

**GOSHEN COUNTY TOURISM PROMOTION  
JOINT POWERS BOARD**

**BY-LAWS**

**ARTICLE 1**

The name of this organization shall be the Goshen County Tourism Promotion Joint Powers Board.

**ARTICLE 2**

**PURPOSE**

The purpose of the Goshen County Tourism Promotion Joint Powers Board is to provide for the promotion of travel and tourism within Goshen County, Wyoming, and to administer for that purpose the expenditure and distribution of lodging sales tax revenues and other lawful revenues.

**ARTICLE 3**

**AUTHORITY AND REGULATIONS**

Section 1. AUTHORITY: The authority of the Goshen County Tourism Promotion Joint Powers Board is contained in the Statutes of the State of Wyoming under the provisions of Section 39-6-412 through 39-6-417, Wyoming Statutes Annotated 1977 Republished Edition, as amended.

- a. These By-laws shall regulate and govern the affairs of the Goshen County Tourism Promotion Joint Powers Board, hereinafter referred to as the "Board."
- b. All Rules and Regulations adopted provided by the Wyoming Procedures Act, Wyoming State Statutes 16-3-101 through 16-3-115, shall be available for inspection in the office of each participating entity.

Section 2. REGULATIONS: The regulations of the business and conduct of the affairs of the Board shall be determined by the Joint Powers Agreement entered into by the parties to it, these by-laws, and by rules which from time to time may be adopted.

**ARTICLE 4**

**COMPOSITION OF THE BOARD**

Section 1. MEMBERSHIP: The number of members of the Board shall consist of nine (9) members, eight (8) of whom must be qualified electors. If a Board member ceases to be a resident of the jurisdiction of the party to the Joint Powers Board Agreement making his or her appointment, then his or her membership on the Board shall terminate. There shall be one (1) member appointed from the following sectors: Fort Laramie, Lingle, LaGrange, Torrington, and Yoder, three (3) members-at-large from Goshen County, plus one (1) member from and appointed by the Wyoming Travel Commission to represent the district in which Goshen County is located, for a total of nine (9) voting members.

Section 2. TERMS OF MEMBERSHIP: The original Board shall have terms of two years, with the right of reappointment. The term of each new appointment shall be for three years with the right of reappointment. No appointee shall serve more than two consecutive terms.

Section 3. VACANCIES OF BOARD: In the event of a vacancy on the Board, the governing body responsible for the appointment that is vacant shall fill vacancies.

Section 4. EX-OFFICIO MEMBERS: The Board, at its discretion, may appoint as many ex-officio, non-voting members as it deems necessary.

Section 5. PROXY: Any board members can fill in as proxy at absent board members' request and shall hold their vote. A request must be a written notice, i.e., text or email 2 days prior to the board meeting.

## **ARTICLE 5** **PERSONNEL**

Section 1. OFFICERS: The Board shall annually elect four (4) officers from among the members during its annual meeting in May. The newly elected officers will assume duties on June 1 or date by the appointee. The four officers of its Board shall consist of a Chair, Vice-Chair, Secretary, and Treasurer. Each officer shall serve a one (1) year term and shall be eligible for reelection.

- a. **CHAIR**: The Chair shall preside at all meetings and public hearings of the Board. The Chair shall decide all points of order or procedures and transmit reports and recommendations of the Board to the City Councils and County Commission.
- b. **VICE-CHAIR**: The Vice-Chair shall act in the absence of the Chair.
- c. **SECRETARY**: The Secretary shall be responsible for keeping the Minutes of the Board meetings, sending agendas to the members of the Board, carrying out routine correspondence, maintaining the records of the Board, except those records pertaining to finance, which are the responsibility of the Treasurer, and performing such other duties as the Board may require. An Assistant Secretary, who is not a member of the Board, may be appointed.
- d. **TREASURER**: The Treasurer shall arrange for a full accounting of all monies expended and received from grants, gifts, donations, bequests, devices, and contributions for money or property from other sources for the use or for the purpose of furthering the goals of the Board.

Section 2. STAFF: The Board is empowered to hire or dismiss employees as deemed necessary and shall have the authority to contract for services or facilities needed to carry out its duties. The Board may employ administrative and other technical, legal, and clerical assistance as is necessary and engage the services of research and consulting agencies within the limits of its authorized and available funds as may be agreed upon from time to time.

Section 3. ADVISORY COMMITTEES: The Board may establish such advisory committees to the board as are necessary, and the Chair of the Board shall appoint the membership of these advisory committees subject to the confirmation of the Board.

## **ARTICLE MEETINGS**

Section 1. OPEN MEETINGS: All meetings of the Board are public meetings, open to the public at all times, except as otherwise provided.

Section 2. ANNUAL MEETINGS: The annual meeting of the Board shall be the regular meeting in the month of May of each year. This meeting shall include the election of officers for the following year and the regular business of the Board.

Section 3. REGULAR MEETINGS: A regular meeting may be at the call of the Chair for the conducting of business. The Board shall meet no less than once each three months at the Chair's call or upon oral or written meeting request by any participating party. The Chair may, upon notification to the members of the Board, cancel or reschedule such meetings if a quorum cannot be in attendance.

Section 4. RECESSED MEETINGS: The Board may recess any regular, special, or recessed regular or special meeting to a place and time specified in the order of recess. Only matters appearing on the Agenda may be acted upon in a meeting recessed to another location or time.

Section 5. EXECUTIVE SESSIONS: The Board may hold executive sessions not open to the public in accordance with section 9-11-105 of the Wyoming Statutes Annotated 1977 Republished Edition as amended.

Section 6. QUORUM: Five (5) members, a majority of the Board, shall constitute a quorum for the transactions of a business. No action shall be taken in the absence of a quorum except to adjourn the meeting to a subsequent date.

Section 7. VOTING: All members, including the Chair, shall be entitled to one (1) vote. Members of the Board shall cast all votes in person. The affirmative vote of at least a majority of the quorum shall be necessary for the adoption of and resolution or other voting matters.

Section 8. ABSTENTION: Any member of the Board may abstain from voting on any matter or issue when that member has a personal or financial interest in the matter or issue. The member shall declare a conflict of interest and be disqualified from voting upon the matter. The Secretary shall so record in the minutes that such member abstained.

Section 9. ABSENTEEISM: Excessive absenteeism (missing 1/3 of the regular meetings) by a Board member will be dealt with by the Executive Session of the Board to determine the continuance of that member of the Board. Recommendations resulting from such a session will be forwarded to the agency appointing the member.

Section 10. AGENDAS: Agendas shall ordinarily be emailed to members of the Board at least five (5) business days prior to the meeting at which such subjects are to be considered at a meeting

unless unusual conditions approved by the Board justify such action or unless the subject pertains to a petition or communication or a recommendation made by a member of the public pursuant to the order of business.

Section 11. PROCEEDINGS: At any regular meeting of the Board, the following shall be regular order of business:

- a. Call to Order
- b. Roll Call
- c. Approval of Minutes of Previous Meeting
- d. Approval of Monthly Financial Report
- e. Correspondence
- f. Old Business
- g. New Business
- h. Reports
- i. Adjournment

Section 12. PUBLIC RECORDS: All rules and other written statements of policy or interpretations formulated, adopted, or used by the Board in the discharge of its functions shall be available for public inspection. Each formal action of the Board shall be entered in full upon the Minute Book in the form of a motion or resolution in accordance with these By-laws.

## **ARTICLE 7**

### **PROCEDURES FOR PUBLIC HEARING**

Section 1. PURPOSE OF PUBLIC HEARINGS: The public hearing is held for the purpose of obtaining information and comments. The Board shall consider the information and comments presented during the public hearing.

Section 2. NOTICE OF PUBLIC HEARINGS: Notice of the time and place of the hearings shall be given to the Torrington Telegram and the Lingle Guide at least ten (10) days before the date of such hearing.

Section 3. RIGHT OF PUBLIC HEARINGS: Any person shall have the right to petition the Board for the amendment of rules adopted under the provisions of Section 9-4-101 through 9-4-115, Wyoming Statutes Annotated, 1977 Republished Edition, as amended.

Section 4. INITIATED PUBLIC HEARING BY BOARD: The Board may initiate public hearings relevant to its function.

Section 5. APPEARANCE AT PUBLIC HEARING: Any interest individual or group appearance will be granted in the following order:

- a. Those individuals or groups who wish to speak for the proposal set for public hearing.
- b. Those individuals or groups who wish to speak against the proposal are set for a public hearing.

Section 6. WRITTEN COMMENTS FOR PUBLIC HEARINGS: Any individual or group will be provided an opportunity to submit written comments to be addressed to the Board within ten (10) days' notice of the public hearing. Written comments shall automatically be incorporated into the public hearing.

Section 7. CONDUCT OF PUBLIC HEARINGS: The conduct of the public hearing shall conform to the following procedures:

- a. The Chair shall call the public hearing to order, and the proposal for the public hearing shall be set.
- b. The Chair may recognize members of the Board and staff to provide initial comments on the proposal.
- c. The Chair shall then recognize those present at the public hearing. The individual or group recognized by the Chair shall be asked to identify him/herself or the group and his/her or their affiliation regarding this proposal prior to making comments.
- d. Appearance of those recognized by the Chair shall follow the procedure outlined by these By-laws. Only one individual recognized by the Chair shall be permitted to speak at a time.
- e. Each person or group shall be limited to ten (10) minutes for comments unless an extension approved by the Board is granted. Any extension of time shall be given equally to all individuals or groups who wish to comment.
- f. The Chair may permit appropriate questions to be addressed to the individuals who have concluded his or her comments.
- g. Standards of public conduct will be maintained. All participants and observers will conduct themselves in a proper manner.
- h. At the conclusion of the comments from all individuals or groups recognized by the Chair, the Chair may request comments and opinions from members of the Board and staff.

## **ARTICLE 8**

### **FUNCTION AND DUTY**

Section 1. A majority vote of the Board may amend these By-laws, provided each proposed amendment has been submitted in writing to each member of the Board at least five (5) business days prior to the meeting in which action is taken.

Section 2. The Board may adopt such rules and regulations governing its organization and procedures as necessary.