

**RESOLUTION NO. 2372**

INTRODUCED BY COMMISSIONER Mark Baldwin

ADOPTING THE WARRENTON COMMUNITY CENTER ADVISORY BOARD  
BYLAWS AND REPEALING ALL OTHER RESOLUTIONS IN CONFLICT

WHEREAS, the Warrenton Community Center Advisory Board has reviewed and recommended changes to its Bylaws; and

WHEREAS, the City Commission deems it appropriate to adopt bylaws for purposes of setting forth the operational structure of the Community Center Advisory Board and generally providing for the governance of its activities.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission of the City of Warrenton hereby adopts the Bylaws of the Warrenton Community Center Advisory Board as attached hereto as Exhibit A.

BE IT FURTHER RESOLVED, that all other Resolutions in conflict are hereby repealed.

This Resolution shall be in full force and effect immediately upon its passage.

ADOPTED by the City Commission of the City of Warrenton this 26<sup>th</sup> day of June, 2012.

Mark Kujala  
Mark Kujala, Vice-Chair

ATTEST

Linda Engbretson  
Linda Engbretson, City Recorder

CITY OF WARRENTON  
COMMUNITY CENTER ADVISORY BOARD  
BY-LAWS

ARTICLE I: ORGANIZATION

The name of the organization shall be the Community Center Board (advisory board).

ARTICLE II: PURPOSE

The following is the stated purpose for the advisory board:

The goal of the Community Center Advisory Board is to represent the Center on Behalf of the City of Warrenton, within the local communities and to provide yearly community gatherings for breakfast at Easter and Christmas.

ARTICLE III: ADVISORY BOARD

SECTION 1: The advisory board shall consist of five (5) members.

SECTION 2: The membership of the advisory board will live within the Warrenton School District and will be appointed at-large members by the Mayor, with the concurrence of the City Commissioners.

SECTION 3: All members of the advisory board appointed shall serve a term of four (4)

years. All vacancies shall be filled for the unexpired term.

SECTION 4: Membership to the advisory board is five (5). Members vacating their position may continue on the advisory board until their replacement has been appointed by the city.

SECTION 5: No member of the advisory board shall receive any compensation for service as a member of the board.

#### ARTICLE IV: VACANCIES AND REMOVAL

SECTION 1: A member of the advisory board may resign at any time by delivery of a written notice to the board's Chairman. All vacancies created by written resignation, death or removal will be filled by the city.

SECTION 2: Members of the advisory board may remove an individual member for the following reasons:

- a. Neglect or inefficiency of duty;
- b. Misconduct in office; or
- c. No longer resides within the cities jurisdiction

SECTION 3: The member being removed shall receive a written notice of their removal and the reason the action is being taken. The member will be given ten (10) days to dispute the action.

SECTION 4: The failure of any member to appear at two (2) consecutive meetings without prior excuse shall be deemed the resignation of the member.

ARTICLE V: CONFLICT OF INTEREST

SECTION 1: No member of the advisory board shall acquire an interest in the center, in any property include or planed to be included in the project.

ARTICLE VI: OFFICES

Officers of the advisory board shall be the Chairman, Vice Chairman and Secretary.

SECTION 1: Chairman: Shall preside at all meetings of the advisory board; the Chairman or designee shall provide notices of the meetings to the members, call special meetings as needed, sign meeting minutes and correspondence. The Chairman shall act as the board's contact with the Financial Manager, Mayor, City Manager or the City Commissioners.

SECTION 2: Vice Chairman: Shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of a resignation or death of the Chairman, the Vice Chairman shall perform such duties as are imposed on the Chairman until such time as the advisory board shall select a new Chairman.

SECTION 3: Secretary: Shall keep the records of the advisory board and perform duties incident to this office.

SECTION 4: Financial Manager: At least once a year, November through May, the City's Financial Manager shall prepare, for the advisory board and the City Commissioners, a financial report of the center's activities for the proceeding year.

SECTION 5: Election of Officers: Officers of the advisory board shall be elected from the current members, by vote, at the annual meeting. The elected officers shall hold office for one year or until their successors have been elected. Individual officers will be nominated; a slate of officers may be presented and approved by “unanimous acclamation”.

SECTION 6: Vacancies: Should the offices of the Chairman, Vice Chairman, or Secretary become vacant, the board shall elect a successor from the current membership at the next regular meeting, and such election shall be for the unexpired term of the office.

#### ARTICLE VII: MEETINGS:

SECTION 1: The annual meeting of the advisory board shall be held, prior to the regularly scheduled monthly meeting, held in January of each year for the purpose of electing officers.

SECTION 2: The regular meetings shall be held at the Warrenton Senior Center unless the center has been rented for that time period. If the center has been rented, the meeting will be held at the City of Warrenton offices or a designated place as may from time to time be determined by the membership.

SECTION 3: Special meetings may be called by the Chairman or the City of Warrenton’s Financial Director when deemed expedient or upon a request of two (2) members of the advisory board.

SECTION 4: The Chairman or designee shall give notice of each meeting to the members not less than seven to ten (7-10) days before the meeting.

SECTION 5: The board shall meet the months of November, December, January, February, March, April and May on the third Thursday, at 4:00 PM.

SECTION 6: A quorum of the advisory board shall be three (3) members.

SECTION 7: Order of Business: The following shall be the order of business at regular meetings of the advisory board: Call to Order, Roll Call, Approval of the Minutes, Public Comment, Finance Report, Old Business, New Business, Correspondence, Next Meeting, Adjourned.

Revised 5/22/12