

Bylaws of the Dodge City Cultural Relations Advisory Board
Adopted April 17, 2023.

ARTICLE I: PURPOSE

- A. Background.** On June 21, 2010, the City of Dodge City Commission (“Commission” or “Governing Body”) adopted Resolution #2010-19 (the “Resolution”) forming the Cultural Relations Advisory Board (“the Board”). The Resolution provided for formation of the Board for the purpose of advising the Commission regarding issues affecting minority populations within Dodge City.
- B. Purpose.** The purpose of the Board is to advise the City Commission related to or affecting minority communities within Dodge City, to monitor the policies and practices of the City of Dodge City to issue fair and equitable application, and to act as a resource for intercultural awareness, education, and celebration among all people.

ARTICLE II: COMPOSITION

- A. Board Members.** The Board shall be composed of eleven (11) members. The makeup of the members shall be as follows:
- Cargill Meat Solutions - One (1) representative
 - National Beef Packing - One (1) representative
 - Dodge City Ministerial Fellowship - One (1) representative
 - United Way of Dodge City - One (1) representative
 - USD #443 - One (1) representative
 - Dodge City Community College/Adult Learning Center - One (1) representative
 - United Methodist Western Kansas Mexican American Ministries - One (1) representative
 - Dodge City Area Chamber of Commerce - One (1) representative
 - Catholic Charities of Southwest Kansas – One (1) representative
 - At large - Two (2) representatives
- B. Staff Representative.** The City Manager shall appoint a staff representative to the Board. The staff representative shall assist the Board in the performance of its duties, keep a record of the proceedings of the Board, and notify members of the date, time, and place of meetings of the Board.
- C. Terms of Office.** Board members shall be appointed for three (3) year terms by the Mayor of the City with the advice and consent of the City Commission. A term shall begin on the first (1st) day of February and shall expire at the end of the thirty-first (31st) day of January of the appropriate third year of the term. Reappointment shall be allowed for all positions.
- D. Resignation, Vacancies and Attendance.** A Board member may resign at any time by giving written notice to the remaining members of the Board. The notice shall be effective upon the date of receipt, or at a later date indicated in the written notice. A Board member shall immediately cease to be a Board member in the event they no longer meet the qualification requirements in the bylaws. Vacancies shall also occur in case of the death, incapacity, or incarceration of a Board

member. Vacancies on the Board shall be filled in accordance with the provisions of paragraph II C. of these bylaws. All members shall contact the Staff Representative prior to a meeting if they are unable to attend. After two (2) missed meetings, the member will be contacted by the Chair or Staff Representative. Any member who is absent without excuse for three (3) board meetings within one year shall be subject to removal by the Governing Body and the corresponding entity will reappoint a member. At large members will be appointed by the Governing Body.

- E. Officers.** The officers of the Board shall be the Chair and Vice Chair, chosen as follows:
- 1. Time of Election.** At the first organizational meeting and thereafter annually in February of each year, the voting members of the Board shall elect the Chair and Vice Chair from among the members. The Staff Representative shall serve as Secretary for the Board.

Term. The Chair and Vice Chair nominated and elected at the initial meeting of the Board shall begin their terms of office immediately upon election. If the office of Chair becomes vacant during the term, the Vice Chair shall become Chair. In the event the office of Vice Chair becomes vacant, the remaining members shall nominate and vote to elect a Vice Chair from among their members to serve the remainder of the term. Elections for Chair and Vice Chair will be held annually in February regardless of when or whether vacancies for those offices were filled during the term.

- 2. Duties of the Chair and Vice Chair.** The Chair, or the Vice Chair in the absence of the Chair, shall act as the presiding officer of the Board and in that capacity shall preserve order and decorum, decide questions of order subject to being overruled by a vote of four members, and perform such other duties as are required by these Bylaws, and the resolution(s) of the City of Dodge City creating and/or modifying the composition and charge of the Board. The Chair shall have all the rights and duties enjoyed by any other member of the Board, including the right to make and second motions.

- F. Compensation and Budget.** The members of the Board shall serve without compensation. The Board, with the prior approval of the Governing Body, may expend funds, may accept contributions from any persons or governmental unit to assist in their efforts, and may enlist the cooperation, including the financial assistance of private, charitable, religions, labor, civic, or benevolent organizations for the purposes set forth. All funds shall be received and disbursed in the name of the City of Dodge City, Kansas. A budget provision for such receipts and expenditures shall be made part of the City's operating budget.

ARTICLE III: MEETINGS

- A. Date and Time of Regular Board Meetings.** The Board shall convene in a place and time designated by a vote of the members. Meetings may be held in person, by email, by telephone, or similar electronic method agreed upon by the majority of the Board. At such meeting, the Board may determine the time and place for future meetings. A quorum shall consist of six (6) members. Notwithstanding the foregoing, any regularly scheduled meeting of the Board may be canceled by majority vote of the Board or, for lack of business or a quorum, by the Chair or Staff Representative.

- B. Special Board Meetings.** Special meetings of the Board may be called by the Staff Representative upon the Staff Representative's determination a need exists to hold a special meeting in order for the Board to fulfill its purpose and perform its duties and functions.
- C. Agendas.** The Staff Representative shall prepare, post, and otherwise give notice of the agenda for each meeting of the Board to the members.

ARTICLE IV: CONDUCT OF MEETINGS

- A. Order of Business.** The regular order of business of the Board shall be:
 - 1. Call to order and roll call.
 - 2. Public comment on items not on the Agenda.
 - 3. Approval of the minutes of the previous meeting.
 - 4. Consideration and action on Agenda items.
 - 5. Board member reports/comments.
 - 6. Adjournment.
- B. Recording of Meetings.** Any meeting of the Board, other than a closed session, may be recorded by any person, unless the Board determines that such recording could constitute a disruption of the proceedings.
- C. Presentations to the Board.** Organizations and groups that represent cultural relations interests will be included on the agenda of the monthly meetings. Any person desiring to address the Board shall be requested, when recognized by the Chair, to give their name and address to facilitate preparation of the minutes, although no persons shall be denied recognition or denied the opportunity to speak solely because they decline to state their names and addresses. The Chair may, in the interest of facilitating the business of the Board, set reasonable time limits for oral presentation. The Chair may require Persons to submit written testimony in lieu of oral testimony if the Chair determines that a reasonable opportunity for oral presentations has been provided. The Chair may continue discussions of public comments to a later date to allow a reasonable time for such discussion to occur.
- D. Recordation of Board Actions.** All official actions or decisions by the Board shall be entered in the Board minutes kept by the Staff Representative. The vote or votes of Board members on every question shall be recorded.

ARTICLE V: VOTING AND QUORUM

- A. Roll Call Vote.** A roll call vote may be required for voting upon any motion of the Board, at the discretion of the Chair.
- B. Inaudible Votes.** Any member present who does not vote in an audible voice shall be recorded as voting "aye." Members may abstain from voting if the member has recused himself or herself from participating due to a conflict of interest, in which case the member shall not be present in the meeting room during the discussion and action on the item.
- C. Quorum.** A quorum shall consist of six (6) members.

- D. Number of Votes Required for Action.** No action or recommendation of the Board shall be valid and binding unless a quorum is present, and the action is approved by a majority vote of the Board members actually present at the meeting. Each member shall have one vote. No votes may be cast by proxy. Tie votes shall be considered as a denial of the motion.
- E. Voting Affected by Conflict of Interest.** No member shall participate in any discussion or voting if doing so would constitute a conflict of interest. Notwithstanding the foregoing, if a quorum cannot be achieved because conflicts of interest exist that prevent members from discussing or voting on the matter, and the conflicts are such that an insufficient number of non-conflicted members will be available to vote at a later date even if the matter is continued, then the matter shall not be continued and members having conflict(s) of interest shall be selected by lot until a quorum is obtained.
- F. Motion to Reconsider.** The Board may reconsider a matter during the meeting at which the vote was taken, provided all members who were present when the matter was discussed and voted upon are still present and provided further that the motion to reconsider is made by a member who voted with the prevailing side. A motion for reconsideration shall have precedence over every motion except a motion to adjourn. A final vote on any matter may also be placed on the agenda for reconsideration by the Board upon motion of any member at any later meeting. When the Board approves a motion for reconsideration, the Board may, in its discretion, reconsider the matter immediately or at a later date.

ARTICLE VI: BYLAWS AMENDMENT

These Bylaws may be amended only with the approval of the Board and to the extent not inconsistent with any applicable federal, state, or local law.