

CARBON COUNTY SCHOOL
DISTRICT #2

RECREATION BOARD

BYLAWS

AS APPROVED BY
BOARD OF TRUSTEES
6/16/86

AMENDED October 2016

CHAPTER I

General Provisions

Section 1. Authority. The authority pertaining to the Carbon County School District 2 Recreation Board is contained in the Statutes of the State of Wyoming under the provision of Sections 18-9-201 through 18-9-202, Wyoming Statutes Annotated, 1977 Republished Edition, as amended.

a. These bylaws shall regulate and govern the affairs of the Carbon County School District Two Recreation Board hereinafter referred to as the "Board".

b. These bylaws were promulgated under the Wyoming Administrative Procedure Act, Sections 9-4-101 through 9-4-115, Wyoming Statutes Annotated, 1977 Republished Edition, as amended.

Section 2. Adoption of Bylaws. These bylaws shall become effective upon their formal adoption by the Board after a public hearing held in accordance with the Wyoming Administrative Procedure Act and upon filing with the Secretary of State, State of Wyoming.

Section 3. Amendments to the Bylaws. Changes or amendments to these bylaws shall conform to the procedures outlined in the Wyoming Administrative Procedure Act. A vote of a majority of the Board consisting of five members shall be required to change or amend these bylaws.

CHAPTER II

Composition of Board

Section 1. Membership. The Board shall be composed of five (5) members appointed at the recommendation of the recreation board by the School Board of District Two: one member shall also be a member of the School Board of District Two. Terms are to begin at the first annual meeting in July. When possible, a member from each attendance center shall be appointed.

Section 2. Terms of Office. The School Board member shall serve a term of one year. The terms of the members selected to the board shall be of such length and so arranged that the term of one member will expire each year and there will be no expiration the fifth year, with the exception of the School Board member, each member shall serve for five (5) years. Members may be reappointed. All members shall hold office until their successors are appointed and qualified. Any members of the Board may, after a hearing before the School Board, be removed for gross neglect of duty or malfeasance in office. The School Board chairperson, by and with the consent of a two-thirds vote of all the members of the School Board, may declare such a removal.

Section 3. Vacancy of Office. In the event of a vacancy on the Board, the appointing board shall fill the vacancy by appointment of the unexpired term.

Section 4. Compensation, Expenses, and Insurance. Members of the Board shall serve without compensation. However, as permitted by law, they may receive mileage to and from meetings or for other official travel at the maximum rate allowed by law. Appropriate receipts shall accompany claims for expense reimbursement. The School Board of Carbon County District Two shall provide liability insurance for the members of the Recreation Board to protect them from financial loss arising from claims filed against them while they perform their duties.

CHAPTER III

Personnel

Section 1. Officers. The Board shall annually elect four (4) officers from among its own members during its annual meeting in July. The four officers of the Board shall consist of a president, vice president, secretary, and treasurer. Officers shall serve one (1) year terms.

a. President. The president shall preside at all meetings of the Board and shall have general authority and responsibility in the administration of the rules and regulations as shall not be inconsistent with powers reserved to the Board. The powers of the president include signing all documents, recommendations, and resolutions of the Board, calling for special meetings in accordance with these bylaws, and appointing advisory committees subject to Board confirmation.

b. Vice President. The vice president shall exercise the functions of the president in the president's absence or incapacity. The vice president shall also serve as president until the election of officers at the annual meeting in July in the event the office of president becomes vacant.

c. Secretary. The secretary shall sign all official documents except warrants of the Board. The minutes of the Board shall be kept by the secretary in a bound Minute Book.

d. Treasurer. The treasurer shall be the custodian of the funds of the Board. Upon approval of payments by the Board, the treasurer shall co-sign warrants.

Section 2. Staff. The Board may appoint employees and staff necessary for its work and may contract professional services to carry out its functions and duties.

Section 3. Advisory Committees. The Board may establish such advisory committees to the Board as are necessary and the president of the Board shall appoint the membership of these advisory committees subject to confirmation by the Board.

CHAPTER IV

Meetings

Section 1. Open Meetings. All meetings of the Board are public meetings, open to the public at all times except as otherwise provided. A member of the public shall not be required as a condition of attendance at any meeting to register a name, to supply information, to complete a questionnaire, or to fulfill any other condition precedent to attendance except that a person seeking recognition may be required to give name and affiliation.

Section 2. Annual Meeting. The annual meeting of the Board shall be on the first regular meeting in the month of July 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. The Board regularly meets on the second Monday of each month. A regular meeting of the Board may be canceled, rescheduled or a conference call meeting can be arranged prior to the meeting.

Section 4. Rotation of Meeting Place and Time. The Board shall follow this schedule for regular monthly meetings:

May	7:00 p.m.	Medicine Bow School
June	7:00 p.m.	Encampment School
July	6:00 p.m.	Hanna/Elk Mountain School
August	7:00 p.m.	Saratoga Central Office
September	7:00 p.m.	Medicine Bow School
October	7:00 p.m.	Encampment School
November	7:00 p.m.	Hanna/Elk Mountain School
December	6:00 p.m.	Saratoga Central Office
January	7:00 p.m.	Medicine Bow School
February	7:00 p.m.	Encampment School
March	6:00 p.m.	Hanna/Elk Mountain School
April	6:00 p.m.	Saratoga Central Office

Section 5. Special Meetings. Special meetings may be called by the president by giving notice thereof to the secretary. The secretary shall notify each member of the time and place of the special meeting at least one (1) day prior to the meeting and to each newspaper of general circulation, radio, or

television station requesting such notice. The notice shall specify the business to be transacted, and no other business shall be considered at a special meeting.

Section 6. Executive Sessions. The Board may hold executive sessions in accordance with Section 9-11-105 of the Wyoming Statutes Annotated, 1977 Republished Edition, as amended.

CHAPTER V

General Procedures

Section 1. Quorum. Three (3) members of the Board shall constitute a quorum for the transaction of business. No action shall be taken in the absence of a quorum except to adjourn the meeting to a subsequent date.

Section 2. Voting. Each member of the Board shall be entitled to one (1) vote. Voting shall be by voice: when voting is not unanimous, the Board will be polled and votes recorded. All votes shall be cast in person by members of the Board. The affirmative vote of at least a majority of a quorum shall be necessary for adoption of any resolution or other voting matter.

Section 3. Abstention. Any member of the Board shall abstain from voting on any matter of issue when that member has a personal or financial interest in that matter or issue. The member shall disclose that interest and be disqualified from voting upon the matter and the secretary shall so record in the minutes that no vote was cast by such member.

Section 4. Absenteeism. The Board shall notify and provide a recommendation to the appointing board when any member misses three consecutive regularly scheduled meetings without valid reason.

Section 5. Rules of Procedure. All meetings of the Board shall be conducted in accordance with Robert's Rules of Order Revised, @ by General Henry M. Robert, Copyright 1971. William Morrow Company, Inc. or any other parliamentary procedure, as amended by these bylaws.

Section 6. Proceedings. At any regular meeting of the Board, the following shall be the regular order of business:

- a. Roll Call
- b. Consideration of Minutes of Previous Meeting
- c. Treasurer's Report
- d. Communications
- e. Audiences
- f. Old Business
- g. New Business
- h. Adjournment

Section 7. Appearance Before the Board. Individuals or groups that wish to appear before the Board shall make their request to the secretary one (1) week prior to the meeting. During discussion of topics on the agenda, the president of the Board may recognize visitors who care to make comments.

Section 8. Public Records. All rules and all 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 bylaws.

CHAPTER VI

Procedures for Public Hearing

Section 1. Purpose of Public Hearing. 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 Hearing. Notice of the time and place of hearing shall be given by one publication in a newspaper of general circulation in Carbon County at least twenty (20) days before the date of such hearing.

Section 3. Right of Public Hearing. Any person shall have the right to petition the Board for the amendment of any rules adopted under the provision of Section 9-4-101 through 9-4-115, Wyoming Statutes Annotated, 1977 Republished Edition, as amended.

Section 4. Initiated Public Hearings by Board. The Board may initiate public hearings relative to its functions.

Section 5. Appearance at Public Hearing. Any interested individual or group will be provided an opportunity to participate in the public hearing. 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.
- c. Those individuals or groups who wish only to comment and not speak for or against the proposal.

Section 6. Written comments for Public Hearing. Any individual or group will be provided an opportunity to submit written comments to be addressed to the Board within the twenty (20) day public notice for the public hearing record.

Section 7. Conduct of Public Hearing. The conduct for the public hearing shall conform to the following procedures:

- a. The president shall call the public meeting to order and the proposal set for the public hearing shall be read.
- b. The president may recognize members of the Board and staff to provide initial comment on the proposal.
- c. The president shall then recognize those present at the public hearing. The individual or group recognized by the president shall be asked for identification and affiliation regarding the proposal prior to making any comments.
- d. Appearance of those recognized by the president shall follow the procedure outlined in these bylaws. Only one (1) individual recognized by the president shall be permitted to speak at a time.
- e. Each person or group shall be limited to ten (10) minutes for comments unless an extension of the time shall be granted equally to all individuals or groups who wish to comment.
- f. At the conclusion of an individual's comments, the president of the Board may permit appropriate questions to be addressed to the individual.
- 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 the members of the Board and staff.
- i. Formal action may then be taken by the Board in accordance with Robert's Rules of Order Revised@ by General Henry M. Robert, Copyright 1971, William Morrow Company, Inc. or any other parliamentary procedure guide.

CHAPTER VII

Financial Affairs

Section 1. Budget. The Board shall adopt an annual budget which is submitted to the Board of Trustees of Carbon County School District #2 in time for them to adopt a tentative budget in May of each year. The budget is formally adopted at the July budget hearing.

Section 2. Expenditures. The president or vice president and treasurer shall be authorized to sign warrants after approval of said claims by the Board. The treasurer's signature shall be necessary for all warrants for payments.

Section 3. Official Depositories. The Board shall decide at their annual meeting in July what financial institutions will be the official depositories.

Section 4. Budget Amendment. The Carbon County School District #2 Recreation Board budget may be amended at the request of the treasurer or upon a motion of the Board itself after publication of notice, the governing board may by resolution transfer any unencumbered or unexpended appropriation balance or part from one (1) fund, or account to another. A second method is if the governing board determines that an emergency exists and the expenditure of money in excess of the general budget is necessary, it may make the expenditure from revenues available under W.S. 16-4-105(a)(ii) as reasonably necessary to meet the emergency. Notice of the declaration of emergency shall be published in a newspaper of general circulation in the district or will be posted in three conspicuous places in the district. An official budget amendment will be filed with Carbon County School District #2.

Section 5. Copying, Faxing, Postage, and Clerk's Charges. The Carbon County School District #2 Recreation Board shall bill in advance to any entity requesting copies or faxing of documents at the reasonable rate set by office supply stores at the time of the request. If any entity requests the documents to be mailed, then postage will be included in the advance billing. In addition the clerk's hourly rate (minimum one (1) hour) will be billed and reimbursed on a Carbon County School District #2 Recreation Board voucher.