

**RESOLUTION NO 1 - 2023****A RESOLUTION FOR THE PASSAGE, APPROVAL, AND ADOPTION OF THE RAWLINS COMMUNITY SHOOTING RANGES ADVISORY BOARD BY-LAWS AMENDMENTS**

**WHEREAS**, the Governing Body of the Rawlins City Council recognizes the importance of the Rawlins Community Shooting Ranges Advisory Board; and

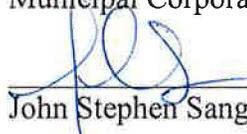
**WHEREAS**, the Rawlins Community Shooting Ranges Advisory Board has worked cooperatively with the City Staff and the City Attorney in drafting these by-laws to the City of Rawlins for approval: and

**WHEREAS**, the Governing Body of the city of Rawlins approves and adopts by-laws for the Rawlins Community Shooting Ranges Advisory Board.

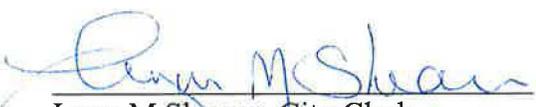
**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF RAWLINS, CARBON COUNTY, WYOMING** that the attached by-laws of the Rawlins Community Shooting Ranges Advisory Board consisting of four (4) pages are hereby passed, approved, and adopted and shall hereby become the by-laws to be utilized by the Rawlins Community Shooting Ranges Advisory Board henceforth.

**PASSED, APPROVED, AND ADOPTED** this 17<sup>th</sup> Day of January, 2023

CITY OF RAWLINS, a Wyoming  
Municipal Corporation.

  
John Stephen Sanger, Vice Mayor

ATTEST:

  
Lynn M Shearer, City Clerk

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Carbon County  
Clerks Office

**CITY OF RAWLINS**  
**RAWLINS COMMUNITY SHOOTING RANGES ADVISORY BOARD BYLAWS**  
**PASSED, APPROVED AND ADOPTED BY THE RAWLINS CITY COUNCIL**  
**ON JANUARY 17th, 2023**

ARTICLE ONE

The name of this organization shall be the Rawlins Community Shooting Ranges Advisory Board, hereinafter referred to as the "Range Board."

ARTICLE TWO – PURPOSE

The Range Board understands the purpose of this organization shall be to provide services in accordance with Wyoming Statutes and/or City Ordinances and to establish and maintain a reciprocal advisory exchange forum that will give city staff direct access to the advice and counsel from the members of the Range Board on matters of the shooting ranges. The Range Board will provide written comments, recommendations, reports to the Rawlins City Council, hereinafter "City Council" as requested on the first Tuesday of each month. The Range Board is also invited to comment at City Council meetings.

ARTICLE THREE – REGULATION

The regulation of the business and conduct of the affairs of the Range Board shall be determined by resolution of the City Council, by these bylaws and by amendments which may be adopted by the City Council.

ARTICLE FOUR – RANGE BOARD APPOINTMENT

Section 1.

The Range Board shall consist of a minimum of five (5) members and a maximum of nine (9) members who shall be qualified electors of the City of Rawlins or reside within fifteen (15) miles of the corporate limits of the City of Rawlins. The Range Board shall also consist of two (2) alternate members (1<sup>st</sup> Alternate and 2<sup>nd</sup> Alternate), who become voting members' during meetings when appointed Board Members are absent. The Range Board shall be appointed by the Mayor, by and with the approval of a majority vote of all members of the City Council.

Section 2.

The members of the Range Board shall be appointed to a 3-year term, after the initial Range Board has been seated, in accordance with Wyoming Statutes or City Ordinances. Terms may be staggered terms of one (1), two (2), and three (3) years initially. Members may apply for reappointment at the end of a term, once their initial staggered terms are concluded they will be appointed to one (1), three (3) year term. A member may be removed by the Mayor, by and with the consent of a majority of all of the City Council. Vacancies occurring otherwise and through the expiration of the term shall be filled for the unexpired term, by the Mayor, by and with the approval of a majority vote of all members of the City Council.

Section 3.

Members of the Range Board shall serve without compensation, except for reasonable and actual expenses budgeted and recommended by the Range Board and approved by the City Council.

ARTICLE FIVE – MEETINGS

Section 1.

The Range Board shall hold at least one (1) regular meeting each month at such time and place as fixed by the Range Board. Public notice shall be given of all Range Board meetings.

Section 2.

The order of business at meetings shall be as follows:

- A. Call to Order
- B. Roll Call

- C. Citizen Participation/correspondence
- D. Reading of the Agenda
- E. Approval of the Agenda
- F. Approval of the Minutes
- G. Old Business
- H. New Business
- I. Adjournment

### Section 3.

Meetings of the Range Board shall be open to the public, in accordance with the Wyoming Open Meetings Law (W.S. 16-4-401 et al) except meetings as described by Wyoming Statutes that may be closed to the public. Special meetings may be called with notice to the public and members as provided in Wyoming Statute §16-4-404(b) and with the knowledge of the City Attorney.

### Section 4.

A majority of the Range Board shall constitute a quorum for the transaction of business.

### Section 5.

An affirmative vote of a majority of a quorum of the Range Board shall be necessary to take any action or authorized any recommendation or comment to be certified to the City Council. All members, including the Presiding Member, shall have a vote and shall vote when present, except that any member shall automatically be disqualified for voting on any decisions in which there may be a conflict of interest.

### Section 6.

More than three (3) unexcused absences, as determined by the Range Board, will be reported to the City Council and the City Council may determine continued Range Board membership for that member.

### Section 7.

Agendas shall be provided to members of the Range Board at least five (5) days prior to the meetings. The Board shall abide by all requirements of Wyoming law regarding open meeting. All meetings of the Board shall be open to the public except those deemed confidential by law pursuant to Wyoming Statute §16-4-405(a).

### Section 8.

- A. The Range Board shall organize annually, including election of officers, at the first meeting of the City of Rawlins new fiscal year.
- B. The Range Board shall elect a president, a vice president, a secretary, and other officers as deemed necessary
- C. The President shall preside at all meetings and public hearings of the Range Board, shall decide all points of order or procedure, shall certify recommendations to the City Council, and shall transmit reports and recommendations of the Range Board to the City Council. The President may authorize any Range Board member or staff member to certify recommendations.
- D. The Vice President shall assume the duties of the President in the President's absence
- E. The Secretary shall be responsible for keeping the minutes of the Range Board, sending agendas to the members of the Range Board, carrying out routine correspondence, maintaining the records of the Range Board except those records pertaining to finance and which are the responsibility of the City Finance Director, and performing such other duties as the Range Board may require. Upon concurrence of the Department of Recreation Services Director, a member of the Recreation Department may serve as the Range Board Secretary.

### Section 9.

Teleconferencing. Board members may participate in board meetings via a conference call or video call, in lieu of attending board meetings. Arrangements must be made before meetings. Teleconferencing board members will be considered present for roll call and quorum purposes and may vote on action items.

ARTICLE SIX – FUNCTION AND DUTYSection 1.

It shall be the function and duty of the Range Board, to advise the City Council on the indoor and outdoor shooting ranges short term and long-term planning continuing with the adopted Range Master Plan and the City of Rawlins Master Plan including the construction, expansion, and maintenance of the ranges.

Section 2.

The Range Board shall recommend reasonable rules and regulations for the government of the shooting ranges both indoor and outdoor to create a culture of safe, efficient and effective operation of the ranges.

Section 3.

The Range Board may conduct public hearings on the priorities of recreation and methods of achieving these priorities at times and places determined by a majority of the Range Board. The Range Board shall solicit and encourage input from the public, especially the members of the various shooting communities within the area and the state.

Section 4.

The Range Board may establish committees within the board membership as necessary to complete their board mission so long as there does not constitute a quorum outside a public meeting.

ARTICLE SEVEN – FINANCE AND MONTHLY REPORTS

All monies received through grants, gifts and other sources for the use of and for the benefit of the Range Board shall be deposited with the City of Rawlins Finance Department. A report or meeting minutes shall be submitted to the City Council on a monthly basis.

ARTICLE EIGHT – RECORDS AND ANNUAL REPORTSection 1.

The City Clerk shall keep a record of the Range Board's monthly reports to the City Council.

Section 2.

All records of the Range Board shall be available for public review.

Section 3.

The Range Board shall, each fiscal year, verbally report to the Mayor and City Council of its proceedings with a full statement of progress of its work since the previous report.

ARTICLE NINE – JOINT VENTURES

The Range Board may join with other agencies of the state of Wyoming and the County of Carbon in joint ventures to form regional activities by resolution of this board with the approval of the Rawlins City Council.

ARTICLE TEN – AMENDMENTS

These bylaws may be amended by recommendation of the Range Board to City Council or by the City Council directly by resolution.

ARTICLE ELEVEN – REPLACEMENT

These bylaws shall repeal and replace all other rules of procedure, bylaws previously adopted or abided by. The revisions made to these bylaws were approved at a meeting of the Rawlins City Council.

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Resolution No  
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**Board Approval and Recommendation to the Rawlins City Council**

THE RAWLINS COMMUNITY SHOOTING RANGES ADVISORY BOARD HEREBY APPROVES, RATIFIES AND RECOMMENDS these Bylaws consisting of five (5) written pages to the Rawlins City Council for final approval on the 10<sup>th</sup>, day of August, 2022

Rawlins Community Shooting Ranges Advisory  
Board

\_\_\_\_\_  
Brent Wilkes, Board Representative

ATTEST:

\_\_\_\_\_  
Todd Canady, Board Secretary

**Rawlins City Council Passed, Approved and Adopted the Rawlins Community Shooting Ranges Advisory Board By-Laws**

The Above and Foregoing Rawlins Community Shooting Ranges Advisory By-Laws were Presented to the Rawlins City Council on 17<sup>th</sup>, day of January, 2023 at a regularly held meeting of the Rawlins City Council with said By-Laws being approved by a majority of the Rawlins City Council and shall hereby become the By-Laws to be utilized by the Rawlins Community Shooting Ranges Advisory Board.

**PASSED, APPROVED AND ADOPTED** by the Rawlins City Council this 17<sup>th</sup>, day of January, 2023,

The City of Rawlins, a  
Wyoming Municipal Corporation

\_\_\_\_\_  
John Stephen Sanger, Vice Mayor

ATTEST:

\_\_\_\_\_  
Lynn M Shearer, City Clerk