

**Ranchview County Water District
Rules of Operation
Adopted Amendment
July 13, 2020
Regular Board Meeting**

BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE RANCHVIEW COUNTY WATER DISTRICT IS AMENDED AS FOLLOWS:

“8. **PRESIDENT AND OFFICERS**

The Board shall elect one of its members as president who shall then preside over all regular meetings and special meetings. The Board shall also elect one of its members as vice-president and one of its members as treasurer and assign them responsibilities as appropriate. The term of office for the president, vice-president and treasurer shall be for two years and the election of these officers shall occur on even-numbered years during the regular July board meeting. The Board shall appoint by majority vote a general manager, secretary and auditor. Under Section 7-13-2276, MCA, no Board member shall be a general manger, secretary or auditor.

The president shall sign all contracts on behalf of the District and perform such other duties as may be imposed by the Board. The president also has the authority to assign duties to the directors as required for the efficient operation of the District. The Secretary shall countersign all contracts.”

The foregoing Rules of Operation were introduced and adopted by the Board of Directors on the 13th day of July, 2020.

**RANCHVIEW COUNTY WATER DISTRICT
RULES OF OPERATION
Adopted
JANUARY 22, 2020
REGULAR BOARD MEETING**

BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE RANCHVIEW COUNTY WATER DISTRICT AS FOLLOWS:

“10. CONDUCT OF DISTRICT BUSINESS

All sessions of the Board, whether regular business or special, shall be open to the public. After the District begins regularly scheduled meetings, notice of these public meetings will originally be published in accordance with 7-1-2121, MCA to set the regular meeting dates and times, thereafter, unless the date and time of regular meeting is changed, there will be no further publication of meetings date and time unless otherwise required by law. The agenda of all regular meetings will be posted on the Ranchview County Water District website (www.ranchviewwaterusers.com) prior to each meeting. Each agenda will include a time for public comment. The President may reasonably limit the public comment as chair of the meeting. Board Members may attend meetings by conference call.

The Board shall hold 6 regular meetings in January, March, May, July, September and November on the second Wednesday of the month beginning at 7:00 p.m. Regular meetings shall be held at Jim Darcy Elementary School located at 990 Lincoln Road West, Helena, MT when possible and at other locations when necessary. Special meetings may be called by the President or by a majority of the Board members. The time and place and the meeting agenda for all regular and special meetings will be posted in advance on the Ranchview County Water District website at www.ranchviewwaterusers.com.

Board meetings shall be conducted according to Roberts Rules of Order unless there is a conflict under Montana Statutes in which case Montana Law shall be followed. All meetings are open to the public unless closed in accordance with Montana law. The Board Secretary shall prepare written minutes of the meetings and shall keep them as a permanent record of the District. A majority of the Board shall constitute a quorum for the transaction of business.

The Board shall act only by ordinance or resolution. The ayes and nays shall be taken upon passage of all ordinances or resolutions and entered upon the Board minutes. No ordinance or resolution shall be passed or become effective without the affirmative votes of at least a majority of the full Board. All resolutions and ordinances shall be signed by the President of the Board and attested by the secretary.

The enacting clause of all ordinances passed by the Board shall be in these words: "Be it ordained by the Board of Directors of Ranchview County Water District".

Ordinances may be passed, disapproved, and/or vetoed by the electors of the District by proceeding in accordance with 7-13-2276, MCA.

All ordinances and resolutions shall be sequentially numbered and identified to provide the District Board and members with adequate recording and access information. The Resolutions and Ordinances may be recorded with the Clerk and Recorder of Lewis and Clark County. A website will be created and contain agendas, Notices, minutes and Resolution."

ADOPTION OF AMENDMENTS

The foregoing Rules of Operation were introduced and adopted by the Board of Directors