

RESOLUTION NO. 2646

Amending Resolution No. 640; Creating a Community Center Advisory Board and Providing Rules for Operation Thereof and Repealing Resolution No. 2471; Adopting the Warrenton Community Center Advisory Board Bylaws and Repealing all Other Resolutions in Conflict

Whereas, the Warrenton Community Center Advisory Board was created in 1987 by Resolution No. 640; and

Whereas, the Bylaws setting forth the operational structure of the Warrenton Community Center Advisory Board were adopted by Resolution No. 2471; and

Whereas, the Warrenton Community Center Advisory Board wishes to update their bylaws;

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Warrenton that Resolution No. 640 is hereby amended by the attached Community Center Advisory Board By-Laws, attached hereto as Exhibit A.

BE IT FURTHER RESOLVED that Resolution No. 2471 and all other resolutions in conflict are hereby repealed.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 23<sup>rd</sup> day of May, 2023.

APPROVED

  
Henry Balensifer, Mayor

ATTEST

  
Dawne Shaw, 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/work 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~~City Hall Commission Chambers ~~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 24 hours ~~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~~ monthly October – May at a regular time, place, and interval (if more frequent) as set by its membership at the first meeting of the year.

A. All meetings shall be made available to the public, and publicly noticed on the City Meeting Calendar online

B. The Board may move its meeting location in order to conduct field visits to the Community Center.;

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 ~~12/08/2020~~05/23/2023