

SEDGWICK COUNTY, KANSAS CITIZENS ADVISORY BOARD FOR THE FIFTH DISTRICT

***BYLAWS***

**1. Creation**: This Citizens Advisory Board ("CAB”) was created by Resolution No. 170-2020, adopted by the Board of County Commissioners of Sedgwick County, Kansas ("County”) on December 9, 2020 for the Fifth County Commission District (“District”), for which James Howell serves as County Commissioner (“Commissioner")

**2. Purpose**: The purpose of the CAB is to generally provide the Commissioner and the County as a whole, advice and recommendations regarding matters of public policy, citizen engagement and problems or issues specific to the District.

**3. Functions and Responsibilities:** The functions and responsibilities of the CAB shall be to:

1. Review capital improvements and planning for such improvements and advise the District's Commissioner on their propriety;

(b) Review and make recommendations on local traffic concerns;

(c) Formulate programs within the District to encourage and strengthen citizen involvement to foster effective relationships with local government on behalf of individuals, community groups, neighborhoods and businesses within the District;

(d) Establish and implement an effective method to disseminate and communicate information of interest to residents of the District;

(e) Advise the Commissioner regarding appointments to County advisory boards;

(f) Create specialized (ad hoc) committees, task forces and study groups that advise and report only to the CAB which created the same, regarding District area concerns or problems;

(g) Work closely with cities, neighborhood organizations, homeowners associations and community-based groups to overcome obstacles to citizen actions and involvement with neighborhoods and community.

(h) Serve, in close cooperation and coordination with the Commissioner and County

staff, as an informal ombudsman for the District and as liaisons for public access to the Board of County Commissioners on issues of importance to the community; and

(i) Serve as a vehicle for citizen involvement, education and input; a forum for citizens to provide comment and direction to address issues of concern for the District and the community;

*Provided*, however, that none of such functions and responsibilities shall usurp the functions and authority of any other County created advisory board

**4. Restrictions on CAB Authority:** The authority of the CAB is limited to providing advice as set out in Resolution 170-2020. The CAB and its members shall have no authority over County staff or authority to speak on behalf of the District or County, to obligate the District or County, or to carry out activities on behalf of the District or County without appropriate approvals.

**5. Membership and Terms:** The CAB shall be comprised of not less than seven and not more than eleven members who are appointed by a majority vote of the Board of Commissioners upon recommendation of the Commissioner. Persons appointed to the CAB may serve on other County advisory boards. The composition of the CAB should reflect the demographics of the citizens in the District, including geography, gender, ethnic and racial diversity, neighborhood, business, and community interests. All members of the CAB shall reside in the District

**6. Meetings and Procedures**: The CAB shall establish a regular meeting schedule at locations convenient to the public and shall be open to the public. Regular CAB meetings shall generally be held once per month. Meetings may be called by the Commissioner, or the chair or vice-chair of the CAB.

All meetings of the CAB and its sub-committees will be conducted in accordance with the Kansas Open Meetings Act, requiring notice of the date, time, and location of the meeting as provided in the Act. Cameras and recording devices shall be allowed at meetings, subject to the reasonable direction of the Chair to allow the orderly conduct of the meeting

It is the policy of the CAB to allow public participation on items coming before the CAB.

Following the presentation of the items and before action by the CAB, the item shall be open for input by the members of the public. Each public member shall be subject to a limitation of five minutes for each presentation, unless extended by the Chair. The Chair shall have the discretion to reasonably limit the length or number of public presentations when unduly repetitious, not germane to the issue, or in the event the unusual length of business or time constraints requires such limitation. -The chair can limit total number of participants as necessary to allow the board to conduct all of its business.

**7. Quorum and Voting:** A quorum is 50%+1 members. For example, if there are 11 members appointed to the board, a quorum is 6 members. All actions and recommendations of the CAB shall be made by a majority of the members appointed to the board. No actions shall be taken in the name of the CAB where no quorum exists. Prony voles are not permitted in the conduct of the CAB's business,

Members shall discharge the responsibilities of their office and shall vote on all matters coming before the CAB, except in those matters announced to the Chair in which the member declares a conflict of interest, in which case the member may abstain. Members so abstaining shall be counted for the purpose of determining a quorum Unless a member audibly votes to the contrary or announced an abstention, silence in voting shall be recorded as an affirmative vote.

In the absence of a quorum at any meeting, the Chair may adjourn the meeting to a specific time, date and place, which shall be publicly announced (see Section 6). The lack of a quorum shall not preclude the remaining members from hearing from members of the public who are present and reporting such public comments to the full CAB.

**8. Agenda and Order of Business:** The agenda for each meeting shall be prepared by designated county staff, provided to the members and the County Manager, and made available to the public prior to each meeting. Upon approval of two thirds of the members present, additional items may be added to the agenda at the meeting provided that such business will not extend the meeting beyond the established time limitation for meetings.

A regular order of business shall include these items: call to order: approval of minutes, consideration of items of business generally organized by subject matter, and review of other matters by the Commissioner and/or County staff. The CAB may establish a public agenda to consider statements from the public on topics not covered in the agenda, provided that such public agenda shall not be used to discuss matters of personnel, litigation or specific violations of Laws and ordinances as determined by the Chair.

**9.  Officers and Staffing:**  The members of the CAB shall elect the Chair, Vice-Chair and Secretary during their first meeting of each calendar year.  Other officers, sub-committees and procedures shall be determined by the vote of the CAB.  The Vice-Chair shall serve when the Chair is absent or not participating in a particular agenda item.  In the absence or non-participation of both the Chair and the Vice-Chair, the Secretary shall preside and act as the chair for that particular meeting or agenda item.

Administrative services for the CAB shall be provided by the County Manager’s Office.  Such staff shall prepare and coordinate the agenda, take minutes of the meetings, distribute documents, serve as the official custodian of records, including minutes and hand-outs, and perform such other administrative/clerical duties as are necessary for the reasonable and efficient operations of the CAB, as directed by the County Manager. The Secretary shall review the minutes for accuracy and take minutes in the absence of County Manager staff. Legal services and interpretations of these bylaws shall be provided by the County Counselor’s Office.

**10. Sub-Committees:** The CAB may establish such standing or special sub-committees as are necessary for the efficient and effective operation of the CAB. Such sub-committees (by whatever name) may be established to address specific District issues of concern, consider and make recommendations to the CAB or Commissioner on certain topics regularly coming before the CAB, or serve certain coordination functions. Appointments to the sub-committees shall be made by the CAB. Any sub-committees created by the CAB shall be subject to the provisions of the Kansas Open Meetings Act (K.S.A. 75-4317 et seq.) and shall be listed in the CAB Bylaws.

**11. Conflict of Interest:** Members of the CAB are subject to the conflict of interest provisions of State law and shall disclose such conflicts or abstain from participation as required by law.

**12. Amendments to Bylaws:** These bylaws may be amended by a two-thirds vote of the membership of the CAB; however, no amendments are permitted which conflict with county resolutions, codes, policies or procedures.

Members of the Citizens Advisory Board for the Fifth District present and voting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2021 were:

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