

August 2016

Lake Minnewawa Lake Improvement District Bylaws

Article I: Establishment

Established under Minnesota Statute 103B.501 by the Aitkin County Board of County Commissioners with Resolution No. 100813-087 and 100813-088 dated October 8, 2013.

Article 2: Name of District

The name of this organization is:

Lake Minnewawa Lake Improvement District (LMLID).

Article 3: Definition of the Lake Minnewawa Lake Improvement District.

The LMLID is a political subdivision of Aitkin County in the State of Minnesota.

Article 4: Purpose

The purpose of the Lake Minnewawa Lake Improvement District is to provide an equitable and stable tax-based funding mechanism to support and improve the health of Lake Minnewawa. The LMLID is responsible for compliance with all State LID related statutes.

Article 5: Membership

Section 1 - Membership Qualification

Membership includes all property owners within the LMLID. This includes all lakeshore properties of Lake Minnewawa – Aitkin County Minnesota. The LMLID will also include those back-lot properties with deeded access to lakeshore property.

Section 2 – Voting Rights

Each Member is entitled to one vote per assessed property at the Annual Meeting of the District or any other Special District meetings when held.

Article 6: Funding

A \$65 per property annual special assessment shall be collected by Aitkin County from all LMLID members. The LMLID Board of Directors (BOD) has a fiduciary responsibility to the LMLID membership to insure that the funds raised are put to those uses which best serve the health of Lake Minnewawa. These funds will be distributed by LMLID BOD based on request form received and approved. The funds are subject to LMLID administrative and reporting costs.

Article 7: Board of Directors

Section 1 – Board of Directors

The Board of Directors of the District shall consist of no less than five and no more than nine members. Each board member must own property within the Lake Improvement District, and a majority of the Directors serving at any given time must be residents of the District.

Section 2 – Initial Board of Directors

The initial Board of Directors of the District shall consist of five members as outlined within MN Resolution No. 2008-57 and approved by the County. The initial Directors shall be split into two groups; three serving a three (3) year term and two serving a two (2)-year term at the discretion of the initial Board of Directors.

Section 3 – Terms

After the initial year, Directors shall be elected to serve a three-year term as needed to fill any vacant Board positions. An annual term year shall coincide with the District fiscal year. No Director may serve more than three successive three-year terms without being absent from the Board for at least one term year after serving the

maximum of three terms. Any current Board member whose term is expiring and wishes to continue serving, must run for re-election.

Section 4 – Nomination of Directors

Directors for open Board positions may be nominated by any Member of the Lake Minnewawa Lake Improvement District. Notice of open Board positions and call for nominations will be done with annual meeting notice 30 days in advance of the annual meeting.

Nominations must be submitted to the Secretary no later than 10 days prior to the annual meeting.

Section 5 – Election of Directors

Directors shall be elected by secret ballot with the annual meeting.

Section 6 – Vacancies

Vacancies in the Board of Directors may be filled by a majority vote of the remaining Directors. A Director elected to fill a vacancy shall serve the unexpired term of the Director they are replacing.

Section 7 – Removal of Directors

Directors may be removed at any time by a two-thirds vote of the remaining Board members or by a majority vote by attending District Members at an Annual Meeting if a formal call for a vote to remove a Director is made.

Section 8 – Compensation of Directors

Directors shall serve on the Board on a voluntary basis and will not be compensated for their time related to their participation in Board related activities. The Board may at their discretion reimburse an individual Director for necessary expenses incurred on behalf of the District.

Article 8: Board Officers and Duties

Section 1 – Officers

All officers of the District shall be Directors.

Section 2 – Officer Positions

The officers shall consist of: President, Vice President, Secretary and Treasurer.

Section 3 – Election of Officers

Officers will be elected by the Board of Directors from among their number at the first Board meeting of the subsequent fiscal year. Elections will be by secret ballot if more than one Director is nominated for any office.

Section 4 – Duties of Officers

- a. The President shall preside over the Annual Meeting and all Board meetings and ensure overall regulatory compliance.
- b. The Vice President shall preside in the absence of the President and perform duties normally associated with this office.
- c. The Secretary shall keep accurate records of the Annual Meeting and all meetings of the Board of Directors and collect and distribute correspondence and perform all other duties normally associated with this office.
- d. The Treasurer shall coordinate expenditures with the County Auditor and ensure compliance with County policies.

Article 9: Board Meetings

Section 1 – Meetings

Directors are to hold at least one meeting annually –Board of Director meetings for the following year shall be scheduled at the December meeting and posted on the organization web site and the official Newspaper of record.

Section 2 – Notice of Meetings

There shall be at least ten days prior notice given to each Director for any regularly scheduled Board meeting. In the case of additional meetings, notice shall be provided at least three days prior to the meeting.

Section 3 – Quorum

A simple majority of the Board of Directors currently serving shall constitute the necessary quorum for the transaction of business.

Article 10: Annual District Meeting

Section 1 - Time

The Annual District Meeting shall be held on a Saturday in August as designated by the Board of Directors and communicated in the notice of meeting.

Section 2 – Notice

The Annual Meeting shall be preceded by a minimum of two weeks published notice and by written notice mailed at least ten days in advance of the meeting to the Shamrock Township, Aitkin County Board, the MN Pollution Control Agency, and the Commissioner of Natural Resources, and if there is a proposed project having a cost in excess of \$5000, all property owners within the assessment area.

Any meeting of the District which would include an agenda item to amend the current approved Bylaws, shall be preceded by a written notice to all property owners within the District at least 30 days in advance of the meeting.

Section 3 – Agenda

At the Annual Meeting the District members present shall at a minimum:

- a. Elect one or more Members to fill vacancies in the Board of Directors;
- b. Review Financial transactions from prior full Year and current year-to-date.
- c. Review previous year activities and provide assessment.
- d. Review previous year financial expenditures and provide assessment
- e. Approve any expenditures greater than \$5000.
- f. Approve a budget for the fiscal year
- h. Review notice of any applications for funding received since the previous annual meeting.
- f. Take up and consider any other business that comes before them.

Section 4 – Annual Report

Each year the Board of Directors shall prepare and file a report of the financial condition of the District, assessment of activities from previous year, other matters affecting the interest of the District, and a discussion of the LMLID intentions for the succeeding years. Copies of the report shall be transmitted to the county board, the Commissioner of Natural Resources, and the Minnesota Pollution control Agency by four months after the Annual Meeting.

Article 11: Special District Meetings

Special Meetings of Lake Minnewawa Lake Improvement District to discuss topics requiring a vote by all Members which cannot wait for the next Annual Meeting may be held as needed. The decision to hold a Special Meeting must be approved by a majority of the Board members. A notice of a Special Meeting must be mailed to all District members at least fifteen days prior to the meeting.

Article 12: Fiscal Year

The District fiscal and organizational year shall be a calendar year starting January 1 and ending December 31 to coincide with Fiscal calendar of Aitkin County.

Article 13: Amendment of Bylaws

These bylaws may be amended at any Annual or Special Meeting of the District for which due notice has been given and when such amendment has been approved by a majority of the Board. Approval of such amendments shall be by majority vote of the Members at any Annual or Special Meeting.

Article 14: Publication of information.

All documentation produced by the LMLID Board of Directors shall be posted on a publicly available web site.

Article 15: Rules of Order

The rules contained in the current edition of Roberts' Rules of Order (Revised) shall govern the convention in all cases to which they are applicable and which are not governed by the Bylaws of the District. Meeting Minutes will be reviewed and approved in an expedited manner after each meeting.

Revisions to Bylaws document made in preparation for approval at 2016 Annual meeting.

Article 4:

- Removed reference to County LID related statutes. (there are none)

Article 7: Section 3.

- Now specifies that any Board member whose term is expiring and wishes to continue serving, must run for re-election.

Article 7: Section 4.

- Now includes; Notice of open Board positions and call for nominations will be done with annual meeting notice 30 days in advance of annual meeting. Nominations must be submitted to the Secretary no later than 10 days prior to the annual meeting.

Article 7: Section 5.

- Now includes: by attending District members.

Article 8: Section 3.

- Wording changed. Officers will be elected by the Board of Directors from among their number at the first Board meeting of the subsequent fiscal year.

Article 9: Section 1.

- Now states: Board of Director meetings for the following year shall be scheduled at the December meeting and posted on the organization web site and official Newspaper on record.

Article 10: Section 1.

- Now states: The Annual District Meeting shall be held on a Saturday in August As designated by the Board of Directors and communicated in the notice of meeting.

Article 10: Section 2.

- Now states: The Annual Meeting shall be preceded by a minimum of two weeks published notice and by written notice mailed at least ten days in advance of the meeting to the Shamrock Township, Aitkin County Board, the MN Pollution Control Agency, and the Commissioner of Natural Resources, and if there is a proposed project having a cost in excess of \$5000, all property owners within the assessment area.

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