

CITY OF RAWLINS
ROCHELLE ANIMAL SHELTER ADVISORY BOARD
BY-LAWS, BOARD APPROVED ON 04/28/2010

ARTICLE I

The name of this organization shall be the Rochelle Animal Shelter Advisory Board, herein after referred to as "Board".

ARTICLE II

Purpose

The purpose of this organization shall be to advise the City Council as to the operation of the Rochelle Animal Shelter (hereinafter "the Shelter") as necessary.

ARTICLE III

Regulations

The regulation of the business and conduct of the affairs of the Board shall be determined by Resolution of the Rawlins City Council, by these By-Laws and by additional rules of procedure that, from time to time, may be adopted with the approval of the City Council.

ARTICLE IV

Board Appointment

Section 1

The Board shall consist of two (2) members appointed by the Rawlins City Council, two (2) members appointed by Pet Partners, and one (1) member from each participating town within Carbon County that has entered into an agreement as attached hereto and incorporated herein as Exhibit "1".

City staff members are invited to attend meetings as non-voting ex-officio members.

Section 2

Initial appointees to the Board shall be staggered as follows:

One (1) member appointed by the City Council to one (1) year.

One (1) member appointed by the City Council for two (2) years.

One (1) member appointed by Pet Partners for one (1) year.

One (1) member appointed by Pet Partners for two (2) years.

The first municipality entering into the agreement attached hereto as Exhibit "1" shall be appointed for two (2) years.

Any other participating municipalities will be staggered between one (1) and two (2) years in order of appointment.

Once the initial staggered terms are completed, members will serve two (2) year terms.

Section 3

Members of the Board shall serve without compensation, except for reasonable and actual expenses.

ARTICLE V

Officers

Section 1

The Board shall organize annually, including election of officers, at the first regular meeting of the new calendar year at which new members are seated.

Section 2

The Board shall elect a president, a vice president, a secretary, and other officers as deemed necessary.

Section 3

The President shall preside at all meetings and public hearings of the Board, shall decide all points of order or procedure, shall certify recommendations to the City Council, and shall transmit reports and recommendations of the Board to the

City Council. The President may authorize any board member or staff member to certify recommendations.

Section 4

The Vice President shall assume the duties of the President in the President's absence.

Section 5

The Secretary shall be responsible for keeping the minutes of the Board, sending agendas to the members of the Board, carrying out routing correspondence, maintaining the records of the Board except those records pertaining to finance and which are the responsibility of the City Treasurer, and performing such other duties as the Board may require.

ARTICLE VI

Meetings

Section 1

The Board shall hold at least one meeting for each quarter of the year, beginning in January of each year, at such time and place as may be fixed by the Board. The President shall call the meeting and notice to the public shall be given not less than three (3) days prior. Meetings shall be open to the public.

Section 2

Special meetings of the Board may be called by the President, or in the President's absence, by any of the members of the Board, provided at least three (3) days notice is given to each member the Animal Control officer, the Chief of Police and the City Manager prior to any special meeting date.

Section 3

The order of business at meetings shall be as follows:

- a. Call to Order
- b. Roll Call
- c. Citizen Participation
- d. Reading of Agenda
- e. Approval of Agenda

- f. Approval of Minutes
- g. Reports
- h. Old Business
- i. New Business
- j. Adjournment

Section 4

A majority of the Board shall constitute a quorum for the transaction of business. Members may participate by telephone.

Section 5

An affirmative vote of a majority of a quorum of the Board shall be necessary to authorize any official action of the Board. Where such a vote is not possible either for or against a particular proposal, the results of such action shall be submitted to the City Council with an explanation of the failure of the Board to establish an official vote on the subject in question. All members including the President shall have a vote and shall vote when present, except that any member shall automatically be disqualified from voting as any decision in which there may be a conflict of interest as described in Wyoming Statute §15-1-127.

Section 6

Members must maintain at least a 75% attendance record. Excessive absenteeism by a Board member, or more than three (3) unexcused absences, will be dealt with through a meeting of the Board to determine any recommendation to the Mayor and City Council regarding continued Board membership.

ARTICLE VII

Function and Duty

Section 1

It shall be the function and duty of the Board to advise the City Council on the Shelter planning, including short term and long term studies. To aid in the making of recommendations concerning the Shelter, the Board may conduct public hearings on the priorities of the Shelter and methods of achieving these priorities at times and places determined by a majority of the Board.

Section 2

The Board shall work with City staff and recommend to the City Council reasonable rules and regulations for the shelter.

Section 3

The Board shall develop a Shelter master plan for overall planning and development of the Shelter and related activities and submit to the staff for recommendation to the City Council.

Section 4

The Board shall annually invite and review with the City staff at the first regular board meeting of the new calendar year the priorities for the Shelter, and any short term or long term planning necessary for the achievement of these priorities.

ARTICLE VIII

Recommendations

Section 1

After meeting and discussing proposed recommendations an authorized representative appointed by the Board may appear before the City Council for the purpose of reporting recommendations of the Board.

ARTICLE IX

Records and Reports

Section 1

The Board shall keep a record of its resolutions, transactions, findings and determinations.

Section 2

All records of the Board shall be available for public review.

Section 3

Minutes from the previous meeting shall be sent to each board member the Animal Control officer, the Chief of Police and the City Manager at least three days prior to any upcoming meeting.

ARTICLE X

Agenda

Section 1

Agendas shall be mailed to members of the Board, the Animal Control officer, the Chief of Police and the City Manager at least three (3) days prior to the meeting at which such subjects are to be considered.

ARTICLE XI

Publicity

Section 1

The Board shall encourage the public to attend its meetings and shall take positive action to keep its activities before the public.

ARTICLE XII

Expenses

Section 1

No Board member shall be paid or receive a salary for their services. The Board may request members and/or staff to attend shelter related conferences, meetings or visit other communities and request authorization of payment of reasonable travel and other expenses incidental to such attendance or visit. Any payment requested to be paid by the City must be approved by the City Manager prior to incurring the expense.

ARTICLE XIII

Amendments

Section 1

These By-Laws may be altered, amended, or replaced, and new By-Laws be adopted by a majority vote of the Rawlins City Council with or without written notice, or by a majority vote of Board members present at any regular meeting or any special meeting of the Board, if at least three (3) days written notice is given of the intent to alter, amend or repeal, or to adopt new By-Laws at such meeting, such alteration, amendment, repeal, or adoption of new By-Laws by the Board shall not take effect until it has been subsequently approved by the Rawlins City Council.

Section 2

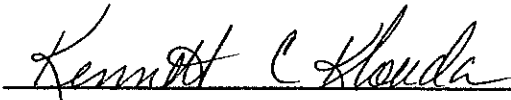
The Board may adopt such rules and regulations governing its organization and procedures as it may deem necessary, which rules and regulations shall not be inconsistent with the ordinances of the City of Rawlins and the laws of the State of Wyoming or the United States.

Passed and approved this 28 day of April, 2010.



Animal Shelter Advisory Board Secretary

Passed and approved this 6th day of July, 2010.



Kenneth C. Klouda, Mayor

Board for a three-year term ending June 30, 2013, seconded by Council Member Kovachevich. The motion carried with all present members voting yes.

Council Member Kovachevich made the motion to reappoint Brent Wilkes to the Rawlins Community Shooting Ranges Advisory Board for a three-year term ending June 30, 2013, seconded by Council Member Espinoza. The motion carried with all present members voting yes.

UNFINISHED BUSINESS:


TABLED ITEM – Resolution Approving Fiscal Year 2010-2011 Pay Plan:

A RESOLUTION ADOPTING A PAY PLAN FOR FISCAL YEAR 2010-2011.

Council Member Martinez made the motion to take off the table the resolution approving fiscal year 2010-2011 Pay Plan, seconded by Council Member Schuler. The motion carried with all present members voting yes.

Council Member Martinez made the motion to approve the resolution for the fiscal year 2010-2011 Pay Plan, seconded by Council Member Kovachevich. The motion carried with Mayor Klouda, Council Members Espinoza, Kovachevich, Martinez voting yes, and Council Member Schuler voting no.

NEW BUSINESS:

 **APPROVAL – Rochelle Animal Shelter Advisory Board By-Laws:** Council Member Schuler made the motion to approve the Rochelle Animal Shelter Advisory Board By-Laws dated April 28, 2010, seconded by Council Member Martinez. The motion carried with all present members voting yes.

Postponed-Non-Motorized Rail Study Acceptance: Council Member Kovachevich made the motion to postpone accepting the Non-Motorized Rail Yard Separated Crossing Study final report pending Planning Commission review, seconded by Council Member Martinez. The motion carried with all present members voting yes.

RESOLUTION – Authorizing Discontinuance of Free Landfill Coupons:

A RESOLUTION TO COMPLETE THE ANNUAL CLEAN-UP PROGRAM IN THE CITY OF RAWLINS FOR 2010 AND LANDFILL WAIVER OF FEES FOR RESIDENTIAL USERS.

Council Member Kovachevich made the motion to accept staff recommendation to discontinue the 2010 Annual Spring Clean-up Program August 15, 2010 and to reevaluate, seconded by Council Member Schuler. The motion carried with all present members voting yes.