

RESOLUTION NO. 05D-2015

A RESOLUTION FOR THE PASSAGE, APPROVAL AND ADOPTION OF  
THE RAWLINS ROCHELLE RANCH GOLF COURSE ADVISORY BOARD  
BYLAWS.

WHEREAS, the Governing Body of the Rawlins City Council recognizes the Department of Recreation Services and their continuing efforts to encourage community awareness and to promote the City of Rawlins, local businesses, local agencies and to further the development and use of its recreation facilities namely the Rochelle Ranch Golf Course to improve the health and overall welfare of its' citizenry; and

WHEREAS, the City of Rawlins having previously authorized the creation of the Rawlins Rochelle Ranch Golf Course Advisory Board; and

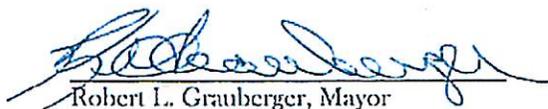
WHEREAS, the duly appointed members of the Rawlins Rochelle Ranch Golf Course Advisory Board after careful consideration has recommended these Bylaws to the Governing Body of the City of Rawlins for passage, approval and adoption; and

WHEREAS, the Rawlins Rochelle Ranch Golf Course Advisory Board has worked cooperatively with City Staff and the City Attorney in drafting these Bylaws to the City of Rawlins for approval.

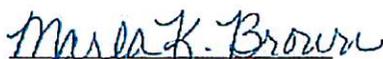
NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF RAWLINS, CARBON COUNTY, WYOMING that the attached Bylaws of the Rawlins Rochelle Ranch Golf Course Advisory Board consisting of five (5) written pages are hereby passed, approved and adopted and shall hereby become the Bylaws to be utilized by the Rawlins Rochelle Ranch Golf Course Advisory Board henceforth.

PASSED, APPROVED, AND ADOPTED this 19<sup>th</sup> day of May, 2015.

CITY OF RAWLINS, a Wyoming  
Municipal Corporation

  
Robert L. Grauburger, Mayor

ATTEST:

  
Maria K. Brown, City Clerk

# **CITY OF RAWLINS**

## **ROCHELLE RANCH GOLF COURSE ADVISORY BOARD BYLAWS**

**PASSED, APPROVED AND ADOPTED BY THE RAWLINS CITY COUNCIL ON MAY 19, 2015**

### **ARTICLE ONE**

The name of this organization shall be the Rochelle Ranch Advisory Board, hereinafter referred to as the "Board."

### **ARTICLE TWO – PURPOSE**

The Rochelle Ranch Advisory Board understands the purpose of this organization shall be to provide services as described in Wyoming Statutes and/or City Ordinances and to establish a reciprocal advisory exchange forum that will give city staff direct access to the advice and counsel from the members of the board on matters of the golf course. The board will provide written comments, recommendations, reports to the Rawlins City Council, hereinafter "Council" as requested on the first Tuesday of each month in a format approved by the Council. The 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 board shall be determined by resolution of the Council, by these bylaws and by amendments that may be adopted by the Council.

### **ARTICLE FOUR – BOARD APPOINTMENT**

#### **Section 1.**

The board shall consist of a minimum of five (5) members and a maximum of seven (7) 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 board shall be appointed by the Mayor, by and with the approval of a majority vote of all members of the Council.

#### **Section 2.**

The members of the board shall be appointed for terms as described in Wyoming Statutes or City Ordinances or alternatively to staggered terms of one (1), two (2), and three (3) years. Reappointment or newly appointed terms, once their initial staggered terms are concluded they will be appointed to one (1), four (4) year term. A member may be removed by the Mayor, by and with the consent of a majority of all of the 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 Council.

#### **Section 3.**

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

## ARTICLE FIVE – MEETINGS

### Section 1.

The board shall hold at least one (1) regular meeting each month at such time and place as fixed by the board. Public notice shall be given of all 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 board shall be open to the public, as described in 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. All Executive Sessions must be approved and attended by a representative of the City Attorney's Office. Special meetings may be called with notice to the public and members as provided in Wyo. Stat. 16-4-404(b) and with the knowledge of the City Attorney.

### Section 4.

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

### Section 5.

An affirmative vote of a majority of a quorum of the board shall be necessary to take any action or authorized any recommendation or comment to be certified to the 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 board, will be reported to the Council and the Council may determine continued board membership for that members

### Section 7.

Agendas shall be provided to members of the board at least five (5) days prior to the meetings. Notice to the public of regular meetings shall be given by publication in the local newspaper

at least four (4) business days before the meeting subject to the concurrence of the applicable Wyoming Statutes and Municipal Code Notice Requirements being met.

**Section 8.**

- A. The Board shall organize annually, including election of officers, at the first regular meeting of the new calendar year.
- B. The 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 Board, shall decide all points of order or procedure, shall certify recommendations to the City Council, and shall transmit reports and recommendations of the Board to the City Council. The President may authorize any 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 Board, sending agendas to the members of the Board, carrying out routine correspondence, maintaining the records of the Board except those records pertaining to finance and which are the responsibility of the City Finance Director, and performing such other duties as the Board may require. Upon concurrence of the Department of Recreation Services Director, the Department's superintendent will serve as the Board Secretary.

**ARTICLE SIX – FUNCTION AND DUTY**

**Section 1.**

It shall be the function and duty of the Board working closely with the Department of Recreation Services, to advise the Council on golf course short term and long term planning, recommend reasonable rules and regulations for the government of golf and the golf course properties for the conservation of peace and good order on and within the golf course property, and to promote the use and enjoyment thereof.

**Section 2.**

The Board shall, working closely with the Department of Recreation Services, recommend to the Council the development of a golf course master plan complementing the City of Rawlins Master Plan for overall planning and development of the course.

**Section 3.**

The 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 Board.

**Section 4.**

The 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.

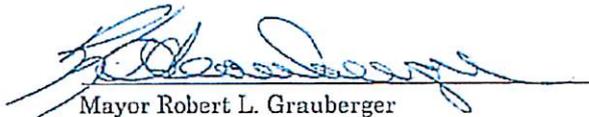
Board Secretary

RAWLINS CITY COUNCIL PASSAGE, APPROVAL AND ADOPTION OF ROCHELLE  
RANCH GOLF COURSE ADVISORY BOARD BYLAWS

THE ABOVE AND FOREGOING ROCHELLE RANCH GOLF COURSE ADVISORY BYLAWS WERE PRESENTED TO THE RAWLINS CITY COUNCIL on the 19<sup>th</sup> day of May, 2015, at a regularly held meeting of the Rawlins City Council with said Bylaws being approved by a majority of the Rawlins City Council and shall hereby become the Bylaws to be utilized by the Rochelle Ranch Golf Course Advisory Board.

PASSED, APPROVED AND ADOPTED by the Rawlins City Council this 19<sup>th</sup> day of May, 2015,

THE CITY OF RAWLINS,  
A WYOMING MUNICIPAL CORPORATION.



Mayor Robert L. Graubeger

ATTEST:



Maria K. Brown, City Clerk

**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 Board shall be deposited with the City of Rawlins Finance Department. A report or meeting minutes shall be submitted to the Council on a monthly basis.

**ARTICLE EIGHT – RECORDS AND ANNUAL REPORT**

**Section 1.**

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

**Section 2.**

All records of the board shall be available for public review.

**Section 3.**

The board shall, each fiscal year, verbally report to the Mayor and Council of its proceedings with a full statement of progress of its work during the preceding year.

**ARTICLE NINE – JOINT VENTURES**

The 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 this Board to the City Council or by the 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.

**BOARD APPROVAL AND RECOMMENDATION TO THE RAWLINS CITY COUNCIL**

THE ROCHELLE RANCH GOLF 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 3 day of June, 2015.

ROCHELLE RANCH GOLF ADVISORY BOARD



Board Representative

ATTEST:

