



AGENDA

Special Alcohol Funding Advisory Board Meeting

Wednesday, October 30, 2019 @ 1:00 PM
City Commission Room, City Hall 6 E 6th St
Lawrence, KS 66044
First Floor of City Hall, 6 East 6th Street

Draft



Page

A. CALL TO ORDER:

1. Call meeting to order

B. APPROVE MINUTES:

1. Approve minutes from June 24, 2019 3 - 10
ACTION: Approve minutes from June 24, 2019.
[June 24, 2019 Minutes](#)

C. AGENDA ITEMS:

1. Discuss changes to the board 11 - 16
[City Commission Agenda Item](#)
2. Review annual report form 17
ACTION: Approve 2019 annual report form.
[Draft 2019 Annual Report Form](#)
3. Review by-laws 18 - 21
ACTION: Recommend approval of by-laws to the City Commission.
[Draft By-laws](#)

D. NEW BUSINESS:

1. New Business Items

E. PUBLIC COMMENT:

Public Comment: The Board shall 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. 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.

F. CALENDAR:

1. Schedule following meeting

G. ADJOURNMENT

DRAFT
City of Lawrence
Social Service Funding Advisory Board Meeting
June 24, 2019 Minutes

MEMBERS PRESENT: Alice Lieberman, Steven Davis, Galenea Miller, Joda Totten, Peter Carttar, Lea Roselyn

MEMBERS ABSENT: None

STAFF PRESENT: Casey Toomay, Assistant City Manager; Danielle Buschkoetter, Budget & Strategic Initiatives Administrator

PUBLIC PRESENT: Robyn Coventon, CEO of Heartland Community Health Center; Mathew Faulk, Housing Program Manager with Bert Nash Community Health Center; Patrick Schmitt, CEO of Bert Nash Community Health Center; Mayor Larsen; and Commissioner Boley

Call to Order

Lieberman called the meeting to order.

Approve Minutes

A motion to approve minutes from May 21, 2019 was made by Davis, seconded by Carttar. The motion passed 6-0.

Reconsideration of Recommendation to Remove Board Member

A motion to reconsider the Boards recommendation to remove Roselyn was made by Davis, seconded by Carttar. The motion passed 6-0.

Davis looked at the meeting that was cancelled, and asked if it could have been held anyway so that attendance could have been taken? He added that absences should be counted and are meaningful.

Carttar added that it is important for Board members to be present during discussions and staff should work harder to make sure everyone can attend. Davis noted that meetings are scheduled at the end of one meeting so it is difficult when someone is absent to ensure their availability for the next meeting. But added that communication could be better.

Lieberman added that Roselyn was missed during the deliberation process because she forces the Board to think differently. She noted that part of the

Board's initial decision was because she wasn't able to participate in the deliberations, but it was in no way personal or meant to harm her reputation.

Davis added that something similar happened a few years back and it was based on that experience, that he made his initial recommendation to the Board.

Roselyn noted that it was alarming that the meeting was scheduled knowing that she could not attend while another meeting was canceled when another member was absent. She added that consideration was made for one Board member but was not made for her.

Roselyn added that there was no attempt to get her availability. She tried to attend but was not able to. Adding that from her perspective, she was prevented from attending and then punished when staff was aware months in advance.

Davis responded that no one on the Board knew she would not be able to attend and they did not intentionally schedule the meeting during a time she was not going to be available.

Miller noted that the Board didn't know she would not be available for the May meeting. Adding that there was a meeting that she was unable to attend that still got scheduled, so there was not any special treatment for one board member or another.

Miller added that she abstained from the vote because she saw the value that Roselyn brought to the Board and appreciate the different perspective. She also noted that there is less importance given to the rationale for being absent, the Board wants to hear her perspective but that can't happen if she isn't present.

Roselyn mentioned that part of the difficulty is the varied timing of meetings. Noting that if there were regularly scheduled meetings that were planned for in advance, you can clear out your schedule to attend, but when they are planned a few weeks out that is a lot harder to do.

Roselyn also made note of the lack of by-laws and that she was hurt by the Board's decision. Adding that there is not a clear attendance policy that should be noted in the by-laws.

Davis suggested the Board schedule a fall meeting to discuss by-laws and included attendance as part of that discussion.

Toomay noted that the minutes taken are not verbatim and are meant to summarize key discussions. She added that it is difficult for staff to participate in the meeting, take minutes, and get everything recorded. She also noted that it is

difficult for staff to schedule these meetings because prior boards did not want to have regularly scheduled meetings and preferred the flexibility.

Toomay also noted that the Board has not adopted by-laws because they have been in a state of flux in regards to what the ongoing scope would be, however, it is time for this board to review and adopt by-laws so staff will bring that back at a future meeting.

Buschkoetter arrived and noted that she was late due to a budget meeting at the County. She added that the Board should consider having their meetings recorded so that verbatim minutes are available if someone would like to go back and review the discussion.

Buschkoetter added that staff do the best they can to help accommodate Board members and their schedules and try to ensure that the Board is aware of an absence when they do occur.

A motion to forward the Boards initial recommendation of removing Roselyn from the Board was made by Davis, seconded by Carttar. The motion failed 0-6.

Funding Recommendations for 2020 Requests

Buschkoetter noted Lawrence Community Shelter and Lawrence Arts Center have been removed from the Board's consideration and have been moved to the City Manager's Recommendation as part of the Recommended Budget.

Davis asked about the fund balance in the Special Alcohol Fund. Buschkoetter indicated that much of the fund balance in the special alcohol fund was allocated in 2019 for a one-time project.

The Board reviewed the responses they received from agencies and were appreciative of the responses. They did not note any additional concern.

The Board decided to review the Special Alcohol Fund first.

Totten highlighted the criteria used for the Special Alcohol Fund requests and asked why some agencies apply from both funding sources. Roselyn noted that it can be difficult to determine what the priorities should be with the General Fund allocation.

Roselyn added that she struggled when agencies applied for funding from both funding sources when it is the same program. She asked the board if they wanted to reward successful grant writing or if the Board wanted to try and align applications with the funding source that is most appropriate?

Lieberman noted that some agencies apply for different programs and some only fall under one category or the other. Davis added that some applications from the General Fund could be moved to the Special Alcohol Fund if the Board found it to be more appropriate.

Buschkoetter noted that several agencies have applied for funds from both funding sources and occasionally go between the two funding sources from one year to another.

Davis noted that DCCCA First Steps was closely aligned with the purpose of the Special Alcohol Fund.

Carttar noted that upcoming balloon payment that Ballard will have to deal with and that the Board should look at their finances closely in the coming years. Totten added that they are an important agency in North Lawrence and could really benefit from City support.

Roselyn added that she had concerns with using prior year awards as a benchmark for future awards and should look more at how each program aligns with the purpose.

The board noted that Heartland's application was much improved from the previous year.

Davis noted that if the Board had to reduce funding to Big Brothers Big Sisters slightly, they were unlikely to really feel that impact.

Davis noted the Hearthstone application is in direct alignment with the intent of the Special Alcohol Funds.

Davis highlighted that the Willow program is not evidence based and that he was concerned about the alignment.

A motion to recommend the following funding levels to the City Commission for use of 2020 Special Alcohol Funds was made by Davis, seconded by Carttar. The motion passed 6-0.

Name of Agency	2019 Budget	2020 Request	Social Service Funding Advisory Board Recommendation
Bert Nash Community Mental Health Center	\$305,000	\$340,000	\$307,000
Boys & Girls Club	95,000	120,000	95,000
DCCCA, Inc. (Outpatient)	105,000	108,317	105,000

DCCCA, Inc. (First Steps)	45,000	46,189	45,000
Elizabeth B. Ballard Community Center	-	52,700	38,000
Heartland Community Health Center	86,000	127,800	87,000
Kansas Big Brothers Big Sisters	9,000	10,000	9,000
Lawrence Alcoholic Recovery House, Inc.	8,000	11,000	9,000
Van Go, Inc.	31,000	31,000	30,000
Willow Domestic Violence Center	14,000	19,553	11,000
Total	\$698,000	\$866,559	\$736,000

The Board took a 5-minute recess and reconvened at 12:18pm.

The Board began to review the General Fund applications. Roselyn asked Bert Nash Representative Mathew Faulk how much a case worker makes. Faulk responded that they generally make between \$14 per hour and \$22 per hour. Roselyn indicated she asked because the leadership salaries are fairly high in comparison when looking at the 990 Form.

Davis noted that Bert Nash provides a number of services. Roselyn added that they also have pretty high overhead. Davis added that they are providing case management services which is a need in the community.

Toomay asked the Board if their goal was to fund case management services. Lieberman noted that case management services are important but that those services are ultimately competing against a number of other important services.

Roselyn asked if the Board can designate funds for direct client assistance and choose not to fund overhead. Davis asked if that could be done through the agreement that agencies sign with the City. Buschkoetter noted that the agreements are for a specific program and are tied to the goals outlined in the application.

Roselyn noted that in the Catholic Charities application, all the funding went to direct client assistance to help prevent homelessness. Carttar noted that the request was a small portion of the larger program.

Davis noted that Positive Bright Start was relatively expensive per client served compared to some of the other program requests. Carttar noted some hesitation with that type of funding model.

The Board noted Just Food's ability to fund raise and noted that they are likely not very reliant on these funds to maintain their operation. Totten noted that they are increasing services. Roselyn added that portions of their application seemed a bit duplicative with other pantries in town.

Roselyn noted that food insecurity is a large issue for the community. Miller indicated concern about the arrangement that Just Food has with other pantries. Totten highlighted that they do have a lot of community support.

Davis noted that Big Brothers Big Sisters do not include local Lawrence data in their application and have had a difficult time recruiting volunteers.

Carttar noted support for funding Lawrence Community Food Alliance but added that this would be an application that would need nearly full funding to be successful. Davis added that it should either be fully funded or not funded. Roselyn noted that they are providing a valuable service in the community.

Roselyn noted that transportation is a key issue facing service providers and their clients. Davis noted that the bus pass request should be funded through another process. Toomay indicated that the Transit Fund does provides over \$15,000 in bus passes annually to the Lawrence Community Shelter, but that they are limited in what they can provide.

Davis noted the low number of recipients of the Salvation Army Pathway of Hope program.

Roslyn noted that the Willow request was for education and outreach and she was more interested in providing direct client assistance. She also noted that they are receiving Special Alcohol Funding.

A motion to recommend the following funding levels to the City Commission for the use of 2020 General Funds was made by Davis, seconded by Carttar. The motion passed 6-0.

Name of Agency	2019 Budget	2020 Request	Social Service Funding Advisory Board Recommendation
Bert Nash Community Mental Health Center	\$160,000	\$193,221	\$145,000
Boys & Girls Club	121,000	130,000	100,000
Catholic Charities of Northeast Kansas	-	7,500	2,000
Communities in Schools of Mid-America	6,000	10,000	5,000

Douglas County CASA	24,000	28000	20,000
Douglas County Child Development Association dba Positive Bright Start	11,000	25,000	6,000
Douglas County Dental Clinic	15,000	20,000	16,000
Elizabeth B. Ballard Community Center	30,000	43,740	22,000
Housing & Credit Counseling, Inc.	18,000	19,520	15,000
Just Food of Douglas County	10,000	25,000	5,000
Kansas Big Brothers Big Sisters	18,000	20,000	10,00
Lawrence Community Food Alliance	-	6,622	4,000
TFI Family Services	-	12,000	4,000
The Salvation Army (bus passes)	6,000	6,000	5,000
The Salvation Army (Pathway of Hope)	5,000	5,000	-
The Sexual Trauma and Abuse Care Center	9,000	9,000	7,000
The Shelter dba The Children's Shelter	30,000	32,000	25,000
Van Go, Inc.	30,000	30,000	24,000
Willow Domestic Violence Center	6,000	10,500	-
Total	\$499,000	\$633,103	\$415,000

New Business

Lieberman asked if there was any new business for the Board to consider. She noted that her term was ending in August and she would not be requesting renewal and thanked the Board for their work over the years.

Davis also informed the Board his term was ending in August and he would not be able to serve another term and thanked the Board.

Next Meeting—October 30

The Board will meet on October 30 at 1:00pm.

Public Comment

Lieberman called for public comment; no public comment was given.

Adjourn

A motion to adjourn was made by Davis and seconded by Miller. The motion passed 6-0.



Agenda Item Report

City Commission - Oct 08 2019

Department

City Manager's Office, Finance

Staff Contact

Casey Toomay, Danielle Buschkoetter,

Recommendations

Consider adopting on first reading Ordinance No. 9726, changing the name of the Social Service Funding Advisory Board to the Special Alcohol Funding Advisory Board and revising the duties of the Board to only Special Alcohol Funding recommendations.

Executive Summary

One of the priority initiatives adopted as part of the strategic plan is to *inventory and evaluate the role of existing advisory boards and commissions, identify opportunities to consolidate or sunset as appropriate, and adopt consistent operating guidelines.*

During the last regular update on the strategic plan July 16, 2019, the City Commission directed staff to revise the duties of the Social Service Funding Advisory Board (the Board) to solely review and make recommendations regarding Special Alcohol Funding, using the criteria outlined in Charter Ordinance No. 33.

Currently, the Board makes funding recommendations to the City Commission for General Funds allocations in addition to Special Alcohol Fund recommendations. Ordinance No. 9726, would functionally move the General Fund recommendation to staff for inclusion in the City Manager's Recommended Budget.

Ordinance No. 9726, would make three key changes to the Board:

1. Change the name from the Social Service Funding Advisory Board to the Special Alcohol Funding Advisory Board;
2. Remove language in the Membership section referencing the General Fund recommendations; and
3. Remove language in the Duties section referencing the General Fund recommendations.

The recommendations for the 2020 budget have already been completed and approved by the City Commission. If Ordinance No. 9726 is approved, these changes in scope would be reflected in the 2021 budget.

Strategic Plan Critical Success Factor

Effective Governance/Professional Administration

Fiscal Impact

There is no fiscal impact to the City.

Action Requested

Adopt on first reading, Ordinance No. 9726.

Previous Agenda Reports:

[July 16, 2019 Strategic Plan Update](#)

Attachments

[Ordinance No. 9726 \(Track Changes Version\)](#)

[Ordinance No. 9726 \(Clean Version\)](#)

ORDINANCE NO. 9726

**AN ORDINANCE OF THE CITY OF LAWRENCE, KANSAS,
AMENDING CHAPTER I, ARTICLE 14, SECTIONS 1-1401 AND 1-
1404 OF THE CODE OF THE CITY OF LAWRENCE, KANSAS, 2018
EDITION, AND AMENDMENTS THERETO PERTAINING TO THE
SOCIAL SERVICE FUNDING ADVISORY BOARD.**

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LAWRENCE, KANSAS:

SECTION 1. Chapter I, Article 14 of the Code of the City of Lawrence, Kansas, 2018 Edition, and amendments thereto, is hereby amended to read as follows:

ARTICLE 14. ~~SOCIAL SERVICE~~ SPECIAL ALCOHOL FUNDING ADVISORY BOARD

SECTION 2. Chapter I, Article 14, Section 1-1401 of the Code of the City of Lawrence, Kansas, 2018 Edition, and amendments thereto, is hereby amended to read as follows:

1-1401 **~~SOCIAL SERVICE~~ SPECIAL ALCOHOL FUNDING ADVISORY BOARD
ESTABLISHED; MEMBERSHIP**

There is hereby established the ~~Social Service~~ Special Alcohol Funding Advisory Board, herein after referred to as the "Board". The Board shall be composed of no more than seven (7) members. The Board will be composed of: one member (1) who is a United Way liaison; and six members (6) who are citizens of Lawrence at large ~~with interest in services including but not limited to affordable housing and neighborhood quality, homelessness, arts and culture, alcohol and drug related issues, public health and safety, or youth and families.~~ Members shall not be employed by any agency receiving social service funding from the City. The Mayor, with the consent of the Governing Body, will appoint individual members of the Board. Members of the Board shall serve three (3) year terms, except when appointed to fill out an unexpired term. Members may serve for two consecutive three-year terms. If originally appointed to an unexpired term, the member may complete that term plus two consecutive three-year terms. The Board shall elect every year a member from its membership to serve as Chair who shall preside at meetings.

SECTION 3. Chapter I, Article 14, Section 1-1404 of the Code of the City of Lawrence, Kansas, 2018 Edition, and amendments thereto, is hereby amended to read as follows:

1-1404 **SAME, BOARD DUTIES.**

The duties of the board shall be as follows.

(A) As part of the annual City Budget, the board shall review requests and make recommendations to the City Commission on the use of ~~the following City resources:~~

- a- Special Alcohol and Drug Abuse Funds, excluding the use of funds by City departments, using the criteria as outlined in Charter Ordinance No. 33;

~~b. Resources in the City's General Operating Fund for social service agencies.~~

(B) Recommend to the City Commission such reporting requirements on the use of the City Funds as the Board determines appropriate.

(C) Evaluate the use of City Funds by recipients and report to the City Commission on such findings and determinations as the Board determines appropriate.

SECTION 4. If any section, sentence, clause, or phrase of this ordinance is found to be unconstitutional or is otherwise held invalid by any court of competent jurisdiction, it shall not affect the validity of any remaining parts of this ordinance.

SECTION 5. Existing Sections 1-1401 and 1-1404 of Code of the City of Lawrence, Kansas, 2018 Edition, and amendments thereto, are hereby repealed in their entirety, it being the intent of the Governing Body that this ordinance supersede them.

SECTION 56. This ordinance shall take effect and be in force after its passage and publication as provided by law.

PASSED by the Governing Body of the City of Lawrence, Kansas, this ____ day of ____, 2019.

APPROVED:

Lisa Larsen
Mayor

ATTEST:

Sherri Riedemann
City Clerk

APPROVED AS TO FORM:

Toni R. Wheeler
City Attorney

ORDINANCE NO. 9726

**AN ORDINANCE OF THE CITY OF LAWRENCE, KANSAS,
AMENDING CHAPTER I, ARTICLE 14, SECTIONS 1-1401 AND 1-
1404 OF THE CODE OF THE CITY OF LAWRENCE, KANSAS, 2018
EDITION, AND AMENDMENTS THERETO PERTAINING TO THE
SOCIAL SERVICE FUNDING ADVISORY BOARD.**

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LAWRENCE, KANSAS:

SECTION 1. Chapter I, Article 14 of the Code of the City of Lawrence, Kansas, 2018 Edition, and amendments thereto, is hereby amended to read as follows:

ARTICLE 14. SPECIAL ALCOHOL FUNDING ADVISORY BOARD

SECTION 2. Chapter I, Article 14, Section 1-1401 of the Code of the City of Lawrence, Kansas, 2018 Edition, and amendments thereto, is hereby amended to read as follows:

**1-1401 SPECIAL ALCOHOL FUNDING ADVISORY BOARD ESTABLISHED;
MEMBERSHIP**

There is hereby established the Special Alcohol Funding Advisory Board, herein after referred to as the "Board". The Board shall be composed of no more than seven (7) members. The Board will be composed of: one member (1) who is a United Way liaison; and six members (6) who are citizens of Lawrence at large. Members shall not be employed by any agency receiving social service funding from the City. The Mayor, with the consent of the Governing Body, will appoint individual members of the Board. Members of the Board shall serve three (3) year terms, except when appointed to fill out an unexpired term. Members may serve for two consecutive three-year terms. If originally appointed to an unexpired term, the member may complete that term plus two consecutive three-year terms. The Board shall elect every year a member from its membership to serve as Chair who shall preside at meetings.

SECTION 3. Chapter I, Article 14, Section 1-1404 of the Code of the City of Lawrence, Kansas, 2018 Edition, and amendments thereto, is hereby amended to read as follows:

1-1404 SAME, BOARD DUTIES.

The duties of the board shall be as follows.

- (A) As part of the annual City Budget, the board shall review requests and make recommendations to the City Commission on the use of Special Alcohol and Drug Abuse Funds, excluding the use of funds by City departments, using the criteria as outlined in Charter Ordinance No. 33.
- (B) Recommend to the City Commission such reporting requirements on the use of the City Funds as the Board determines appropriate.
- (C) Evaluate the use of City Funds by recipients and report to the City Commission on such findings and determinations as the Board determines appropriate.

SECTION 4. If any section, sentence, clause, or phrase of this ordinance is found to be unconstitutional or is otherwise held invalid by any court of competent jurisdiction, it shall not affect the validity of any remaining parts of this ordinance.

SECTION 5. Existing Sections 1-1401 and 1-1404 of Code of the City of Lawrence, Kansas, 2018 Edition, and amendments thereto, are hereby repealed in their entirety, it being the intent of the Governing Body that this ordinance supersede them.

SECTION 6. This ordinance shall take effect and be in force after its passage and publication as provided by law.

PASSED by the Governing Body of the City of Lawrence, Kansas, this ____ day of ____, 2019.

APPROVED:

Lisa Larsen
Mayor

ATTEST:

Sherri Riedemann
City Clerk

APPROVED AS TO FORM:

Toni R. Wheeler
City Attorney

City of Lawrence
Outside Agency Annual Report
For Calendar Year 2019

Reports on activity should be submitted electronically to Danielle Buschkoetter, at dbuschkoetter@lawrenceks.org by 5:00pm on Friday, February 14, 2020. To answer the following questions please refer to your [2019 application for funding](#).

Reporting Period: Calendar Year 2019

Agency Name:

1. Refer to the program in which your agency received funding; provide a participant success story that helps demonstrate the accomplishments of the program.
2. Refer to your 2019 application for funding; provide a brief narrative of the activities funded with City funds.
3. Refer to your 2019 application for funding; provide specific detail (use supportive documents, if needed) to demonstrate what progress was made toward your proposed outcomes.
4. Refer to the line-item budget provided in your 2019 application for funding; is this accurate to how your allocation was actually spent? If no, what changed and why?

City of Lawrence, Kansas

Special Alcohol Funding Advisory Board

Bylaws

Article I

Purpose

- Section 1. The purpose of the Special Alcohol Funding Advisory Board (Board) is to advise the Governing Body of the City of Lawrence, Kansas, regarding issues affecting Special Alcohol Fund allocations.

Article II

Membership

- Section 1. The Board shall be composed of **seven** voting Members.
- Section 2. The Mayor shall, with the consent of the Governing Body, appoint Members to the Board, including: one member (1) who is a United Way liaison; and six members (6) who are citizens of Lawrence at large.
- 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. After the expiration of initial terms, each succeeding term shall 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 or more unexcused absences or four 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 regularly at a date, time, and place as determined by a simple majority vote of the Members. The date, time, or place may be changed by a simple majority vote of the Members so long as ten days' notice is given to all Board Members. If circumstances warrant it, the Chair may cancel or postpone a regular or special meeting of the Board and, if necessary, set a new date, time, and place for the meeting.
- Section 2. Notice of regular meetings and agendas, if prepared, for regular meetings shall be transmitted to all Board Members at least one week prior to the meeting. Notice, agendas, minutes, and other materials may be delivered electronically.
- Section 3. The Chair may call a special meeting of the Board, provided that at least three full days' notice is given to all Board Members and to the media and the public *via* posting notice of the special meeting on the City website or via other means as available and as deemed appropriate by the Chair.

Article VIII

Quorum

- Section 1. **Four** 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.