excavators
6. Natural Gas

7. Insurance
8. Locators
9. Oil
10. NE DOT
11. One-Call
12. Private Water
13. Public Works
14. Railroad
15. Road Builder
16. State Regulator
17. Federal Regulator
18. Telecommunications
19. Emergency Services
20. At Large

The rights and responsibilities of each member are the same and independent of the member's category; however there are restrictions on holding office which will be determined by a member's category designation.

Officers: The CGN Officers will be a Chairperson, a Co-Chairperson, A Secretary, a Treasurer, a Membership Director and a Program/Meeting Director, (this group as a whole will be referred to as the Executive Committee), each of who will be elected by the members and will serve a term of two (2) calendar years. Members of the Executive Committee shall serve for not more than three consecutive, two year terms in the same office. Whenever possible, no two members of the Executive Committee shall come from the same membership category.

Chairperson: The Chairperson will be active in the management of the CGN and will preside at all meetings of the CGN Officers and meetings of the members. The Chairperson may have other duties and exercise other powers as the CGA prescribes from time to time.

Co-Chairperson: The Co-Chairperson will assist the Chair in the management of the CGN and will preside at all meetings of the CGN Officers and meetings of the members when the Chair is unavailable. The Co-Chair may have other duties and exercise other powers as the CGN Officers prescribe from time to time. The Co-Chair, or representative of their selection, will represent the Nebraska Regional Common Ground Alliance at National CGA events. After serving the two (2) year term, the Co-Chairperson will assume the position of Chairperson after obtaining a consensus vote from the membership.

Secretary: The Secretary will maintain the records of the meetings of the CGN Officers and of the members. The Secretary will also help the Chair prepare notices for all meetings of the CGN Officers and members, prepare any written reports for all general activities of the members and may have other duties and exercise other powers as the CGN Officers prescribe from time to time.

Treasurer: The Treasurer will Chair the Finance Committee and will account for any monetary or in-kind contributions or expenditures made by or in behalf of the organization.

Membership Director: The Membership Director will chair the Membership Committee and will maintain and account for the pledges of membership

Program/Meeting Director: The Program/Meeting Director will chair the Program Committee with responsibility of developing publications, programs and activities of the organization and to arrange for meeting facilities.

Elections: The election of the Executive Committee shall be held at the first meeting of each election year in which any officer is up for election, or re-election. Each member of the CGN shall have one vote for each office to be filled and must be present at the meeting to cast that vote. No candidate for any office shall be confirmed unless the candidate has received more than 50% of the votes cast. If run-off elections are required they shall be held immediately during the election meeting. In the event that an elected officer is unable to fill his/her duties the Executive Committee shall appoint a suitable person until the next election.

Meetings: Meetings of the members shall be held at least twice each calendar year at the place and time specified in the notice of the meeting issued by the CGN Officers. Special meetings of the members may also be called by the CGN Officers. The Chairperson will prepare and follow an agenda for each meeting. A notice stating the time and place of each meeting will be made approximately 30 days before the date of the meeting. Agenda topics will be solicited during the notice. The agenda will be sent out for review approximately one week before each meeting. There are no quorum requirements for meetings or elections.

Standing Committees/Ad Hoc Committees: Committees may meet at any time, place or fashion of their choosing by consensus, including teleconferencing, e-mail, etc. The CGN Executive Committee may appoint additional standing committees or ad hoc committees as needed. Chair persons of ad hoc committees shall not be or become officers during their term. The requirements, duties and term of each added committee shall be outlined by the Executive Committee.

By-Law Modification: The By-Laws may be modified or amended by consensus of those present at a scheduled membership meeting provided such changes are included in the prepared agenda and only minor changes or modifications to the proposed changes are allowed. The determination of the extent of changes will be by consensus.

Finances: The CGN is expected to operate on voluntarily contributed resources however an accounting of those resources, paper, postage, printing, food, etc. should be maintained by the Treasurer. Members are encouraged to value all contributions at the

time they are made or very soon thereafter. Monetary contributions to the general fund are subject to a thorough audit.

Consensus: Consensus shall mean that no opposition is voiced at the time a call for approval on an issue is made. If there is opposition it should be voiced and resolved before the next call for consensus.

Election Year: Elections of Chairperson, Secretary and Membership Director shall be held on even numbered years. Elections of Co-Chairperson, Treasurer and Program/Meeting Director shall be on odd numbered years. Special circumstances may upset this schedule, i.e. when an officer resigns or other unforeseen scenarios. Each individual circumstance will be dealt with on a case-by-case basis. However, examples of resolutions could include conducting a special election; the Chairperson may appoint a permanent or temporary replacement or other such actions.