



Bylaws: Pipeline Operators of Colorado (POCO)

Approved on September 25th, 2023, effective October 1 of the same year

The Pipeline Operators of Colorado is a sustaining member of Pipeline Association for Public Awareness (PAPA), a non-profit organization. This relationship allows POCO the opportunity to provide its members with an organization through which they can collaboratively communicate relevant pipeline safety information. POCO assists with program development and coordination of local meetings for members with emergency responders and public officials. POCO may provide additional education to excavators as needed.

Mission Statement:

The Pipeline Operators of Colorado (POCO) is an Association of pipeline operators who are dedicated to establishing and maintaining mutual emergency response understanding between pipeline operators and emergency responders/public officials. POCO also promotes pipeline safety by providing information to excavators, residents, and businesses.

Membership

POCO membership is open to any organization desiring to support the mission of POCO, as approved by the Steering Committee. Each member is entitled to one (1) vote on matters that may come before the membership (election of Steering Committee Members, approval of the POCO annual budget, etc.). The list of member organizations or companies shall be maintained at [Pipeline Operators of Colorado \(pipelineawareness.org\)](http://Pipeline Operators of Colorado (pipelineawareness.org))

Quorum

Actions by the Membership will require a quorum. A quorum of the membership exists when greater than 20% of the membership respond to the request for an official vote, whether in person or via email/poll. The membership in 2024 is anticipated to be 50 organizations, so a quorum is 10 organizations. If a quorum is not reached via the call for a vote, the Steering Committee is authorized to commit to an action so long as the decision among the Steering Committee is unanimous.

Core Values and Dues Structure

Pipeline operators, as members of POCO, will economically participate in our core value programs. The POCO core value programs involve annual mailings to excavators, public officials, and emergency responders. We believe we know our communities best and will also meet face to face with emergency responders and public officials across the state. The communication fees will be published in the program outline through the Pipeline Association for Public Awareness annually. POCO's annual membership dues will go towards the scheduled meetings with emergency responders and public officials. Additional fees may be required based on programs that pipeline members agree to participate in beyond, or in support of, the POCO core value programs.

Steering Committee

The Steering Committee is responsible for all decisions and operations of the organization and coordinating all actions with the association consultant(s).

- The Steering Committee for the Pipeline Operators of Colorado should have **five** representatives from member companies
 - The Steering Committee should have not less than 4 members made up of the following core groups
 - 1 Gas Transmission, 1 Liquids, and 2 Distribution representatives with a fifth ad-hoc position
 - The committee members will be elected annually at the fall association meeting
 - No company will have more than one representative on the Steering Committee
 - Each Steering Committee Member shall have one (1) vote on matters that the Committee determines will require a vote of the Committee
 - No member of the committee shall be paid or receive directly or indirectly any profit or pecuniary advantage
- Roberts Rules of Order will be followed during the election or voting process.
- The Steering Committee shall prepare an operating budget for the coming year and submit it to the POCO Membership for their approval at the third quarter membership meeting
- The Steering Committee is authorized to spend an additional five percent (5%) of the annual budget each year on discretionary items
 - A line item may be included on the annual budget for “Opportunity Spending” for public awareness events that had not yet been scheduled as of the date of the last meeting
 - Any amount that will cause the 5% discretionary limit to be exceeded must be pre-approved by a quorum of the POCO Members
 - Any discretionary spending above the “Opportunity Spending” line item must not exceed 5% of the annual budget

Treasurer

A member of the Steering Committee will be nominated by the Committee as Treasurer. The treasurer:

- Is responsible for Association financial conditions and hold the credit card
- Will work with PAPA accountants to perform record keeping duties regarding activates involving POCO monies
- Will serve as the primary signature authority on the Association credit card and approval process for final payment through PAPA
- Will conduct a brief financial review at each scheduled meeting
- Will be familiar with and follow PAPA Financial Procedures

Consultants

POCO may, upon approval of the membership, retain the services of consultants to aid in the implementation of its programs. Consultants may provide administrative, consulting, education, and training services as determined by the association. Service agreements that are perpetual or have a total compensation amount greater than \$10,000.00 must be reviewed and approved by the PAPA Executive Director prior to execution.

Meeting Protocol:

Association meetings are to be scheduled bi-annually

- Date, time, location of the next meeting is to be determined at each meeting
- Announcements/Agenda of upcoming meetings are to be distributed approximately 1 week prior to the scheduled meeting
- These announcements can be sent out by whatever means is deemed appropriate by the Steering Committee
- The third quarter meeting shall have two requirements annually:
 - Elect the following year’s Steering Committee
 - Vote on and put into place a budget for the following year

Documentation:

Documentation for the core value programs, (excavator, public official, and emergency responder mailings) is being provided by PAPA at [Pipeline Association for Public Awareness \(pipelineawareness.org\)](http://pipelineawareness.org). Other pertinent documentation is also stored in the shared files system provided by PAPA at [Program Documentation \(pipelineawareness.org\)](http://pipelineawareness.org).