

**West Buechel Multipurpose Center
Committee
By-Laws and Rules of Procedure**



KY

*City of West Buechel

Adopted

Article 1 – Definitions

As used in these by-laws, the following terms shall have the following meanings, unless the context clearly indicates that a different meaning is intended.

- a. "By-laws" shall refer to the by-laws and rules of procedure adopted by the Committee pursuant to the Kentucky Open Meeting Act, and the criteria outlined in Executive Order No.2022-002, 9th day of June, 2022.
- b. "Committee" shall mean the West Buechel Multipurpose Center Committee (WBMCC)
- c. "Mayor" shall mean the Mayor of the City of West Buechel.

Article 2 – Purpose

The committee is charged with reviewing and recommending priorities and issues necessary to ensure the continued and improved operations and goal so the West Buechel Multipurpose Center. The committee facilitators will be responsible for communicating recommendations to the mayor.

The committee may research existing organizations in the city to potentially coordinate the work of the Multipurpose Center with work that is already being done within the larger community in order to avoid duplication when feasible.

Article 3 – Members

Section 1. Composition

- A. The Committee shall consist of (1) elected members of the West Buechel City Council, (2) employees of the multipurpose center, and (2) residents of the City of West Buechel.
 - a. A citizen member must be a resident, property owner, or business owner within the City of West Buechel.
 - b. The original members of the committee were appointed by the Mayor within Thirty (30) days of the entry of Executive Order 2022-002 dated June 9, 2022
 - c. In the event an opening is created following the original appointment of members, the mayor shall make a replacement appointment withing thirty (30) days of any vacancy.

Section 2. Member Duties.

- B. The Members will choose a member of the committee to serve as the Chairperson meeting facilitator, a co-Chairperson, and a secretary.
- C. Secretary
 - a. A member of the committee will be chosen by committee to be responsible for taking of minutes and submitting to City Clerk Treasurer. Secretary will also assist Chairperson with creating agenda and distributing packet to members of committee. Minutes must be included in city council packets
- D. Chairperson
 - a. The Chairperson will be responsible for setting the agenda for committee meetings, facilitating orderly meetings, providing a brief overview of the written recommendations included in the council packet during City Council meetings as requested.

- b. The Chairperson will provide written recommendations to the mayor, as determined by an official committee vote.
- E. Co-Chairperson
 - a. The Co-Chairperson will fulfill all the duties of the Chairperson if the Chairperson is unable to attend.

Section 3. Terms, Removals, Vacancies, Compensation

- A. Term
 - a. Members shall be appointed for two-year terms, by the mayor and eligible for reappointment.
- B. Removal
- C. A member of the committee may be removed by the mayor for probable cause or gross misconduct.
- D. Vacancies
 - a. Vacancies should be filled as soon as possible by the mayor in order to maintain the prescribed number of Committee members and ensure that the committee can accomplish goals.
 - b. In the event of a vacancy, the Committee can recommend persons of interest to the mayor.
- E. Compensation
 - a. The members of this committee shall serve without pay.

Article 4 – Meetings

Section 1. Meeting Schedule

- a. Notice of the date, time and location of all regular and special meetings shall be posted on the website to ensure maximum community participation.
 - i. Hold all meetings in a public forum at Community Center
 - ii. Post notice of the meeting on the website no less than one week prior to the meeting, if possible and practicable
- b. The regular meetings of the Committee are to be held on the first Tuesday of each month at the West Buechel Community Center.
 - i. When a regular meeting falls on or near a legal holiday, the Committee may select a suitable alternate date and post the meeting notice on the website. This will become a special meeting and will be subject to requirements of a special meeting.
- c. A special meeting of the Committee may be called by the Chairperson or a majority of the members. Each member of the

Committee must receive at least a 24-hour notice as to the time, place, purpose of the meeting, and must meet all the special meeting requirements.

- d. All regular, special meeting, and records shall be open to the public.

Section 2 Quorum

- a. A quorum shall consist of no less than three members of the Committee, or a majority of those on the existing roster with no fewer than three members on the roster.
 - i. The presence of 4 or more members shall constitute a quorum and the affirmative vote of 4 or more members shall be necessary for any official action to be take in the form of a formal committee recommendation to the mayor.
 - ii. Any member of the committee who has a conflict of interest with respect to any matter to be considered shall disclose the nature of the conflict, shall **remove** themselves from voting, and shall not be counted for purposes of establishing a quorum.
- b. When a quorum is not present the Committee cannot convene a meeting or conduct business. The Committee will have to convene again at the next regularly scheduled meeting or call a special meeting.

Section 3. Attendance

- a. In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the Committee member from attending the scheduled monthly meeting. the Committee, staff or the Chairperson should be notified as early as possible prior to the beginning of the meeting of their inability to attend the scheduled meeting. The committee member upon this notification will receive an excused absence for the involved scheduled meeting.
- b. There will be a limit of three excused absences or two unexcused absences for any member of the Committee. If any member exceeds the above criteria for absences from consecutive scheduled regular meetings, the mayor shall meet with the member may be subject to removal
- c. If any Committee member is absent for any three scheduled regular meetings during any one-year period whether consecutive or not, the member is subject to removal by the Mayor after the third missed meeting, if the absences are not excused.
- d. Any disorderly members of the committee or audience shall be removed from the premises immediately.

Section 4. Meeting Procedures

- a. The Chair will conduct business in a professional and non-discriminatory manner so that, generally, all citizens are given the opportunity to be included in all activities.
- b. Call to Order
- c. Roll Call
- d. Approval of Minutes
- e. Agenda Items
 - i. Communications from the audience will be allowed after each topic. All comments and questions should be limited to three minutes. All persons in the audience who wish to speak will be asked to identify themselves by name.
 - ii. All members can present issues to be discussed
- f. Community Comments
 - i. Community members may speak briefly with a question, comment, or concern relating to the Community Center not listed on the agenda.
- g. Adjournment

Section 5. Voting

- a. Voting shall be by a majority vote.
- b. All appointed members may vote on matters except those statutorily prohibited or in which a conflict has been identified.
 - A member shall have a conflict of interest when:
 1. A relative or other family member is involved in any request for which the committee is asked to make a decision.
 2. There is reasonable appearance of a conflict of interest as determined by the Chairperson

Article 5 – Amendments to By-Laws

Section 1. Process


- a. These by-laws and rules may be amended or altered by making during a regular meeting by a majority of those on the current roster of the Committee, provided notice of the proposed change is given to the

- Committee at a preceding regular meeting. The mayor shall have final approval of any by-law and rule changes proposed by the Committee.
- b. The provisions of these bylaws and rules will be discussed by the Committee at a minimum on an annual basis during the first regular meeting in January.

Signed on this day of September, 2022



Mayor Brenda Moore
City of West Buechel, Kentucky



Councilwoman Linda Cook
WBMCC Chairperson

ATTEST:



Debbie Batliner, City Clerk/Treasurer