

# **SARATOGA - CARBON COUNTY IMPACT JOINT POWERS BOARD**

## **BYLAWS**

### **ARTICLE 1 – PURPOSE**

The purpose of these Bylaws is to administer the purpose and charges as set out in the Carbon County, Wyoming - Saratoga, Wyoming Impact Joint Powers Agreement (hereinafter “Agreement”), dated July 7, 1976, and as amended thereafter.

### **ARTICLE 2 – TERM OF BYLAWS**

These Bylaws shall become effective upon approval by the Saratoga - Carbon County Impact Joint Powers Board (hereinafter “SCCIJPB”), and shall continue, pursuant to subsequent amendments, for as long as the SCCIJPB is in existence.

### **ARTICLE 3 – COMPOSITION AND ORGANIZATION**

The seven board members of the SCCIJPB shall consist of four residents of the Town of Saratoga and three residents of Carbon County. Said members shall be appointed pursuant to the Agreement. One of the Saratoga board members shall be an elected official of the Town of Saratoga. Upon expiration of said official’s elective term, their term shall be concurrently vacated. Upon vacation of the elected board members term, the Town of Saratoga shall appoint another elected official to serve the remainder of the term. Board members shall serve a term of three years and shall be eligible for reappointment. The terms of the Board members shall be staggered such that the terms shall overlap.

A recording secretary may be employed by the board on a yearly basis. The duties of the recording secretary shall be to distribute meeting agenda to board members, keep the records of all public meetings, receive correspondence, make board approved payments, administer the required financial documents, post all required public notices, and oversee public communication, and other duties as assigned.

### **ARTICLE 4 – OFFICERS**

An Officer of the SCCIJPB must be a member of the SCCIJPB, duly appointed by either the Governing Body of Saratoga, or the Board of County Commissioners of Carbon County, pursuant to the Agreement.

4.1 Officers: Officers of the SCCIJPB shall be appointed upon election by the SCCIJPB.

4.1.1 Election of Officers: The officers shall be elected by voting members of the SCCIJPB. A simple majority of the quorum shall be sufficient for a valid election of a SCCIJPB officer. Election of officers shall correspond to the same month as the budget approval.

4.1.2 Duties of Officers: Officers shall perform their duty in good faith, with the care a manner a person in a like position would reasonably exercise under the same circumstances, and in a manner the officer reasonably believes to be in the best interest of the SCCIJPB.

4.2 Term of Office: Term of office shall be for one year upon election. A member may become an officer for consecutive terms.

4.3 Resignation or Removal from Office:

4.3.1 Resignation: An Officer may resign from their position with the SCCIJPB upon providing written notice effective immediately, or at a later designated time. Should the later designated time be acceptable to the majority of the remainder of the SCCIJPB, the remainder may begin soliciting or filling the soon to be vacated office, upon receipt of the written notice by an officer.

4.3.2 Removal: An Officer may be removed from the SCCIJPB for cause by:

- a) Failing to perform their duties according to the Agreement and these Bylaws,
- b) Upon a quorum of officers or board-members for conduct incongruous with being a member or officer of the SCCIJPB.

4.4 Exclusive Office: A board member elected to an office shall only hold one office while serving in their capacity of officer on the SCCIJPB.

## **ARTICLE 5 – MEETINGS**

5.1 Open Meetings: All meetings of the SCCIJPB shall be open to the public, except where Wyoming and/or Federal law allows for a closed meeting. Then a closed meeting shall be conducted by the SCCIJPB.

5.2 Public Input: The SCCIJPB shall delineate opportunities for public input during public meetings of the SCCIJPB. This shall include soliciting public input for the various topics for vote or decision making by the SCCIJPB.

5.2.1 Public Conduct: While public input is welcomed by the SCCIJPB, the public seeking to comment on various topics and relevant subjects before the SCCIJPB, it shall do so in a respectful, courteous, and informed manner relating to the issues at hand and not interfering with orderly conduct of business of the SCCIJPB.

5.3 Meeting Frequency: The SCCIJPB shall meet at regular specified intervals as decided by the SCCIJPB and be communicated to the public via notice.

5.4 Regular Meetings: Regular meetings of the SCCIJPB shall be held in accordance with a schedule agreed upon and set out by the SCCIJPB Notice of regular meetings shall include the meeting date, time, location, and purpose.

5.5 Special Meetings: The SCCIJPB shall have the power to call special meetings upon the request of the chair of the SCCIJPB or a quorum of the members of the SCCIJPB Notice of special meetings shall include the meeting date, time, location, and purpose.

5.6 Emergency Meetings: The SCCIJPB shall have the power to hold emergency meetings if circumstances relating to any subject related to the powers and duties of SCCIJPB are required. Notice of emergency meetings shall include the meeting date, time, location, and purpose.

5.7 Notice Requirement: Any meeting of the SCCIJPB shall be notified to the public as outlined in the preceding paragraphs (5.4-5.6), if reasonably possible.

5.7.1 A party or person may file a request to receive notice with the recording secretary of the SCCIJPB of special and emergency meetings. Such request for notice shall be renewed annually with the recording secretary of the SCCIJPB.

5.8 Meeting Procedure: All regular and special meetings shall have a set meeting agenda that shall be disseminated to the members of the SCCIJPB by the recording secretary via the respective SCCIJPB member's requested mail.

5.8.1 Regular Agenda: Every meeting of the SCCIJPB shall consist of:

- 1) Call to order,
- 2) Roll call and establishment of quorum,
- 3) Agenda approval and introduction of special guest related to agenda items,
- 4) Discussion of agenda items:
  - 4.1) Opportunity for guests to be heard,
  - 4.2) Opportunity for public to be heard,
- 5) Consent on agenda items or vote (if necessary),
- 6) Other business,
- 7) Adjourn.

5.8.2 Additional Agenda Items: Each member of the SCCIJPB shall have the opportunity to request consideration of additional agenda items by notifying the recording secretary at least three (3) days before a schedule regular or special meeting.

5.9 Quorum: The SCCIJPB may establish a quorum by four (4) of the SCCIJPB members being present, in person, by phone, streaming video, or other technologic means available at any SCCIJPB meeting.

5.10 Vote and Voting Procedure: The SCCIJPB may vote on any subject matter for which the SCCIJPB has been called upon to make a determination, and on any items part of their regular conducted business that requires a determination by the members of the SCCIJPB.

5.10.1 Any SCCIJPB member may request or motion for a vote on any topic duly before the board.

5.10.2 Another SCCIJPB shall second the request or motion.

5.10.3. The chair shall repeat the request, name the SCCIJPB member making the request, and the member who seconded.

5.10.4 The Chair will ask for a discussion of the motion.

5.10.5 A simple majority or quorum shall be required for all matters to be deemed decided.

5.11 Meeting Recordings: The recording secretary of the SCCIJPB shall make the records of any public meetings of the SCCIJPB, subject to approval by the relevant body, available to the public. The record shall contain:

- (1) the date, time, and location of the meeting,
- (2) the attendance/absence of SCCIJPB members,
- (3) the subject matter and outcome of a vote before the SCCIJPB,
- (4) the assent/dissent/abstention of voting SCCIJPB members.

5.12 Meeting Cancellation: The chair may cancel regular and special meetings for good cause. Notice of cancellation shall be provided as far in advance as possible.

5.12.1 Inclement Weather: Inclement weather, as frequently encountered in Wyoming, shall be deemed good cause for infeasibility to hold SCCIJPB a meeting.

## **ARTICLE 6 – POWERS AND DUTIES OF THE SCCIJPB**

The powers and duties of the SCCIJPB are set forth and shall be construed pursuant to the Agreement, as amended.

## **ARTICLE 7 – BOARD MEMBER RESPONSIBILITIES**

The following responsibilities shall be binding upon all members serving on the SCCIJPB:

7.1 Ethical Conduct: SCCIJPB members shall carry out their responsibilities in a reasonable, ethical manner.

7.2 Authority: SCCIJPB members shall support the legitimacy and authority of the SCCIJPB and abstain from intermingling personal interest with SCCIJPB decisions. Interactions with the press or the public shall be either through SCCIJPB designation of a public relations officer, or a spokesperson who has been explicitly authorized by the SCCIJPB to discuss and authoritatively speak on the issue.

7.3 Sustainability: The SCCIJPB and its members shall engage in decisions that will have a long-term, positive impact for the community which they serve.

7.4 Accountability: SCCIJPB members and the SCCIJPB are accountable to the public and shall conduct themselves in a manner that emphasizes quality stewardship of public resources. The SCCIJPB will monitor its processes and evaluate them from time to time to achieve maximum transparency for the public.

## **ARTICLE 8 – BOARD MEMBER ETHICS**

8.1 Ethical Conduct: SCCIJPB members shall adhere to ethical standards while serving on the SCCIJPB. Accordingly, SCCIJPB members shall discharge their duties independently of any personal interest or gain, treating the matters before them objectively and equitably in the public's best interest. SCCIJPB members shall:

8.1.1 Pecuniary Interest: SCCIJPB members shall disclose any pecuniary interest relating to an item duly before the SCCIJPB to the SCCIJPB. This shall include indirect pecuniary interests, such as the pecuniary interest of an immediate family member. Any such interest shall disqualify the SCCIJPB member from participating in decision making for the specific item.

8.1.2 Confidential Information: SCCIJPB members will learn certain confidential information while carrying out their duties for the SCCIJPB. A member of the SCCIJPB may not use any information not available to the public for their own benefit and is prohibited to disseminate information that is not generally available to the public.

8.1.3. Preferential Treatment: SCCIJPB members are estopped from engaging in any action in which they would not have otherwise engaged, but for the benefit of any person that is acquainted, in a familial relationship, or in a business relationship with a SCCIJPB member or members. Further, SCCIJPB members shall not afford any individual or entity special consideration.

8.1.4 Valued Consideration: SCCIJPB members shall not receive anything in value from any party or association, directly or indirectly, which may be construed as consideration for a decision in favor of said party as relating to any SCCIJPB item, decision, or action.

8.1.5 Compliance: All SCCIJPB members shall carry out their duties compliant to Local, State, and Federal Law.

#### **ARTICLE 9 – COMMITTEES**

The SCCIJPB may establish such committees within the SCCIJPB that it deems necessary to carry out the various functions of the SCCIJPB. Said committees shall adhere to the Agreement and these Bylaws but limited in their decision making to the designated purpose of the committee.

#### **ARTICLE 10 – RECORDS**

The recording secretary of the SCCIJPB shall keep all records of the SCCIJPB at the location of the SCCIJPB. This includes minutes of public and closed meetings, agendas and any correspondence related to official SCCIJPB business.

#### **ARTICLE 11 – ADHERENCE TO AGREEMENT**

The SCCIJPB shall not adopt any bylaws, procedures, or provision, or ratify any action conflicting with or contrary to the Agreement, as amended. Should an adopted bylaw, procedure, or provision be contrary to the Agreement, it shall be deemed void and shall be corrected at the next meeting.

#### **ARTICLE 12 – AMENDMENT OF BYLAWS**

The SCCIJPB may amend these Bylaws at any regular or special meetings by vote of a quorum.

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James R. Joe 09-Apr-25  
Lynn M. H. 09-Apr. 25'  
M. H. 09-Apr. 25'  
D. H. 9 Apr 25