

BY-LAWS

LAWRENCE LAKE PROTECTION AND REHABILITATION DISTRICT

Article I ELECTORS

Section 1 – RESIDENTS: Every resident of the District who is eligible to vote in general elections shall be an eligible elector of the District.

Section 2 – NON-RESIDENT PROPERTY OWNERS: Every U.S. Citizen, 18 years of age or older who owns real property in the District shall be an eligible elector of the District and may vote in accordance with Section 2 of Article 5.

Section 3 – OTHER OWNERS: Any corporation, partnership, trust foundation organization, or association that owns real property in the District may appoint an official representative who shall be an eligible elector of the District.

Article II DISTRICT BOARD OF COMMISSIONERS

Section 1 – FUNCTIONS: The Board shall conduct all business of the District not specifically reserved to the electors of the District, and shall carry out the provisions of these BY-LAWS and Chapter 33 of the Wisconsin Statutes, and shall carry out the mandates of the annual meeting.

Section 2 – COMPOSITION: The Board of Commissioners shall consist of five persons. Three shall be elected to staggered three (3) year terms by secret ballot of the electors and the property owners of the District. At least one of the three elected commissioners shall be a resident of the District. One each shall be appointed by the County board and by the Township Board.

Section 3 – NOMINATION OF COMMISSIONERS AND ELECTION: The minimum number of candidates nominated shall be equal to the number of vacancies. Any elector may nominate as a candidate for commissioner any elector or owner of property within the District (as defined in Section 33.01 (9) (b) of the Wisconsin Statutes).

If any person has served as a Director for two full terms (6 years), then that person shall not be eligible for further election to the Board until three (3) years have passed after the end of the second full term. Such person would not be limited from serving on various committees at the discretion of the then current Board.

Nominations for commissioners shall be made by letter addressed or delivered to the secretary, at or before the Annual Meeting stating the name of the candidate and be signed by at least one qualified elector of the District. Names of candidates nominated at least 21 days before the Annual Meeting shall appear on the notice of the Annual Meeting.

No absentee ballots or proxies are permitted at the Annual Meeting.

Nominated candidates are elected by **SECRET BALLOT**. If there is more than one vacancy in the office of commissioner, candidate receiving the greatest number of votes will assume the office of commissioner with the longest term. Any additional vacancies shall be filled by assigning the longer term of office to the candidate receiving the greater number of votes.

Commissioners shall assume office immediately following the Annual Meeting. One (1) member of the Board must be a resident of the District, unless no resident is willing to be elected.

Section 4 – VACANCIES: Between Annual Meetings, vacancies on the Board shall be filled by vote after nomination to fill an unexpired term at any regular or special meeting of the Board, until the next annual meeting.

Section 5 – COMPENSATION: The commissioner shall receive no remuneration for their services in office, but shall receive actual and necessary expenses incurred while conducting the business of the district, including mileage at the rates approved as deductible by the Internal Revenue Service.

Article III OFFICERS

Section 1 – Immediately following each annual meeting of the District, the Board shall elect a Chairman, Secretary, and a Treasurer from among it's members to serve a one year term.

Section 2 – CHAIRMAN: The Chairman shall preside at the annual meeting or special meetings of the district, all meetings of the Board and all public hearings held by the Board.

Section 3 – SECRETARY: The Secretary shall keep minutes of all meetings of the District and the Board and Hearings held by it, shall annually provide the University of Wisconsin Extension (Environmental Resources Unit) with names and addresses of Commissioners, and by copy of said list shall annually notify the Department of Natural Resources (Office of Inland Lake Renewal) of the continued existence of the District.

Section 4 – TREASURER: The Treasurer shall receive and take charge of all monies of the District, and pay out the same only on order of the Board.

Article IV MEETINGS

Section 1 – ANNUAL MEETING AND BUDGET HEARING: The annual meeting and budget hearing of the District shall be held between May 22 and September 8 at a time and place selected by the District Board of Commissioners, hereinafter referred to as the Board, unless the date has been set by vote at the previous Annual Meeting.

Section 2 – NOTICE: A written notice of the annual meeting and budget hearing shall be mailed at least twenty-one (21) days in advance of the meeting to all property owners whose names appear on the tax roll, to the Department of Natural Resources and the University of Wisconsin Extension. A summary of the proposed budget and notice of place where such budget in detail is available for public inspection, and notice of the time and place of the annual meeting and budget hearing shall be published as a class 2 Notice under Wisconsin Statutes Ch. 985. The first insertion shall be at least thirty (30) days before the meeting.

Section 3 – ANNUAL BUDGET AND TAX: At the annual meeting and budget hearing the Board shall present a proposed budget and tax for the coming calendar year. The electors of the District shall approve the budget and vote the tax as proposed or modify the budget and change the tax accordingly. The property tax levy of the District shall not exceed a rate of 2.5 mills of equalized valuation. The annual meeting may direct the Board to adopt or collect special charges or special assessment.

Section 4 – PROJECT APPROVAL: The annual meeting shall approve or disapprove all proposed projects by the District in excess of \$2500.00 by special vote by the electors. The annual meeting may also authorize the Board, during the succeeding year until the next annual meeting, to approve or disapprove projects having a cost to the District in excess of \$2500.00 and to enter into contracts accordingly, subject to the limitations provided in the authorizing resolution. Votes on projects may be taken by secret written ballot at the discretion of the chairman.

Section 5 – BOARD MEETINGS: The Board shall meet at least quarterly and at other times on call of the chairman or the petition of three (3) of the commissioners.

Section 6 – SPECIAL MEETINGS: Special meetings of the District may be held for the purpose of transacting any lawful business, which might be done at the annual meeting. The meeting may be called by the board or upon written request to the Secretary signed by twelve (12) qualified electors of the District. the annual meeting notice requirements under Article III shall be followed and the purpose of the meeting shall be stated. A matter voted upon at any special meeting may not be reconsidered at another special meeting prior to the next annual meeting.

Section 7 – CONDUCT OF MEETINGS: All meetings of the District shall be conducted according to Roberts Revised Rules of Order, unless contrary to the requirements of these **BY-LAWS**. The Chairman shall serve as Parliamentarian.

Section 8 – OPEN MEETINGS: Meetings shall be open and proper notice given in accordance with legislation governing meeting of public bodies.

Article V VOTING

Section 1 – MULTIPLE VOTING: Any elector may cast only one vote on any question called to vote.

Section 2 – NON-RESIDENT MULTIPLE OWNERS: Non-resident joint tenants or tenants-in-common shall select no more than two (2) of the co-owners who shall represent them and shall each cast one vote.

Section 3 – CASTING BALLOTS: Any elector must be present at the meeting at the time the vote is called in order to vote. No elector may vote by proxy or absentee ballot or referendum. All votes shall be counted by a show of hands, unless otherwise.

Section 4 – QUORUM: Three commissioners shall constitute a quorum for the transaction of business.

A majority of the commissioners plus one (1) must be present when a resolution is passed to commit the District to borrowing money or to using any other financing method prescribed by law.

Article VI COMMITTEES

Section 1 – ELECTIONS: The chairman shall appoint three (3) electors who are not running for office of the Commissioner to serve as the elections committee. The committee shall distribute, collect, and count the ballots at the annual meeting and report the results to the annual meeting.

Section 2 – AUDITING: The chairman shall appoint three (3) electors to serve as the auditing committee. The committee shall examine all financial records of the district and report its conclusions to the annual meeting.

Section 3 – OTHER COMMITTEES: The chairman may appoint other committees as he or she deems necessary to further the interests of the District.

Section 4 – REPORTING: All committees shall report to the chairman at his or her request and to the annual meeting.

Section 5 – COMPENSATION: Committee members shall receive no remuneration for service to the District. With prior approval from the Board, Committee members may submit vouchers for actual and necessary expenses incurred while conducting business for the District.

Article VII AMENDEMENT OF BY-LAWS

These **BY-LAWS** may be amended at any legal annual meeting of the District. Amendments shall require a two-thirds vote of the electors present and voting at the meeting.

Article VIII MISCELLANEOUS PROVISIONS

Section 1 – PUBLIC BIDDING: All contracts exceeding \$2500.00 for work or materials shall be let by the Board to the lowest responsible bidder. The manner of soliciting bids and the determination of the responsibility of the bidder shall be at the discretion of the Board. If a bid is accepted which exceeds any other bid by more than 20 percent, the Board must provide a written justification for its action to the next annual meeting.

Section 2 – SECURITY BOND: The Board shall require that every contracting party in contracts in the excess of \$2500.00 give adequate performance and liability security at the time the party submits his bid.

Section 3 – CONFLICT OF INTEREST: Any commissioner shall abstain from voting on any matter before the Board in which he, as a private person, or in which any member of his immediate family (spouse, parents or child) has a financial interest.

Section 4 – AUDITS: The Board shall annually, at the close of the fiscal year, cause an audit to be made of the financial transactions of the District, which shall be submitted to the annual meeting.

The Board shall see that all necessary insurance is kept in force at all times.

CERTIFICATION

The **BY-LAWS** were adopted by a vote of eighty nine (89) **YES** and zero (0) **NO** at the Annual Meeting on the 18th day of July 1987, amended at the Annual Meeting on the 19th day of July, 1997 and further amended by unanimous vote at the Annual Meeting on the 10th day of July, 2021.

Sharon L. Galonski

Sharon L. Galonski, Secretary