5. BYLAWS

5.1 BOARD MEMBERSHIP

5.1.1 Solicitation for Members

5.1.1.1 Two months prior to expiration of a member's term, the Chairperson shall call for public solicitation of interest to fill the upcoming vacancy.

5.1.1.2 The Chairperson shall prepare a list of persons expressing interest in filling the vacancy and shall present the list to the Board for consideration.

5.1.1.3 From the list submitted by the Chairperson, the Board shall recommend persons to the Council for appointment to the Board.

5.1.1.4 New members shall be seated on the Board at the first meeting in January.

5.1.2 Resignation & Replacement

5.1.2.1 At any regular or special meeting duly called, any one or more members of the Board may be removed for cause upon affirmative vote of two-thirds of the members of the entire Board, and a successor shall be elected in accordance with Section 1.1 of these Bylaws.

5.1.2.2 The Board shall have the discretion to recommend to the Council that a member be replaced after having missed three consecutive meetings with unexcused absences.

5.2 OFFICERS — TERMS - DUTIES

5.2.1 Chairperson

5.2.1.1 The Chairperson shall preside at the meetings of the Board. They shall determine the need for and call special meetings of the Board. They may perform such other duties as assigned by the Board.

5.2.2 Vice-Chairperson

5.2.2.1 The Vice-Chairperson shall, in the absence or disability of the Chairperson, perform the duties and exercise the powers of the Chairperson. They may perform other duties as assigned by the Board.
5.2.3 Election of Officers

5.2.3.1 A chairperson shall be elected by the Board at the first meeting of each year. The existing chairperson may be considered for a subsequent term. The chairperson shall serve a one-year term.

5.2.3.2 City staff are not eligible for chairperson.

5.2.4 Vacancies

5.2.4.1 Any officer may resign at any time by giving written notice to the Board.

5.2.4.2 Vacant office positions shall be filled by elective action of the remaining Board members from among candidates by nomination of Board members.

5.3 MEETINGS — REGULAR & SPECIAL

5.3.1 Rules

5.3.1.1 Board meetings shall be conducted in accordance with Robert's Rules of Order.

5.3.1.2 The Chairperson shall be a voting member of the Board.

5.3.2 Regular Meetings

5.3.2.1 Regular meetings shall be held the third Thursday of the month. In the event of a conflict with holidays or other events, a majority present at a meeting of the Board or the Chairperson may change the date of said meeting.

5.3.2.2 All actions of the Board shall be approved by voice vote, unless a roll call vote is called for by a member of the Board.

5.3.2.3 All meetings or portions thereof at which official action is taken shall be open to the general public, except actions involving discipline of licensed persons for which the meeting may be closed to all but the subject licensed person and their representative and others requested to be present by the Board.

5.3.2.4 The order of business at regular meetings shall be a) roll call of members b) minutes of previous meeting, c) old business, d) new business, e) items of Board members and visitors not on the agenda, and g) adjournment.
5.3.3 Special Meetings

5.3.3.1 Special meetings may be called by the Chairperson. It shall be the duty of the Chairperson to call a special meeting when requested to do so by a majority of the members of the Board. Board members shall be notified five (5) days in advance of such special meeting.

5.3.4 Quorum

5.3.4.1 The quorum to conduct business shall consist of four (4) members.

5.4 GENERAL PROVISIONS

5.4.1 Amendment of Bylaws

5.4.1.1 These bylaws may be amended at any regular meeting of the Board.

5.4.1.2 Proposed amendments shall be submitted to the Board at least (30) days prior to consideration.

5.4.1.3 Approved amendments shall be submitted to the Council for approval.

5.4.1.4 Notice of proposed amendments shall be advertised in the Rapid City Journal.

5.4.2 Publication of Meeting Minutes

5.4.2.1 Minutes of all Board meetings shall be taken by Public Works staff.

5.4.2.2 Approved minutes shall be made available at the Public Works Administration office, 300 Sixth Street.