

# ***City of Lawrence, Kansas***

## **Public Incentives Review Committee**

### **Bylaws**

#### **Article I**

##### **Purpose**

- Section 1. The purpose of the Public Incentives Review Committee (Board) is to advise the Governing Body of the City of Lawrence, Kansas, regarding issues affecting economic development incentives.
- Section 2. The Board shall review applications for economic development incentives and review requests for funding in accordance with the City's economic development policies.

#### **Article II**

##### **Membership**

- Section 1. The Board shall be composed of eight voting Members.
- Section 2. The Mayor shall, with the consent of the Governing Body, appoint Members to the Board.
- Section 3. Board Members shall be residents of Douglas County, Kansas.
- Section 4. Other than the provisions set forth in Section 5, *infra*, governing initial terms, each Board Member shall serve a three-year term. A Board Member, appointed to fill an unexpired term, shall complete that unexpired term.
- Section 5. The Board currently has staggered the expiration of terms, therefore each succeeding term shall remain staggered and be three years in accordance with Section 4, *supra*.
- Section 6. Each Member shall serve no more than two successive full terms. Completion of an unexpired term shall not count toward the term limit.

#### **Article III**

##### **Officers and Staff Liaison**

- Section 1. The elected officers of the Board shall be:
- a. Chair

b. Vice-chair

Section 2. Terms of elected officers shall be one year commencing the date of the election and continuing until the succeeding year's election.

Section 3. The Board shall elect officers at the first regularly scheduled meeting of each year.

Section 4. In the event that the office of Chair becomes vacant, the Vice-chair shall succeed to that office for the unexpired term. In the event that the office of Vice-Chair becomes vacant, the Board shall, at the next regular meeting, elect a member to succeed to that office for the unexpired term.

Section 5. The duties of elected officers shall be:

a. Chair

(i) Shall preside at all Board meetings; and

(ii) Shall represent the Board, as necessary, at all City meetings.

b. Vice-chair

(i) Shall preside at Board meetings in the absence of the Chair; and

(ii) Shall represent the Board in the absence of the Chair, as necessary, at all City meetings.

Section 6. The Assistant City Manager, or his or her designee, shall serve as staff liaison between the City and the Board. The staff liaison shall, in consultation with the Chair, prepare the agenda and order of business for each regular meeting. The staff liaison shall be responsible for recording the minutes of regular and special meetings of the Board. The staff liaison shall also keep the Board informed of all communications.

#### **Article IV**

##### Vacancies and Appointment Procedures

Section 1. Upon the vacancy of a position on the Board, the staff liaison shall notify the City Manager of the vacancy. The City Manager shall request that the Mayor appoint a replacement.

Section 2. Upon being notified by the City Manager of a vacancy of a position on the Board, the Mayor shall endeavor to nominate a replacement as soon as may be practicable.

**Article V**  
Attendance

Section 1. Board Members are expected to attend all regular and special meetings of the Board. Without the attendance of its Members, the Board cannot conduct its business.

Section 2. A Board Member having two (2) or more unexcused absences or three (3) or more absences for any reason during one (1) calendar year shall be deemed by the Board to have involuntarily resigned his or her position. Failing to notify the Chair of an absence at least 24 hours prior to a scheduled meeting shall count as an unexcused absence. Attendance will be reviewed regularly to ensure compliance.

**Article VI**  
Conduct

Section 1. Board Members are subject to all rules and regulations as established by the State of Kansas, City of Lawrence, and other governmental jurisdictions and agencies having legal authority to regulate public officials' behavior and conduct.

Section 2. No Board Member may use his or her office in public representations unless authorized to do so by a simple majority vote of the Board.

**Article VII**  
Meetings

Section 1. The Board shall meet on call as needed, but no less than once per year.

Section 2. Notice of regular meetings and agendas, if prepared, for regular meetings shall be transmitted to all Board Members and made available to the public several days prior to the meeting. Notice, agendas, minutes, and other materials may be delivered electronically.

Section 3. The Board may allow public comment on items listed on the agenda. Each person will be limited to three (3) minutes for public comment. Members of the public may provide public comment on multiple agenda items.

Section 4. General public comment on items or issues that are not scheduled on the agenda may be made after all regular business of the Board has been conducted. Each person will be limited to three (3) minutes for general public comment.

### **Article VIII**

#### Quorum

Section 1. Five (5) Members of the Board shall constitute a quorum. There must be a quorum present (in person or by teleconference) before the Board may conduct any official business. Informal consideration and discussions may occur in the absence of a quorum.

### **Article IX**

#### Open Meetings and Open Records

Section 1. All regular and special meetings of the Board shall be held in compliance with the Kansas Open Public Meetings Act of 1972, codified as amended at K.S.A. 75-4316 *et seq.* All records of the Board shall be subject to the provisions of the Kansas Open Records Act of 1984, codified as amended at K.S.A. 45-205 *et seq.*

### **Article X**

#### Bylaws

Section 1. The purpose of these bylaws is to establish rules governing the internal organization of the Board and its operational procedures.

Section 2. These bylaws may be amended at any time by a simple majority vote of all current Members of the Board.

Section 3. Amendment to these bylaws may be initiated at any time, but a proposed amendment must be placed on the agenda prior to a regular meeting before it may be considered by the Board.

Section 4. Amendment to these bylaws shall take effect immediately after adoption unless otherwise stipulated in the amendment.

Section 5. Bylaws and amendments to bylaws require City Commission approval.