



### **Trustees**

Stephen C. Rendall Jr., President  
Richard E. Boston, Treasurer  
Karen Arsenault, Clerk  
Richard Leigh, Trustee

### **Administration**

Donald D. Neumann Jr., Superintendent  
Gary E. Stevens, Asst. Superintendent  
Ryan Lynch, Treatment Plant Manager  
Patrick M. Desrosiers, Financial Manager

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April 29, 2019

## AMENDED AND RESTATED

## YORK WATER DISTRICT BYLAWS

### ARTICLE I

#### General

Section 1. The District and its principal office shall be located at York, Maine.

### ARTICLE II

#### Meetings

Section 1. Annual meetings of the Trustees shall be held at such time of day and place as may be fixed by the Trustees or in the absence of action by the Trustees, as may be fixed by the President, and shall be held on the third Wednesday in June in each year, if not a legal holiday, and if a legal holiday, then on the next secular day following that is not a legal holiday. If an annual meeting has not been called and held within six (6) months after the time designated for it, any Trustee may call it.

Section 2. Regular meetings of the Board of Trustees shall be held in York, Maine, upon such notice and at such time and at such place as shall from time to time be determined by the Board of Trustees.

Section 3. Special meetings of the Board of Trustees may be called for by the President or any two (2) Trustees, or by the Clerk upon written request of the President or any two (2) Trustees, by giving notice of the time and place of such meeting, in the manner provided by these Bylaws for giving notice of Trustees' meetings.

Section 4. Notice of all meetings of the Board of Trustees, other than regular meetings, shall be sent by the Clerk, Superintendent, or other person authorized to give the same by these Bylaws, to each Trustee. Notice of meetings of the Trustees shall be given to the public in accordance with applicable law.

Section 5. At any meeting of the Board of Trustees, a majority of the Trustees shall constitute a quorum for the transaction of business, but a lesser number may adjourn any meeting from time to time and the meeting may be held as adjourned without further notice. When a quorum is present, a majority of the Trustees present at such meeting shall decide any question brought before such meeting, unless otherwise provided by law or by these Bylaws.

Section 6. Whenever, under the provisions of law, the District Charter, or these Bylaws, notice is required to be given to any Trustee, such notice must be given in writing, in person or by mail, fax, e-mail or other commercially reasonable means of delivery addressed to such Trustee at his address as it appears on the records of the District, with postage or other delivery fees thereon, if any, paid. Notice by mail shall be deemed to be given at the time it is deposited in the United States mail. Notice sent by fax, e-mail, or other electronic means shall be deemed delivered upon transmission in a manner authorized by the addressee or (if earlier) on the date of actual receipt by the addressee.

Section 7. Telephonic Meetings. Members of the Board of Trustees or any committee thereof may participate in a meeting of the Board of Trustees or such committee by means of a conference telephone, video conferencing or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section shall constitute presence in person at such meeting.

### ARTICLE III Committees

Section 1. The Board of Trustees, by a resolution adopted by a majority of the Trustees then in office, may designate from among its members an executive committee and other committees, each consisting of two (2) or more Trustees, and may delegate to such committee or committees all the authority of the Board of Trustees, or any portion of said authority, to the extent permitted by law.

### ARTICLE IV Officers

Section 1. The officers of the Board of Trustees shall be a President, a Treasurer, a Clerk, and such additional officers as the Trustees may deem expedient, who shall be elected at the annual meeting of the Board of Trustees and shall hold office for one year and until their successors are elected and qualified, unless their term is sooner terminated as hereinafter provided. The Trustees, in their discretion, may appoint additional officers of the Board and prescribe their duties. Any vacancy occurring in any office of the District shall be filled by the Trustees.

Section 2. The Board of Trustees shall appoint a Superintendent who under their direction shall have general supervision and control of the District.

Section 3. Other employees of the District shall be appointed by the Superintendent, provided that the positions shall have first been approved by the Board of Trustees.

### ARTICLE V President

Section 1. The President, who shall also serve as Chair, shall preside at all meetings of the Trustees, shall see that all orders and resolutions of the Board of Trustees are carried into effect, and shall perform whatever duties the Board of Trustees may from time to time prescribe. The President shall execute bonds, deeds and other contracts requiring a seal, under the seal of the District, except where required or permitted by law to be otherwise signed and executed and except where the signing and execution thereof shall be expressly delegated by the Board of Trustees to some other officer or agent of the District.

## ARTICLE VI

### Clerk

Section 1. The Clerk shall be present at all meetings of the Board of Trustees and shall keep an accurate record of the proceedings of such meetings in books provided for the purpose, which books shall be open at all reasonable times to the inspection of any Trustee, and shall perform such other duties and have such other powers as shall be prescribed by the Board of Trustees, by these Bylaws or by law. In the absence of the Clerk at any meeting, a Clerk pro tem may be chosen, who shall record the proceedings of such meeting in the aforesaid books.

## ARTICLE VII

### Treasurer

Section 1. The Treasurer shall have the custody of the funds and securities of the District. The Treasurer shall sign all contracts, deeds, bonds and obligations of the District, as approved by the Trustees. The Treasurer shall keep or cause to be kept accurate books of account, which shall be open at all times to any Trustee. If requested by the Board of Trustees, the Treasurer shall be bonded for the faithful discharge of the Treasurer's duties in a sum, and with such sureties, as the Trustees from time to time may require. The cost of such bond shall be borne by the District.

## ARTICLE VIII

### Superintendent

Section 1. The Superintendent shall be the administrative head of all activities of the District under the policy guidance and governance of the Board of Trustees and shall have such other powers and duties as the Trustees from time to time shall prescribe. The Superintendent shall keep the Board of Trustees fully informed at all times as to the status of District activities. The Superintendent shall have such other powers and duties as these Bylaws or the Trustees from time to time shall prescribe.

## ARTICLE IX

### Compensation of Trustees

Section 1. The Trustees shall, from time to time, in accordance with applicable law, establish the compensation to be received by them.

## ARTICLE X

### Salaries

Section 1. The Board of Trustees shall fix and alter the compensation and salaries of the Superintendent and the Superintendent shall fix and alter the compensation of the employees of the District, within the guidelines approved by the Trustees.

## ARTICLE XI

### Fiscal Year

Section 1. The fiscal year of the District shall end on the last day of December in each year unless otherwise fixed by resolution by the Board of Trustees.

## ARTICLE XII

### Nomination and Election of Trustees

Section 1. The nomination and election of Trustees shall be made pursuant to the procedure contained in Section 9 of the Charter of the District, as may be amended from time to time.

ARTICLE XIII  
Indemnification

Section 1. The District may indemnify any person who is or was a Trustee, officer, employee or agent of the District, or who is or was serving in another capacity at the request of the District, to the extent authorized by law, and may purchase and maintain liability insurance on behalf of such persons or to protect itself against liability for such indemnification to the extent authorized by law.

ARTICLE XIV  
Amendments

Section 1. These Bylaws may be amended or repealed, or new Bylaws adopted at any meeting of the Board of Trustees by vote of a majority of the Trustees, provided that the notice of such meeting includes the proposed action.

**Adopted by a majority of the Board of Trustees  
on: April 29, 2019**