

WEED BOARD BY-LAWS

ARTICLE I – NAME

Section 1. Name

The official name of the organization shall be “The Powell County Weed Board.”

ARTICLE II – OFFICERS

Section 1. Board Composition

The Powell County Weed Board will consist of five (5) members that reside in Powell County. New members will be nominated by current board members and confirmed by the Board of County Commissioners.

Section 2. Nominations and Election of Officers

Nomination of elective officers shall be made at the annual election meeting which shall be held at the first regular meeting of each year. The election shall follow immediately thereafter. Officers shall be nominated and elected from the appointed members only. A nominee receiving a majority vote of those present at the election meeting shall be declared elected.

Section 3. Terms of Officers

The elective officers shall take office at the first regular meeting of each calendar year and shall serve for a term of three (3) years. Elective officers are eligible to hold consecutive terms.

Section 4. Vacancies in Offices

Vacancies in elective offices shall be filled immediately by regular election procedure for the unexpired portion of the term.

Section 5. Duties of Officers

(a) Chairperson

The Chairperson shall preside at all meetings and public hearings of the Weed Board and shall call special meetings when deemed necessary or are required to do so. The Chairperson shall certify the expenditure of Weed Board funds and shall sign claims and all official papers and plans involving the authority of the Weed Board which are transmitted to the Board of County Commissioners. The Chairperson shall have the privilege of discussing all matters before the Weed Board and voting thereon. The Chairperson shall have all the duties normally

conferred by parliamentary usage on such officers and shall perform such other duties as may be ordered by the Weed Board except as otherwise provided in these by-laws in other Weed Board resolutions, or in county resolutions.

(b) Vice-Chairperson

The Vice-Chairperson shall serve as Chairperson when situations arise that precludes the Chairperson from performing their duties. The Vice-Chairperson shall have all of the authorities, powers and responsibilities of the chairperson when the chairperson is unavailable to serve.

Section 6. Duties of the Coordinator and the Administrative Assistant

The Coordinator or Administrative Assistant shall give notice of all regular and special meetings to Weed Board members, shall prepare the agenda of regular and special meetings, shall serve proper and legal notice of all public hearings forty-eight (48) hours in advance in three (3) public places, including posting on county website, and shall draft and sign the routine correspondence of the Weed Board. The Administrative Assistant and the Coordinator shall maintain files of all studies, plans, reports, contracts, agreements, recommendations and official records of the Weed Board and perform such other duties as the Weed Board may determine. The Administrative Assistant shall keep the minutes of regular, recessed and special meetings of the Weed Board; such minutes shall be approved by the Weed Board. The Administrative Assistant shall also keep the minutes of Weed Board Committee meetings when requested to do so.

Section 7. Order of Business – Regular Meetings

- (a) Call to order by Chairperson
- (b) Approve Agenda
- (c) Approve Minutes
- (d) Recognize Visitors/Public Comment
- (e) Correspondence
- (f) Staff Reports
- (g) City and County and Representative Reports
- (h) Member Reports
- (i) Regular Business
- (j) Adjourn

Section 8. Public Hearing Procedures

(a) The Chairperson and Weed Board Coordinator shall review the application. Assigned committee chairperson will add any related or background information. Weed Board members are permitted to ask any relevant questions on the application. Public hearing opened. Any petitions and data shall be presented at this time.

(b) Proponents or opponents in the audience will be given opportunity to speak in favor or against the application. Information submitted should be factual, relevant and not merely duplication of a previous presentation. A reasonable time shall be allowed. Each person speaking shall give name, address, and nature of interest in hearing.

(c) Other interested parties will be allowed to comment briefly or make inquiries. Weed Board staff will present technical analysis, review weed considerations and basic policy, cite possible alternatives and make recommendations, if any.

(d) Brief rebuttal for proponents and opponents will be heard separately and consecutively, with presentation limited to their spokesman.

(e) Public hearing closed. Weed Board members may voice other significant considerations and/or pose any relevant questions.

(f) Motion for disposition

Section 9. Quorum

A majority of the members in the Weed Board shall constitute a quorum for the transaction of business and the taking of official action.

Section 10. Attendance

The failure to attend three (3) unexcused consecutive regular board meetings shall be construed as a resignation from the Weed Board. The Chairperson shall notify the appropriate governing body of the vacancy.

Section 11. Vacancies

A vacancy occurring on the Weed Board shall be filled by the appropriate governing body within a reasonable amount of time following notification of nominations by the Chairperson or Coordinator. The vacancy shall be filled within thirty (30) days following nomination acceptance.

Section 12. Motions

Motions shall be restated by the Chairperson before a vote is taken. The names of the members making and seconding a motion shall be recorded in the minutes of the meeting.

Section 13. Voting

On some occasions, when a matter has been presented at a board meeting or board hearing where a quorum was not present, voting may take place via a conference telephone call, individual telephone call, or email vote.

Voting procedures used in a telephone call or email correspondence will be the same as those at a regular Weed Board meeting.

Any action taken by a majority of those present, when those present constitute a quorum, at any regular, recessed or special meeting of the Weed Board shall be deemed and taken as the action of the board. However, no action of the Weed Board is official unless authorized by a majority of members at a regular or duly called special meeting. All matters requiring a public hearing before the Weed Board and all matters referred to the Weed Board by the Powell County Commissioners shall be by quorum vote and the vote of each member shall be recorded in the minutes of the meeting.

Section 14. Reports

On all matters considered by the Weed Board, the report and recommendations, if any, of the Weed Board staff or appropriate committees shall be presented to the board and shall be recorded in the minutes of the meeting.

Section 15. Parliamentary Procedure

Parliamentary procedure in Weed Board meetings shall be governed by Robert's Rule of Order, Revised, unless it is specifically provided otherwise in these by-laws, in other Weed Board resolutions or in county resolutions.

Section 16. Public Nature of Meetings and Records

All regular, recessed and special meetings, hearings, records and accounts shall be open to the public.

ARTICLE III – MEETINGS

Section 1. Regular Meetings: Time and Place

A regular monthly meeting shall be held on the third Tuesday of each month at 7:00 p.m. at the county Weed Board office unless otherwise scheduled by the chairperson of the Weed Board.

Section 2. Recessed Meetings

Any regular meeting may be recessed to a definite time and place by a majority vote of the Weed Board members present at the meeting.

Section 3. Special Meetings

Special meetings of the Weed Board may be called by the Chairperson or by two (2) members upon request to the Chairperson. Special meetings shall be noticed by a

telephone call and/or email to all members at least two (2) days, forty-eight (48) hours in advance of the meeting.

ARTICLE IV – COMMITTEES

Section 1. Establishment of Committees

The Weed Board may establish such standing or special committees as is deemed advisable and assign each committee specific duties or functions. No standing or special committee shall have the power to commit the Weed Board to endorsement of any plan or program without its submission to and approval by the body of the board.

Section 2. Appointment and Terms of Committee Members

The chairperson of the Weed Board shall appoint the members of each standing or special committee and shall name the chairperson of each committee. The members of each standing committee shall be appointed at the first regular meeting in January for a term of one year. Special committees may be appointed at such times and for such purposes and terms as the Weed Board approves.

Section 3. Committee Vacancies

Vacancies on committees shall be filled immediately by the Chairperson of the Weed Board for the unexpired portion of the term.

Section 4. Meeting of Committees

All committees shall meet at the call of the committee chairperson, provided that the Chairperson of the Weed Board shall also have the authority to call a special meeting of any committee at any time and upon such notice as the chairperson may specify.

Section 5. Quorum and Voting

A majority of the members appointed shall constitute a quorum of all committees. The affirmative vote of a majority of the committee membership shall be required for the adoption of a matter before the committee.

ARTICLE V – AMENDMENTS

Section 1. Amendments

These by-laws may be amended at any regular, or special meeting by the affirmative quorum majority vote of the members of the Weed Board, provided that the proposed amendments have been submitted in writing via mail, email, or at a previous meeting or prior to the vote.