

**CITY OF LAWRENCE, KANSAS
SISTER CITIES ADVISORY BOARD
BYLAWS**

ARTICLE 1. Purpose and Organization

Section 1. The Sister Cities Advisory Board, hereinafter referred to as the “Board”, was created by authority of the City Commission of Lawrence, Kansas by Ordinance No. 5759 on 16 June 1987. This ordinance was repealed on May 4, 1993, and replaced with Ordinance No. 6444. These amended bylaws were approved April 24, 2001 by the City Commission. Subsequent amendments were approved February 4, 2003 and July 23, 2013 by the City Commission.

Section 2. The purpose of the Board is to seek, support, coordinate, foster and develop sister city exchange programs of an educational or charitable nature.

ARTICLE II. Powers and duties of the Board

Section 1. The Board, after qualifying as provided by law, shall be vested with the following powers and authority:

- a. To perform such duties as are assigned by the Board of City Commissioners.
- b. To sponsor exchange activities including social events that provide cultural enrichment of an educational or charitable nature.
- c. To encourage such activities that may result in greater cultural understanding and subsequent business, economic and governmental relationships.
- d. To appoint such project subcommittees as best fulfill the obligations of the Board.
- e. To raise and receive monies and accept any gift or donation to the Sister Cities Advisory Board and administer the same, subject to the approval or satisfaction of the Board of City Commissioners.

Section 2. In all formal matters, the Board shall act by resolution and all notices required by law to be given by publication shall be published in an official manner.

Final Adoption by the Advisory Board on July 10, 2013

2nd Proposed Revision – As adopted by Advisory Board April 10, 2013

1st Proposed Revision – Bylaws Committee: April 1, 2013 and presented to Advisory Board April 10, 2013

ARTICLE III. Membership

Section 1. The Board shall consist of no more than fourteen (14) members appointed by the City Commission.

Section 2. Members shall normally be appointed for a three-year term beginning on January 1 following appointment and will serve through December of their third year of appointment, or upon resignation or removal.

Section 3. Members may be reappointed when the three-year term expires.

Section 4. Any vacancies in the membership of the board shall be filled by the appointment of a member for the unexpired term of a member whose office is vacant by the City Commission.

Section 5. All members of the Board shall serve without compensation.

Section 6. The Mayor shall be an ex-officio member with the right to participate in all deliberations, but without voting privileges. The Mayor shall also serve as honorary chair.

Section 7. If any member of the Board shall commit any act prejudicial to the conduct of the affairs of the Board or the purposes for which it is formed, or shall have changed his or her status so as to be ineligible for membership, such person shall be notified in writing to appear personally before the Board at a designated time not less than thirty (30) days after such notification and at such time, be given a hearing. By a two-thirds vote of all the Board members present at the meeting, the membership of such person on the Board may be terminated or suspended. Suspension is not appropriate where the person has ceased to be a person in the category of persons eligible for membership. If either suspension or termination is decided upon, the terms and conditions of same shall be specified in writing and delivered to the suspended or terminated member.

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Written notices hereunder shall be delivered by registered mail to the member's last known address.

Section 8. Any member who has three (3) consecutive unexcused absences from regularly scheduled board meetings shall be determined to be disinterested in membership on said board. The Chair shall contact board member to see if special considerations exist for excessive absenteeism. Lacking such considerations, the Board may request that the Mayor appoint a new board member.

ARTICLE IV. Officers and their duties

Section 1. The officers of the Board shall consist of the Chair, Vice-Chair, Secretary and Treasurer. The Offices of Vice-Chair and Treasurer may be held by the same person.

Section 2. The Chair shall appoint a nominating committee to present candidates for office at the biannual meeting in November. Officers shall be elected by ballot, except if there is but one nominee for any office. If there is but one nominee for any office, the election may be by voice vote.

Section 3. The term of office shall be two years and will coincide with the calendar year. Officers elected prior to the biannual meeting following the adoption of the bylaws will serve until the biannual meeting. Should a vacancy in any office occur, then the Nominating Committee shall present candidates for such vacant office, and such officer shall be elected as set forth in this Article.

Section 4. The duties of the officers are as follows:

- a. Chair. The Chair shall preside at all meetings of the Board; appoint the chairperson of standing and special committees; serve as an ex-officio member of all committees; sign, execute, act and deliver for the City Commission all contracts, warrants and documents of any kind required or authorized to be signed by the Board; and shall perform such other duties as may be prescribed in these bylaws or as assigned by the Board.

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- b. Vice-Chair. The Vice-Chair shall act as an aide to the Chair; perform the duties of the Chair in the absence of that officer; and prepare the budget proposal to the Board for the next fiscal year. The Vice-Chair shall normally succeed the Chair on the completion of the Chair's term.
- c. Secretary. The Secretary shall keep an accurate record of the proceedings of the meetings of the Board; maintain and preserve the records of the Board; send notices of meetings to all members of the Board; and conduct the correspondence of the Board.
- d. Treasurer. The Treasurer shall maintain the financial records of the Board; handle financial transactions; make regular reports to the Board and prepare the annual budget report to the City Commission.

ARTICLE V. Meetings

Section 1. Regular meetings of the Board shall be held monthly, or as the Board deems necessary. Adequate notice shall be given of the date for meetings as required by law.

Section 2. The regular meeting held in November shall be the biannual meeting.

Section 3. Special meetings may be called by the Chair or by any three members of the Board by giving notice at least twenty-four hours in advance of said special meeting to all members of the Board.

Section 4. A quorum shall consist of a majority of the members of the Board currently appointed and serving at any given time. The members present at a duly called or held meeting at which a quorum is present may continue to do business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum.

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Section 5. All meetings of the Board shall be conducted in accordance with Robert's Rules of Order, except insofar as modified by these bylaws and the rules and procedures adopted by the Board.

ARTICLE VI. Friends' Organizations

A Friends' organization shall be established for each Sister City to serve as adjuncts to the Advisory Board. Each Friends' organization shall operate pursuant to the rules, policies, and guidelines established by the Advisory Board. The President of each Friends' organization (or his/her designee) shall serve as an advisor to the Board and will represent the Friends' organization at each regular meeting of the Board. Reports of Friends' activities will be submitted to the Sister Cities Advisory Board at each regular meeting. Each Friends' organization shall be subject to the direction and review by the Advisory Board.

ARTICLE VII. Standing and Special Committees

Special committees as are considered necessary shall be appointed by the Chair and ratified by the Board.

ARTICLE VIII. Annual Report

The Sister Cities Advisory Board shall make annual reports no later than March 1 of each year covering the preceding calendar year. Such reports are to be filed with the City Clerk. In addition to a record of activities and involvement, the report will cover all financial transactions involving monies raised and received and any gifts or donations.

ARTICLE IX. Amendments

These bylaws may be amended by a majority vote at any meeting, provided that the amendment has been submitted in writing at the previous regular meeting. Each member shall be sent a copy of the proposed amendments in the notice of the meeting.

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Such bylaws shall not become effective until approved by the Board of City Commissioners.

Approved and adopted:

_____ **Date:** _____
Mayor