

**COAL AND CLAY
MINE SUBSIDENCE INSURANCE BOARD
BY-LAWS
REVISED JANUARY 17, 1979**

Article One

Name, Place of Business and Purpose

- Section 1. Name - The name of this Board shall be “Coal and Clay Mine Subsidence Insurance Board”.
- Section 2. Place of Business - The place of business of this Board shall be as designated by the Department of Environmental Protection (Department).
- Section 3. Purpose - The purpose of the Board shall be to:
1. Review and evaluate the Department's program of mine subsidence insurance.
 2. Make policy decisions for implementing the Mine Subsidence Insurance Program.
 3. Suggest appropriate legislation or regulation.
 4. Establish priorities and overall goals for the Mine Subsidence Insurance Program.
 5. Give direction to the Department for the conduct of the Mine Subsidence Insurance Program.
 6. Promote the sale of Mine Subsidence Insurance.
 7. Make appropriate recommendations to the Department relative to improving the Mine Subsidence Insurance Program.

8. Review financing and expenditures of the Mine Subsidence Insurance Fund.

Article Two

Board Officers

- Section 1. Titles of Officers - The officers of the Board shall be:
- A. Chairman
 - B. Vice-Chairman
 - C. Secretary
- Section 2. Powers and Duties of Officers - The powers and duties of the officers of the Board shall be as follows:
- A. Chairman. The Chairman shall be the Secretary of Environmental Protection and he shall preside at all meetings of the Board. He shall cause to be called regular and special meetings of the Board in accordance with these By-Laws. The Chairman shall appoint the other officers of the Board.
 - B. Vice-Chairman. The Vice-Chairman shall be a member of the Board and shall be appointed by the Chairman. During the inability or in the absence of the Chairman to render and perform his duties, or exercise his powers as set forth in these By-Laws, the same shall be performed and exercised by the Vice-Chairman; and when so acting, he shall have all the powers and be subject to all the responsibilities that are imposed upon the Chairman.
 - C. Secretary. The Secretary shall keep the minutes of the meetings of the Board and shall be custodian of the records. He shall perform,

such duties as the Board, from time to time shall designate, and shall be appointed by the Chairman.

Section 3. By agreement of legal counsel the Department has drafted an additional amendment to Section Three (3) of the Act of August 23, 1961 (P.L. 1068), and the same has been presented to the General Assembly for their approval. It will provide:

Membership - The members of the Board, as defined by the Coal and Clay Mine Subsidence Insurance Act, may appoint a representative to act for them in any or all matters coming before the Board.

Section 4. Voting - All members or their representatives are entitled to one vote on matters brought before the Board. There shall be no voting by proxy.

Article Three

Meetings

Section 1. Annual Meeting of Board - Unless otherwise designated, the annual meeting of the Board for the transaction of such business as may properly come before the meeting shall be held at the first meeting of the year or the third Wednesday of January. The Secretary shall serve, personally or by mail, a written notice of such meetings, setting forth the nature of the business to be transacted.

Section 2. Regular Meetings of Board - Unless otherwise designated, regular meetings of the Board shall be held on the third Wednesday of January and July.

- Section 3. Special Meetings of the Board - Special meetings of the Board may be called by the Chairman at any time and shall be called by the Chairman upon the written notification of any member of the Board. The Secretary shall serve, personally or by mail, a written notice of each special meeting, stating the purpose for which it is called.
- Section 4. Parliamentary Procedures at all Meetings of the Board - Parliamentary procedures at all meetings of the Board shall be in accordance with Robert's Rules of Order.
- Section 5. Quorum - Presence of a majority of the voting members of the Board shall be necessary to constitute a quorum to transact the business of the Board at any annual, regular or special meeting of the Board. In the absence of a quorum, any action taken by the Board at any annual, regular or special meeting shall be ratified by a mail vote.

Article Four

Amendments

- Section 1. By the Board - These By-Laws may be altered, amended, repealed, or added to at any annual meeting, regular meeting or special meeting of the Board called for that purpose, providing that ten (10) days written notice shall state the alterations, amendments, or changes which are proposed to be made in the By-Laws. Such changes shall become effective upon the affirmative vote of a majority of all the members of the Board.