

BYLAWS

CITY OF LEAVENWORTH

DOWNTOWN REVITALIZATION STEERING COMMITTEE

ARTICLE I. MEETINGS

The meetings of the City of Leavenworth Downtown Revitalization Steering Committee shall be held at Leavenworth City Hall, or such other place as the Chairperson shall designate, on the fourth Tuesday of each month at the hour of 10:00 AM. The meeting of the Downtown Revitalization Steering Committee is subject to having an item on the agenda for the particular meeting. All Downtown Revitalization Steering Committee members shall be given notice of each meeting by mail or electronic message within three (3) calendar days prior to the meeting date as established by Committee policy. Regular meetings may be postponed or Special meetings of the Downtown Revitalization Steering Committee may be held upon the call of the Chairperson or a majority of voting members. A quorum of the Downtown Revitalization Steering Committee shall be four members in attendance. All meetings shall be open to the public.

ARTICLE II. NUMBER OF MEMBERS AND APPOINTMENT PROCEDURE

The Downtown Revitalization Steering Committee will be composed of seven voting committee members appointed to three year terms. The Committee Membership will be made up with the following representation: with the following;

1. Three current City Council members recommended by the Mayor;
2. Four Leavenworth Community members:
 - a. Two current members of the Leavenworth Area Chamber of Commerce with the recommendation by the Chamber of Commerce Board;
 - b. Two members at large having skill sets of benefit to the committee. The skill set or talent may include a background in design or urban planning, experience in event planning or tourism promotion and/or past experience as a member of the Downtown Revitalization Steering Committee.
3. Mayor's designee of a current City staff member will be a non-voting member of the Committee;
 - a. The Mayor's designee shall be appointed annually.
4. All appointments shall be for a three (3) year term after the initial appointments have been made except for the Mayor's designee, that appointment shall remain a one year term.
5. The initial appointments shall be:

- a. One Councilmember appointed to a one (1) year term.
 - b. One Councilmember appointed to a two (2) year term.
 - c. One Councilmember appointed to a three (3) year term.
 - d. One Chamber of Commerce Member and one member at large shall be appointed to a one (1) year term.
 - e. One Chamber of Commerce Member and one member at large shall be appointed to a two (2) year term .
6. Members shall be appointed by the Mayor and those appointments confirmed by the City Council. These appointments shall be made annually prior to January 31st of each year.

ARTICLE III. OFFICERS

III. Officers

The officers of the Steering Committee shall be the Chairperson and the Vice Chairperson. The Chairperson of the Steering Committee shall be the Mayor's designee appointed annually by the Mayor. The Vice Chairperson shall be elected at the first meeting of each year and shall serve a one year term and until their successors have been elected by a simple majority of voting members of the Board. Vacancy in the Vice Chair Office shall be filled by special election. The Vice Chairperson shall automatically succeed to the vacant office of the Chairperson. The duties of the officers shall be those usually pertaining to their respective offices.

The Chairperson or, in his/her absence, the Vice Chairperson shall preside at all meetings of the Steering Committee. In the absence of both the Chairperson and Vice Chairperson, an Acting Chairperson shall be selected by the members present. The Chairperson shall decide on all points of order and procedure with guidance by Robert's Rules of Order, subject to these rules unless otherwise directed by a majority of the Steering Committee members in session at the time.

It is the responsibility of the Chairperson to provide oversight over the following:

1. [Call regular meetings]
2. [Create agenda]
3. [Distribute agenda and draft notes from previous meeting electronically to all] committee members no less than three (3) calendar days prior to each scheduled meeting]
4. [Preside over meetings (clarify who presides if Chair is absent)]
5. [Provide reports if needed]
6. [Attend meetings]
7. [Verify the committee's web postings/Google groups are accurate and up-to-date if used]
8. [Report upcoming openings on the committee]

9. [Hold elections for the committee officers]

10. [Report membership list and provide updates to the City Council when necessary]

The Recording Secretary shall be the City Administrator or his/her designee, and will serve ex-officio, without vote.

ARTICLE IV. ADVISORS

Technical and professional assistance to the Downtown Revitalization Steering Committee in the pursuit of its duties and responsibilities may be solicited from any department of the City government or party with expertise that the Committee finds qualified. Legal Counsel, when necessary to the deliberations of the Downtown Revitalization Steering Committee, shall be furnished by the office of City Attorney.

ARTICLE V. CONFLICT OF INTEREST

Any Committee member who, in their opinion, has an interest in any matter before the Committee that could prejudice their actions shall so indicate publicly, and at the request of the any committee member or any person in attendance refrain from any discussion on the matter as well as voting thereon.

ARTICLE VI. ATTENDANCE

1. Attendance is expected of all Committee members at all regular and special meetings;
2. In the event a Committee member is absent from 3 or more consecutive regular meetings, the Committee shall so indicate to the Mayor and may recommend the removal of the Committee member;
3. A Committee member may, for personal reasons or to fulfill a required obligation, request a leave of absence. The request shall be made in writing and submitted to the Steering Committee. The Committee shall forward the result, together with its recommendation, to the Mayor.

A leave of absence may be granted by the Mayor, who may temporarily fill the Committee member's position during the term of the leave of absence.

ARTICLE VII. AMENDMENTS

1. The Downtown Revitalization Steering Committee, on ten (10) days written notice to the Committee membership, may, by a majority vote, make, alter, or rescind these bylaws at any regular or special meeting.
2. Committee Bylaws may not contradict the current institutional policies or procedures.