

**CODIFIED BYLAWS
OF THE
LAKE REDSTONE
PROTECTION DISTRICT**

La Valle, Wisconsin

August 2021

*The Mission of the Lake Redstone Protection District is to protect and rehabilitate
the water quality of Lake Redstone.*

Preface

The District is operated in accordance with Chapter 33 of the Wisconsin Statutes and other laws, including the Open Meetings Law, the Public Records Law and the Local Government Officials Code of Ethics. These Bylaws are intended to provide for matters not specifically addressed in state law and shall not be construed in a manner contrary to the Wisconsin statutes and law. The District uses the publication *People of the Lakes: A Guide for Wisconsin Lake Organizations* (UW-Extension, latest revised edition) as a general Lake District reference and Roberts Rules of Order as a reference for meeting procedures not addressed in state law or these Bylaws.

1. Board of Commissioners

The Board shall consist of seven commissioners: five elected at the Annual Meeting from within the District, one representative from the Town of La Valle and one representative from Sauk County. Town and county commissioners are appointed by their respective Boards. Four commissioners shall constitute a quorum for the transaction of business.

2. District Officers

Officers shall be elected by the Board at the next Board meeting after the Annual Meeting. Officers shall be Chair, Vice Chair, Treasurer and Secretary and shall have the duties provided by law and the following:

The Chairperson shall serve as parliamentarian at the Annual Meeting, any Special Meeting and meetings of the Board.

In the absence of the Chairperson, the Vice-Chair shall preside at District Meetings.

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The Treasurer shall be custodian over the financial records of the District.

The Secretary shall be custodian over all non-financial records of the District.

At the discretion of the Board, an Assistant Secretary and/or an Assistant Treasurer may be appointed. The assistants will support the Secretary and Treasurer with their duties; however, the Secretary and Treasurer will maintain all responsibilities of their offices. The assistants will not carry any voting rights at Board meetings. The assistants shall not be required to own property or reside within the District. A Board member may also serve as an assistant. The division of duties between the assistants and their respective officers shall be approved by the Board.

3. Committees

The standing committees of the District shall be:

Elections Committee

The Elections Committee shall be responsible for the election of Commissioners and any matter submitted to the Annual and Special Meeting by paper ballots. This committee shall distribute, collect, and count the ballots and report the results to the voters. No candidate for election may serve on the Elections Committee.

Financial Review Committee

The Financial Review Committee shall be responsible for performing a review of the financial transactions of the District at the close of the District's fiscal years, except that the Board shall engage a certified public accountant to conduct such review every third fiscal year. When the District performs a project in excess of \$500,000, a financial review of that project shall be conducted by a certified public accountant at the project's completion. The results of the financial reviews shall be submitted at the Annual Meeting.

Water Quality Projects Committee

The Water Quality Projects Committee shall be responsible for aquatic plant management, monitoring lake conditions and related situations that may present the District with opportunities to enhance the water quality of the lake.

Sediment Control Committee

The Sediment Control Committee shall be responsible for monitoring and reducing sediment entry into the lake. Projects shall include nonpoint pollution reduction projects and maintenance of previous sediment control projects.

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In addition to the four standing committees, the Board may establish *ad hoc* committees as needed from time to time.

Committees shall make advisory recommendations to the Board and may not exercise any powers of the Board.

Except as otherwise provided in these Bylaws, each committee shall consist of a chair, at least one Board member and at least one additional person qualified to vote at the Annual Meeting. Committee chairs and members shall serve at the pleasure of the Board.

4. Annual and Special Meetings

The Annual Meeting time, date and meeting location shall be determined by the Board unless otherwise scheduled by the prior Annual Meeting.

The Annual and Special Meeting notices shall be:

- Posted on the District's website and at three locations in the Town of La Valle, and
- Mailed to District property owners listed on the tax roll, and
- Published in two successive issues of the District's official newspaper

Resident electors and property owners shall sign a voter eligibility certificate prior to voting at the Annual or any Special Meetings of the District.

Except for elections of commissioners, voting may be conducted by paper ballot, voice vote or show of hands, at the discretion of the Chair.

5. Nominations and Elections.

Any resident elector or property owner qualified to vote at the Annual Meeting may nominate himself or herself or any other person qualified to serve as a Commissioner by submitting a brief written statement to the Secretary at least 30 days prior to the Annual Meeting.

The written statement must include the nominee's name and address of his or her residence or property within the District and state that the nominee has indicated his or her willingness to serve as a Commissioner.

The written statement may include other information regarding the nominee or his or her interests in the activities of the District. The names of such nominees and their brief written statements up to 200 words will be included with the mailed annual meeting notice, if submitted to the Secretary 30 days prior to the Annual Meeting.

In addition, any person qualified to vote at the Annual Meeting may nominate himself or herself or any other qualified person to serve as a commissioner at the Annual

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Meeting, provided the nominee is present and states that he or she is willing to serve as a commissioner. All candidates will be allowed to briefly speak prior to the vote.

Elections of commissioners shall be conducted by secret ballot. The Secretary shall prepare a ballot, which lists the name of each qualified nominee for a seat on the Board whose name has been placed in nomination at least 30 days prior to the Annual Meeting and makes provision for voters to write in the name of any person nominated at the Annual Meeting.

6. Financial Matters

Fiscal Year

The District's fiscal year shall be defined by the calendar year.

Compensation

The Chair will be compensated in an amount not to exceed \$200 per month (\$2400 per annum). The Vice Chair will be compensated in an amount equal to the Chair's when they assume the Chair's responsibilities. The Secretary and Assistant Secretary will be jointly compensated in an amount not to exceed \$250 per month (\$3000 per annum). The Treasurer and Assistant Treasurer will be jointly compensated in an amount not to exceed \$150 per month (\$1800 per annum). The actual division of compensation between the assistants and their respective officers shall be approved by the Board.

In addition, all elected commissioners shall receive a stipend of \$50 for each eligible meeting they attend, except commissioners who receive remuneration by virtue of their appointment by Town and County Boards.

All posted meetings are eligible for the stipend. Other meetings and training lasting more than two hours are also eligible. Stipend requests are to be submitted for Board approval on a fiscal quarterly basis.

The Board and members of each committee shall be reimbursed, with prior Board approval, for reasonable and necessary services and expenses incurred while conducting the business of the District.

Reimbursable expenses shall include mileage in the amount allowed by the IRS and out-of-pocket expenses. Out-of-pocket expenses require a receipt presented prior to reimbursement.

Checks

All checks, except as noted below, shall be signed by the Treasurer and one other officer. If the Treasurer is unavailable, a second officer may sign in lieu of the Treasurer.

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With approval of the Board, the Treasurer may engage payroll services of a qualified person or firm. This may include signing of payroll related checks.

Yearly reviews will be conducted as outlined in the Financial Review Committee paragraph above.

7. Miscellaneous

The District Board and all committees shall comply with Open Meeting and Public Records law requirements. Any request to review or obtain copies of public records of the District shall be made in writing to the District and submitted via its email address or Post Office Box. Reasonable costs may be charged for fulfilling public record requests.

The District shall maintain a permanent post office box and email address in order to facilitate contact with members and other organizations.

These Bylaws may be amended with approval of the Board and electors and property owners at the Annual Meeting or a Special Meeting, if notice of the proposed amendment is included in the notice of any meeting at which it will be considered.