

## BYLAWS FOR THE HAILEY COMMUNITY OVERSIGHT COMMITTEE

### PURPOSE

These bylaws provide direction to the members of the Hailey Community Oversight Committee in the performance of their duties.

### ARTICLE I - GENERAL PROVISIONS

The following statutes, ordinances and rules shall govern the Hailey Community Oversight Committee, hereinafter referred to as the "Oversight Committee."

#### 1.1 Applicable State Statutes and Local Ordinances and Rules.

To the extent that they remain in force and in effect or as they are amended, the Committee and its members shall be governed by state statutes and local ordinances and policies including the following:

- a. State statutes applying to public boards, members and officials, and those dealing with disclosure.
- b. The Hailey Municipal Code, all as approved by the Hailey City Council.

#### 1.2 Requirements of Familiarity with State Statutes and Local Ordinances and Rules Affecting the Oversight Committee.

Upon taking office, all members of the Oversight Committee shall familiarize themselves with the forgoing and, while in office, shall maintain such knowledge, including knowledge of amendments and additions, and shall be governed thereby in the conduct of Oversight Committee affairs.

#### 1.3 Rules of the Oversight Committee to be Available at the office of the Hailey City Clerk.

An official copy of the Bylaws of the Oversight Committee shall be available as a public record from the Hailey City Clerk. Additional copies shall be provided to the members of the Oversight Committee and made available to the public upon request.

### ARTICLE II - MEMBERS

#### 2.1 Number of Members. Appointment. Etc.

The Oversight Committee shall consist of seven (7) voting members. 1 member shall be appointed by each member of the Hailey City Council, 1 member shall be appointed by the Mayor, 1 member appointed by the Hailey Chief of Police, and 1 member shall be a representative of the Liberty Lobby of Idaho. Each member shall be a resident of the City of Hailey at the time of appointment. Each member must remain a resident of the City during the term of his or her membership on the Oversight Committee. Each member shall serve for a term of three (3) years. The terms shall be staggered and shall be filled in the same manner as original appointments, but replacements shall serve only until the expiration of the original term.

#### 2.2 Causes for Removal from the Oversight Committee.

Causes for removal of members from the Oversight Committee by the Mayor and City Council may include, but are not limited to:

- a. Failure to maintain reasonable familiarity with state statutes and local ordinances and rules affecting the Oversight Committee, or failure to be governed thereby.
- b. Failure to disclose conflict of interest for purposes of disqualification when a member has a "conflict of interest" as defined by Idaho Code §59-703, as amended.
- c. When a member becomes incapacitated for the office for a protracted period, or moves from the City of Hailey or becomes for some other reason no longer qualified for office and fails to resign.
- d. Failure to attend three consecutive regular meetings, or three of any seven consecutive meetings, without the recorded consent of the Chair. The Chair can recommend removal of the Oversight Committee member to the Hailey City Council and Mayor.

### 2.3 Resignations and Removal.

Members proposing to resign shall give reasonable notice of such intent to the Chair, stating the effective date of resignation.

### 2.4 Vacation of Office, Appointment of New Members.

When a member dies, resigns, or is otherwise removed, or when the term of a member is 90 days from its scheduled expiration, the Oversight Committee Chair will immediately notify the Mayor that a vacancy either exists or could exist. The vacancy may be advertised in the official newspaper of the City as necessary to secure letters of interest and résumés from interested Hailey residents. The vacancy shall be filled by appointment of the City Council Member, Mayor, Chief of Police or Liberty Lobby, as the case may be.

## ARTICLE III - OFFICERS, COMMITTEES, STAFF, DUTIES

### 3.1 Regular Election of Chair, Vice Chair

Annually, as the first item of business at the first regular meeting of the Oversight Committee at which a quorum is present, the Oversight Committee shall elect a Chair and Vice Chair.

### 3.2 Succession of Vice Chair to Office of Chair.

Should the Chair resign or be removed, the Vice Chair shall succeed to the office for the remainder of the original one year term. Should the Vice Chair resign, be removed, or succeed to the office of Chair, a special election shall be held to fill the vacancy of the Vice Chair until the expiration of the original one-year term. Said election shall occur at the next regularly scheduled meeting of the Oversight Committee at which a quorum is available.

3.3 Duties of the Chair and Vice Chair: Appointment of Temporary Chair to Preside at Meetings.

The Chair shall preside at all meetings and hearings. If the Chair is absent or unable to preside, the Vice Chair shall preside. If both are absent or unable to preside, the members present shall elect from among their number a Temporary Chair to preside. The Temporary Chair shall abide by all rules and policies set forth herein.

The Chair shall maintain order and conduct the meeting in accordance with Robert's Rules of Order.

The Chair shall set the agenda for each meeting. The agenda will generally include issues designated in Sections 11.04.070, 11.08.070 and 11.12.070 of the Hailey Municipal Code.

ARTICLE IV - CONDUCT OF OVERSIGHT COMMITTEE MEMBERS

4.1 Conflict of Interest.

The procedure for determining the existence and disclosure of a conflict of interest shall be governed by Idaho Code §§59-701, et seq. as amended.

ARTICLE V - MEETINGS

5.1 Meetings.

Meetings of the Oversight Committee will be held at such time and place as is established by the Oversight Committee and at least two times each calendar year. Notice of Meetings and agenda notices shall be posted in accordance with Idaho Code §67-2343, as amended.

5.2 Open to the Public.

All meetings of the Oversight Committee are open to the public, unless otherwise provided in Idaho Code §67-2345, as amended.

5.3 Cancellation.

If no business is scheduled before the Oversight Committee, or if it is apparent that a quorum of the Oversight Committee will not be available, the Chair may cancel any meeting by giving notice to all members and presenters not less than 48 hours before time set for such meeting.

5.4 Quorum.

A quorum of the Oversight Committee shall consist of a simple majority of members. An affirmative vote of a simple majority of the present members of the Oversight Committee shall decide all matters under consideration. The Chair may vote on all matters.

5.5 Agenda, Order of Business.

The Chair shall prepare an agenda for each Oversight Committee meeting. Order of business shall be as follows:

1. Call to Order
2. Old Business
3. New Business
4. Approval of Minutes
5. Reports
6. Adjourn

ARTICLE VI - MEETING PROCEDURES

6.1 Robert's Rules of Order.

Robert's Rules of Order shall govern all procedures and conduct at a meeting of the Oversight Committee.

ARTICLE VII - AMENDING OR WAIVING BYLAWS

7.1 Amending Bylaws.

Recommendations for amendment to the Bylaws may be forwarded by the Oversight Committee at any time to the Hailey City Council for consideration. Bylaws may only be amended by resolution of the Hailey City Council.