

## **BYLAWS**

### **SMITH CENTER DEPARTMENT OF ECONOMIC DEVELOPMENT**

#### **SUPERVISORY BOARD**

#### **ARTICLE 1**

##### **NAME AND PURPOSE**

##### **1.1 NAME:**

This organization is formed as a division of the City of Smith Center and shall be known as the Smith Center Department of Economic Development Supervisory Board. The office shall be known as the Smith Center Department of Economic Development.

##### **1.2 PURPOSE:**

The purpose of the Department is to further economic development of Smith Center, Kansas.

More specifically, the purpose of this Department is as follows:

- 1.) To promote the City's and Area's assets (including but not limited to infrastructure, housing, health and educational services) and other resources which enhance economic growth;
- 2.) To render assistance and encouragement to existing industries and businesses to promote on-going economic activities to ensure their continued operation and growth;
- 3.) To identify, meet and negotiate with potential new industries, business enterprises and workers well suited to the Smith Center area;
- 4.) To actively promote Smith Center, Kansas and specific sites, buildings and locations suitable for new business and industry in the area;
- 5.) To encourage the development and implementation of citywide and regional economic development plans, working in close liaison with the local chamber of commerce, hospital board, school board, City Council, community organizations and allied agencies;
- 6.) To promote maintenance, beautification, and restoration of commercial buildings, industrial sites, business districts, residential housing, and housing developments for the purpose of maintaining usability and appeal.

##### **1.3 OBJECTIVE:**

The primary objective of the Department shall be to benefit the Smith Center area as measured by increased employment, payroll, business volume, local tax base, school enrollment and corresponding quality of life factors rather than monetary profits for the Department.

##### **1.4 LIMITATION OF METHODS:**

While being nonpartisan, the Smith Center Department of Economic Development Supervisory Board and the Department will stress promotion and conduct of activities

designed to improve the economy of Smith Center, Kansas. Educational efforts involving national, state and local political issues relating to economic development will be part of the Department's overall program. The Department, however, will not lend its influence to the election of any candidate for a political office.

## **ARTICLE 2**

### **MEMBERSHIP**

#### **2.1 MEMBERSHIP:**

The seven (7) to Ten (10) member Supervisory Board shall be comprised of appointees by the Smith Center City Council. Appointees shall not have an outstanding loan with the SCED/City of Smith Center.

#### **2.2 TERM:**

Terms shall be three (3) years in length. Appointments shall be made in January of each year by the City Council. Records of term length shall be kept in the Smith Center City office. Maximum length of service for each board member shall be no more three (3) full consecutive terms.

#### **2.3 COMPENSATION:**

Members of the Supervisory Board shall serve without compensation for their services.

#### **2.4 VACANCIES:**

Any member of the Supervisory Board may resign at any time upon filing a written resignation with the organization's Chairperson. Such resignation shall state the date it shall become effective, subject to approval by a majority of the Council. Appointments to vacant positions shall be by the same methods as described in Sec. 2.1 and appointee shall fulfill the term of the resigning member of the Board.

## **ARTICLE 3**

### **MEETING AND VOTING**

#### **3.1 REGULAR MEETINGS:**

At least one regular meeting of the Supervisory Board shall be held each month at a time and place which is publicized so that Smith Center citizens may attend if they so choose. It shall be the purpose of this meeting to conduct the business of the organization and to gain input from Board members and others present in the implementation of a lasting and effective citywide economic development program.

### **3.2 SPECIAL MEETINGS:**

Special meetings of the Supervisory Board may be called at any time by the Chairperson at such time and place and for such purpose as said Chairperson shall designate. The business of any special meeting shall be limited to the stated purpose of that meeting and the time and place shall be published as soon as such meeting has been set so that the public can be informed.

### **3.3 ORGANIZATIONAL MEETINGS:**

The newly formed Supervisory Board shall organize at its February meeting each year to elect officers who will serve their respective capacities for the following year.

### **3.4 STRATEGIC PLANNING SESSION**

The Supervisory Board will hold a strategic planning meeting prior to setting the budget of each calendar year.

### **3.5 QUORUM:**

At any meeting of the Supervisory Board where official business is conducted, a majority of those holding office must be present, either physically or via telecommunication, to constitute a quorum.

### **3.6 CONFLICT OF INTEREST:**

When any matter comes before the Supervisory Board in which any member has a personal or financial interest, said member shall, prior to the vote being taken, announce a conflict of interest and shall abstain from voting. The member so abstaining shall be counted for quorum purposes.

### **3.7 CONDUCT OF MEETING:**

All meetings of the Supervisory Board shall be conducted pursuant to Robert's Rule of Order, Revised, except to the extent and degree of other procedural requirement set forth by law or these bylaws.

### **3.8 MEETING NOTICE:**

At least three (3) days prior to the date of each regular meeting, written or electronic notices including advance agendas are to be delivered to each member. Public notice of meetings shall be posted at the office of the Director.

## **ARTICLE 4**

### **FINANCING**

#### **4.1 OPERATIONAL FINANCING:**

The operation of the Department will be financed through the City of Smith Center. The Supervisory Board may accept gifts, donations and grants from any legal source to aid the Department in carrying out its economic development program. Contributions from the private sector are encouraged to enhance the expenditure of public funds. If said gifts, donations or grants include any limitations or requirements as to their use, Supervisory Board approval shall be required before said gifts, donations or grants can be accepted.

#### **4.2 BUDGETS:**

Annual operating budgets shall be prepared by the Supervisory Board and the Economic Development Director, approved by the Supervisory Board and submitted to the City Council by June 1 of each year for the following calendar year. Final approval of the budget must be given by the Smith Center City Council.

## **ARTICLE 5**

### **OPERATIONS**

#### **5.1 ELECTION OF OFFICERS:**

The Supervisory Board is hereby given the power to elect a Chairperson and Vice-Chairperson. Said elections are to be held at the organizational meeting as specified in Sec. 3.3.

##### **5.1 (A) CHAIRPERSON**

The Chairperson shall preside at all meeting of the Supervisory Board, execute all instruments for and on behalf of the Supervisory Board upon approval of the Board, and perform all duties as may be prescribed by the City Council from time to time. This person shall be an ex-officio member of all standing committees and shall have the general powers and duties of supervision and management usually vested in the office of an organization's Chairperson.

##### **5.1 (B) VICE-CHAIRPERSON:**

In the absence of the Chairperson or in the event of his inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson and, when so acting, shall have all the powers of and be subject to all restrictions of the Chairperson.

## **5.2 PERSONNEL**

The Supervisory Board is given the power to hire or appoint an Economic Development Director, Secretary, Treasurer or other personnel as needed. These positions must be approved by the City Council.

### **5.2 (A) ECONOMIC DEVELOPMENT DIRECTOR**

A full time Economic Development Director who shall serve under the direction of the Supervisory Board. The Director shall be the chief administrative officer of the Department subject to the rules, regulations and policies of the Supervisory Board. While selected by the Supervisory Board, this position must also be approved by the Smith Center City Council. The Director shall see that all orders and resolutions of the Board are carried into effect and shall attend all Supervisory Board meetings as a non-voting member. The Director shall be an ex-officio member of all committees established by the Supervisory Board. The Director shall act as chairperson of the Board meetings in the event that the Chairperson and Vice-Chairperson are unable to fulfill their duties.

### **5.2 (B) SECRETARY:**

The Secretary shall be selected by the Board to perform secretarial functions. The Secretary shall issue notices of all Supervisory Board meetings, attend all meetings and keep the minutes of or delegate the keeping thereof. The Secretary shall have charge of all organizational books, records and papers, and shall perform all other duties as are required of this office.

### **5.2 (C) TREASURER:**

The Treasurer shall monitor all bookkeeping functions so that full and accurate accounts of receipts and disbursements are ensured.

### **5.2 (D) OTHER PERSONNEL:**

The Supervisory Board may authorize the Economic Development Director to hire addition staff as the need dictates. However, such new position must first be funded in the Department's budget and approved by the Smith Center City Council.

## **5.3 BONDING:**

All officers and personnel who handle funds for the Department shall be bonded in an amount to be determined by the Supervisory Board.

## **5.4 EXPENDITURES:**

All officers and personnel who handle funds for the Department shall be bonded in an amount to be determined by the Supervisory Board.

## **5.5 REVENUES:**

All revenue received for the Department will be collected by the City Treasurer and deposited into the designated Department fund.

## **5.6 FISCAL YEAR:**

The fiscal year of the Department shall end at the close of business on the last day of December of each year.

# **ARTICLE 6**

## **COMMITTEES**

### **6.1 OTHER COMMITTEES:**

The Supervisory Board may establish by resolution one or more committees in addition to those provided for in these Bylaws, each committee to consist of two or more members. Committee members shall not have an outstanding loan with the SCED/City of Smith Center. Any such committee shall elect its own Chairperson and establish its own rules governing the conduct of its activities, except to the extent and degree of other procedural requirement set forth by law or these bylaws.

# **ARTICLE 7**

## **AMENDMENTS**

### **7.1 AMENDMENTS TO BYLAWS:**

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted at any regular meeting of the Supervisory Board, provided that all members of the Supervisory Board are given notice in writing at least ten (10) days before said meeting. A vote of two-thirds (2/3) of all members of the Supervisory Board shall be required to submit the amendment for approval to the Smith Center City Council.

*Approved:* February 13, 2025 (SCED Board); February 24, 2025 (SC City Council)