

## **BYLAWS**

### ARTICLE I

#### Name of Organization

The name of the organization shall be the Golf Course Advisory Committee.

### ARTICLE II

#### Purpose of the Organization

The Committee shall serve as a voice of the public, and shall have the obligation and function to advise the City Council and the department staff on such matters as shall pertain to the planning, budgeting, regulation and use of City owned and managed golf courses and facilities.

### ARTICLE III

#### Qualifications for Membership

- Section 1: The Committee shall consist of eleven (11) voting members. Individuals holding the position of the Director of Parks, Recreation and Open Space and the Manager of Golf shall be non-voting members of the Committee.
- Section 2: Voting members shall be appointed by the City Council for a term of three (3) years, serve at the pleasure of the City Council and be subject to removal by the City Council at its pleasure at any time without cause. They shall be qualified electors holding no paid or elected positions with the City. Voting members will be limited to three 3 year terms with all terms ending on April 30<sup>th</sup> of the third year. Members who are term-limited may reapply for appointment to the Board so long as they wait one full-term before reapplying.
- Section 3: Vacancies among this Committee shall be filled by appointment of the City Council. Active Committee members shall interview candidates available from the City announcement process including the incumbent candidate so long as they meet the conditions outlined in Section 2. Overviews of the interviewed candidates' qualifications shall be provided by the committee to the City Council. A person selected to fill an unexpired term of more than one-half the length of time of a full term of

office shall be considered to have completed one term of office. A person selected to fill an unexpired term of less than one-half the length of time of a full term of office shall not be considered to have completed one term of office. A former member who has been term-limited may apply to fill an unexpired term on the Committee, prior to waiting one full-term before reapplying. If the former member is determined to be the most qualified candidate among all applicants, he or she may serve the remainder of the unexpired term. Such person shall wait one full term following the end of the unexpired term in order to reapply. A former member may only fill an unexpired term one time on the Committee.

Section 4: Members are obligated to give notice to the Chairperson or record keeper for absences. The Chairperson will give written notice to the City Council of a member having three (3) unexcused absences in a calendar year.

#### ARTICLE IV

##### Offices of the Organization

Section 1: The officers of the Committee shall consist of Chairperson and Vice Chairperson.

Section 2: Such officers shall be chosen at the Committee meeting in May of each year and shall be elected from the group by a majority vote. Election procedures are as follows: 1.) March meeting - Remind members of upcoming election. 2.) April meeting – Interested candidates present statements and answer questions from members. 3.) May meeting – *Members cast their vote using a secret ballot system. Members vote separately for the positions of Chairperson and Vice-Chairperson. The candidate with most votes in each election shall win the respective seat.*

Section 3: Said officers shall hold their respective offices for one year. Should an elected officer resign prior to the end of his/her one-year term of office, a replacement shall be elected within 90 days by a majority vote of the Committee members.

Section 4: The Chair shall assist the Manager of Golf in preparing the agenda and preside at all meetings of this Committee. He/she shall sign all instruments executed on behalf of the Committee, be the official spokesperson for the Committee, and perform such other duties as may be required by these Bylaws or by the Committee.

Section 5: In the absence of the Chair, the Vice-Chair shall possess all of the powers and perform all of the duties of the Chair.

Section 6: The Director of the Parks, Recreation and Open Space Department or the Manager of Golf shall appoint a record keeper. Full and correct minutes of the meetings and proceedings will be kept and will be open to inspection by any member of this Committee, or by any other person via the City's public website. Tape recordings of the meetings, if any, shall be by the concurrence of the Committee and the sole responsibility and possession of the person responsible for record keeping. He/she may transcribe to the typewritten pages the entire contents of the tapes from which to extract the minutes. The record keeper shall keep full and accurate minutes of the proceedings of the Committee in proper books, execute documents and perform such duties as may be required by these Bylaws and direction of the Committee.

## ARTICLE V

### Meetings

Section 1: This Committee shall hold its regular meetings, posted on the City's public website, on the third Wednesday of each month at 5:15 p.m., from March through October. Special meetings of the Committee can be held at any time when requested by the Chair or a quorum of six (6) voting Committee members.

## ARTICLE VI

### Quorum

Section 1: Six (6) voting members shall constitute a quorum. A quorum must be present to transact business.

## ARTICLE VII

### Board Conduct

Section 1: Members of the committee shall uphold the standards of integrity and honesty including making decisions based on the best interest of the city and its residents; and avoiding financial and social relationships and transactions that may compromise, or give the appearance of compromising objectivity, independence and honesty.

ARTICLE VIII

Financial Provisions

Section 1: Members of the Committee shall serve without compensation, but shall be paid any necessary expenses incurred in the discharge of the official duties. Expenses shall be approved by the Chair and the Manager of Golf for reimbursement.

ARTICLE IX

Amendments

Section 1: The Bylaws may not be amended without previous written notice to all members, and a concurring vote of not less than six (6) members.

Section 2: The Bylaws may not be suspended.

ARTICLE X

Enactment

Section 1: These Bylaws shall become effective upon approval by the Committee membership with a concurring vote of not less than six (6) members.

Adopted Date(s) of Bylaws/Amendments (most recent date supersedes):

7/6/14  
Date

Laurie Steenrod  
**Committee Chairperson**  
Doug McNeil  
**Manager of Golf**

10/24/14  
Date

Laurie Steenrod  
**Committee Chairperson**  
Doug McNeil  
**Manager of Golf**

4/20/16  
Date

Laurie Steenrod  
**Committee Chairperson**  
Doug McNeil  
**Manager of Golf**

5/16/18

Laurie Steenrod  
**Committee Chairperson**  
Doug McNeil  
**Manager of Golf**

6/5/23

Jesse Stine *Jesse Stine*  
Jesse Stine (Jun 5, 2023 11:11 MDT)  
**Committee Chairperson**  
Dan Wickman  
**Manager of Golf**