

**PLATTE COUNTY LODGING AND TOURISM
JOINT POWERS BOARD**

BY-LAWS

ARTICLE 1

The name of this organization shall be the Platte County Lodging and Tourism Joint Powers Board.

ARTICLE 2

PURPOSE

The purpose of the Platte County Lodging and Tourism Board is to provide for the promotion of travel and tourism within Platte County, Wyoming, and to administer for that purpose the expenditure and distribution of lodging sales tax revenues and other lawful revenues.

ARTICLE 3

AUTHORITY AND REGULATIONS

Section 1. **AUTHORITY**: The authority pertaining to the Platte County Lodging and Tourism Board (hereinafter referred to as Board) is contained in the Statutes of the State of Wyoming under the provisions of Section 39-6-412 through 39-6-417, Wyoming Statutes Annotated 1977 Republished Edition, as amended.

- a. These By-laws shall regulate and govern the affairs of the Platte County Lodging Tax Board, hereinafter referred to as the "Board".
- b. All Rules and Regulations adopted provided by the Wyoming Procedures Act, Wyoming State Statutes 16-3-101 through 16-3-115, shall be available for inspection in the office of each participating entity.

Section 2. **REGULATIONS**: The regulations of the business and conduct of the affairs of the Board shall be determined by the Joint Powers Agreement entered into by the parties to it, these by-laws, and by rules which from time to time may be adopted.

ARTICLE 4

COMPOSITION OF THE BOARD

Section 1. **MEMBERSHIP**: The number of members of the Board shall consist of five (5) members, all of whom must be qualified electors. If a Board member ceases to be a resident of the jurisdiction of the party to the Joint Powers Board Agreement making his or her appointment, then his or her membership on the Board shall terminate. There shall be one (1) member appointed from the following sectors: Chugwater, Glendo, Guernsey, Wheatland and one at large from Platte County for a total of five (5) voting members.

Section 2. **TERMS OF MEMBERSHIP**: The original Board shall have terms of two years, with the right of reappointment.

Section 3. **VACANCIES OF BOARD**: In the event of a vacancy on the Board, the governing body responsible for the appointment that is vacant shall fill vacancies.

Section 4. **EX-OFFICIO MEMBERS**: The Board, at its discretion may appoint as many ex-officio, non-voting members as it deems necessary.

ARTICLE 5

PERSONNEL

Section 1. **OFFICERS**: The Board shall annually elect four (4) officers from among the members during its annual meeting in April. The newly elected officers will assume duties June 1. The four officers of its Board shall consist of a Chairman, Vice Chairman, Secretary and Treasurer. Each officer shall serve a one (1) year term and shall be eligible for reelection.

- a. **CHAIRMAN**: The Chairman shall preside at all meetings and public hearings of the Board. The Chairman shall decide all points of order or procedures, and shall transmit reports and recommendations of the Board to the City Councils and County Commission.
- b. **VICE CHAIRMAN**: The Vice Chairman shall act in the absence of the Chairman.
- c. **SECRETARY**: The Secretary shall be responsible for keeping the Minutes of the Board meetings, sending agendas to the members of the Board, carrying out routine correspondence, maintaining the records of the Board, except those records pertaining to finance, which are the responsibility of the Treasurer, and performing such other duties as the Board may require. An Assistant Secretary, who is not a member of the Board, may be appointed.
- d. **TREASURER**: The Treasurer shall arrange for full accounting of all monies expended and received from grants, gifts, donations, bequests, devises and contributions for money or property from other sources and for the use or for the purpose of furthering the goals of the Board.

Section 2. STAFF: The Board is empowered to hire or dismiss employees as it deems necessary and shall have the authority to contract for services or facilities needed to carry out its duties. The Board may employ administrative and other technical, legal and clerical assistance as is necessary and engage the services of research and consulting agencies within the limits of its authorized and available funds as may be agreed upon from time to time.

Section 3. ADVISORY COMMITTEES: The Board may establish such advisory committees to the board as are necessary and the Chair of the Board shall appoint the membership of these advisory committees subject to the confirmation of the Board.

ARTICLE 6

MEETINGS

Section 1. OPEN MEETINGS: All meetings of the Board are public meetings, open to the public at all times, except as otherwise provided.

Section 2. ANNUAL MEETINGS: The annual meeting of the Board shall be the regular meeting in the month of April of each year. This meeting shall include the election of officers for the following year and the regular business of the Board.

Section 3. REGULAR MEETINGS: A regular meeting may be at the call of the Chairman for the conducting of business. The Board shall meet no less than once each three months at the call of the President or upon oral or written request of meeting by any participating party. The Chairman may, upon notification to the members of the Board, cancel or reschedule such meetings, if a quorum cannot be in attendance.

Section 4. RECESSED MEETINGS: The Board may recess any regular, special or recessed regular or special meeting to a place and time specified in an order of recess. Only matters appearing on the Agenda may be acted upon in a meeting recessed to another location or time.

Section 5. EXECUTIVE SESSIONS: The Board may hold executive sessions not open to the public in accordance with section 9-11-105 of the Wyoming Statutes Annotated 1977 Republished Edition as amended.

Section 6. QUORUM: Three (3) members, a majority of the Board, shall constitute a quorum for the transactions of business. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date.

Section 7. VOTING: All members, including the Chairman, shall be entitled to one (1) vote. Members of the Board shall cast all votes in person. The affirmative vote of at least a majority of the quorum shall be necessary for adoption of and resolution or other voting matters.

Section 8. **ABSTENTION**: Any member of the Board may abstain from voting on any matter or issue when that member has a personal or financial interest in the matter or issue. The member shall declare a conflict of interest and be disqualified from voting upon the matter. The Secretary shall so record in the minutes that such member abstained.

Section 9. **ABSENTEEISM**: Excessive absenteeism (missing 1/3 of the regular meetings) by a Board member will be dealt with by the Executive Session of the Board to determine the continuance of that member of the Board. Recommendations resulting from such a session will be forwarded to the agency appointing the member.

Section 10. **AGENDAS**: Agendas shall ordinarily be mailed to members of the Board at least five (5) business days prior to the meeting at which such subjects are to be considered at a meeting unless unusual conditions approved by the Board justify such action or unless the subject pertains to a petition or communication or a recommendation made by a member of the public pursuant to the order of business.

Section 11. **PROCEEDINGS**: At any regular meeting of the Board, the following shall be regular order of business:

- a. Call to Order
- b. Roll Call
- c. Approval of Minutes of Previous Meeting
- d. Correspondence
- e. Old Business
- f. New Business
- g. Reports
- h. Adjournment

Section 12. **PUBLIC RECORDS**: All rules and other written statements of policy or interpretations formulated, adopted or used by the Board in the discharge of its functions shall be available for public inspection. Each formal action of the Board shall be entered in full upon the Minute Book in the form of a motion or resolution in accordance with these By-laws.

ARTICLE 7

PROCEDURES FOR PUBLIC HEARING

Section 1. **PURPOSE OF PUBLIC HEARINGS**: The public hearing is held for the purpose of obtaining information and comments. The Board shall consider the information and comments presented during the public hearing.

Section 2. **NOTICE OF PUBLIC HEARINGS**: Notice of the time and place of the hearings shall be given to the Platte County Record Times and the Merchant at least ten (10) days before the date of such hearing.

Section 3. **RIGHT OF PUBLIC HEARINGS**: Any person shall have the right to petition the Board for the amendment of rules adopted under the provisions of Section 9-4-101 through 9-4-115, Wyoming Statutes Annotated, 1977 Republished Edition, as amended.

Section 4. **INITIATED PUBLIC HEARING BY BOARD**: The Board may initiate public hearings relevant to its function.

Section 5. **APPEARANCE AT PUBLIC HEARING**: Any interest individual or group appearance will be granted in the following order:

- a. Those individuals or groups who wish to speak for the proposal set for public hearing.
- b. Those individuals or groups who wish to speak against the proposal set for public hearing.

Section 6. **WRITTEN COMMENTS FOR PUBLIC HEARINGS**: Any individual or group will be provided an opportunity to submit written comments to be addressed to the Board within ten (10) days notice for public hearing. Written comments shall automatically be incorporated into the public hearing.

Section 7. **CONDUCT OF PUBLIC HEARINGS**: The conduct for the public hearing shall conform to the following procedures:

- a. The President shall call the public hearing to order and the proposal set for the public hearing shall be set.
- b. The President may recognize members of the Board and staff to provide initial comments on the proposal.
- c. The President shall then recognized those present at the public hearing. The individual or group recognized the President shall be asked to identify him/herself or the group and his/her or their affiliation regarding this proposal prior to making comments.

- d. Appearance of those recognized by the Chairman shall follow the procedure outlined by these By-laws. Only one individual at a time, recognized by the President, shall be permitted to speak.
- e. Each person or group shall be limited to ten (10) minutes for comments, unless an extension approved by the Board is granted. Any extension of time shall be granted equally to all individuals or groups who wish to comment.
- f. The Chairman may permit appropriate questions to be addressed to the individuals who had concluded his or her comments.
- g. Standards of public conduct will be maintained. All participants and observers will conduct themselves in a proper manner.
- h. At the conclusion of the comments from all individuals or groups recognized by the President, the President may request comments and opinions from members of the Board and staff.

ARTICLE 8

FUNCTION AND DUTY

Section 1. These By-laws may be amended by a majority vote of the Board provided each proposed amendment has been submitted in writing to each member of the Board at least five (5) business days prior to the meeting in which action is taken.

Section 2. The Board may adopt such rules and regulations governing its organization and procedures, as it may deem necessary.

APPROVED BY:

Steve W Humbuck

President

ATTEST:

Jeanie W Mitchell

Deanne Cozad Knickerbocker

Deen L Gindrie

Nancy J Taylor

DATE:

7-30-2015