

Joint Economic Development Organization (JEDO)

Operational Rules

BOARD

1 Composition. The JEDO Board shall be comprised of 13 members. Voting members shall include
2 the three county commissioners, the mayor, the deputy mayor, and two City Council members
3 selected by the Council. Nonvoting members shall be the remaining 6 Council members.

4 *Alternates:* If the deputy mayor or other voting City Council member cannot be present at
5 a meeting, an alternate may be selected by the absent member, with full voting rights. The absent
6 member shall notify the JEDO Chairperson, in writing, of the identity of the alternate before the
7 meeting.

8 Quorum. Four voting members of the JEDO Board shall constitute a quorum and be necessary for
9 the transaction of business.

10 Number of Votes Required; Abstentions; Presence. An affirmative vote of at least four voting
11 members shall be necessary to take any action. Abstentions shall not operate as a vote in favor of
12 the prevailing side. JEDO voting members must be physically present at the meeting at the time
13 a vote is called unless the meeting is being conducted partially or fully virtually.

CHAIRPERSON.

14 The JEDO Chairperson shall preside at all Board meetings. The City and the County shall rotate
15 the position of JEDO Chairperson with the Mayor or Mayor's designee serving in odd-numbered
16 years pursuant to Resolution No. 7623 and the Chairperson of the County Commission or the
17 County Chairperson's designee serving in even-numbered years commencing on January 1 of the
18 respective year. If a vacancy is created, the respective governing body shall elect another
19 chairperson from among its voting members.

20 Alternate. If the Chairperson cannot be present for any meeting, the JEDO Board may elect an
21 alternate from the voting members of the same governing body as the Chairperson.

22 Duties. In addition to presiding at all Board meetings, the Chairperson shall establish the date,
23 time, location, and agenda for each meeting. In the event of inclement weather conditions or an
24 emergency, the Chairperson may make a determination to conduct the meeting partially or fully
25 virtually.

26 Procedural matters. The JEDO Chairperson shall decide all issues of procedure relative to the
27 conduct of meetings and the interpretation of the operational rules.

MEETINGS

Meetings to be public; televised. All meetings of the JEDO Board shall be open to the public, except for executive sessions pursuant to state law. Meetings shall be televised, subject to budget constraints or technical difficulties.

Number. The JEDO Board shall meet on the second Wednesday of February, May, September and December of each calendar year and as needed, at the discretion of the Chair.

Notice; Agendas. Notice of JEDO meetings shall be provided in accordance with the Kansas Open Meetings Act. JEDO meetings shall be conducted in accordance with a written agenda in order that the JEDO members and the public may be informed as to the matters to be considered and may have an opportunity to be present. Agendas shall be furnished to members at least five business days prior to each meeting and posted on the City and County websites.

Additions to Agenda. Items may be added to the agenda by any voting member, subject to the approval of at least four voting members.

Public Comment. Comment from members of the public shall be entertained on each actionable agenda item and at the end of each meeting. Comment shall be limited to topics directly relevant to JEDO business. Members of the public wishing to speak must notify the City Clerk in odd-numbered years or the County staff person designated by the County Commission in even-numbered years before 5 p.m. on the date of the meeting. This requirement shall not apply to items added during the meeting.

Time limits. Members of the public shall be limited to four minutes unless the Board, by majority vote, extends the limitation. Debate, question/answer dialogue or discussion with Board members will not count towards the four minute time limitation.

Conduct. Each person addressing the JEDO Board shall provide his/her name in an audible tone or voice for the record. All remarks shall be addressed to the Board as a body and not to any specific member. No questions shall be asked of the Chairperson or JEDO members. The following conduct will not be tolerated: personal and slanderous remarks, fighting words, unreasonably loud or repetitious speech, speeches disruptive of Board proceedings to the extent that the proceedings are substantially interrupted. Any person engaging in any of these actions will be warned once by the chairperson. If the actions continue, the speaker will be escorted to a seat in the meeting room or escorted outside the meeting room if such person persists in interfering with the ability of the Board members to conduct the meeting.

Open Communications. Open communications shall be emphasized in regard to all JEDO business. Any action of the JEDO board shall be reflected on the JEDO website and can be shared by other methods of social media.

RULES OF ORDER; MOTIONS

General. Robert's Rules of Order, 10th edition, shall govern the proceedings of JEDO in all cases, unless they are in conflict with these operational rules. The JEDO Chairperson shall decide all issues of procedure relative to the conduct of meetings and the interpretation of the operational rules. Board actions shall be taken by a vote of the voting members present after motions have been made and seconded. The City or County staff member designated to record the minutes shall call the roll and each voting member shall respond "yes," "no," or "abstain." The vote of each member shall be recorded in the minutes. Additionally, the following rules of procedure shall apply:

Defer. A matter may be deferred for up to six months.

Strike. A matter may be removed from the agenda without prejudice so that it may be returned to the agenda at any later date.

Amend a motion. An item may be amended. If the motion to amend is successful, it shall be necessary to vote for the item, as amended. If the motion to amend is not successful, the original motion shall be considered.

Reconsider. An item previously voted on cannot be reconsidered until six months has elapsed from the previous action. However, this rule does not apply to the following:

- A motion to reconsider a matter that is adopted during the same meeting as the initial action.
- Reconsideration is necessary to correct a typographical or legal error in the original item.
- The item amends or differs substantively, as determined by the Chairperson, from the previously adopted item.

Call for the Question. A motion to 'call for the question,' if successful, ends all discussion on an item and requires a vote on the original item. However, all members shall have had an opportunity to speak to the item before the motion to call for the question is in order. A motion to call for the question must be seconded and passed by at least 5 voting members.

Adjourn. The Chairperson may adjourn the meeting if there is no other business to be conducted. Alternatively, any voting member may move to adjourn upon the conclusion of business providing the motion shall not be used to foreclose discussion or for any other purpose other than the orderly termination of the meeting.

MISCELLANEOUS.

91 Administrative duties. The City and the County shall rotate the administrative duties with the
92 City providing those services in odd-numbered years and the County doing so in even-numbered
93 years. The administrative duties include recording the minutes, providing legal counsel,
94 maintaining the records created during the year, and any other duties prescribed by the JEDO
95 Chairperson.

96
97 Economic development. As required by the interlocal cooperation agreement, on or before
98 November 1, the City Council, Mayor, and County Commission shall meet to consider the
99 economic development priorities for the upcoming calendar year. In December of each year, the
100 JEDO Board shall establish the economic priorities for the coming year based upon the discussions
101 of the City Council, Mayor, and County Commission. If the JEDO Board does not establish
102 priorities, the priorities as established for the previous year shall remain in effect.

103 Temporary suspension of operational rules. Any operational rule can be suspended temporarily
104 by a vote of at least 5 voting members. The suspension shall take effect only for the particular
105 rule in question and shall not be considered as a permanent suspension.

106 Amendment of operational rules. Operational rules may be amended or new rules adopted by a
107 vote of at least 4 voting members.

Adopted on _____

Michael A. Padilla, JEDO Chairperson

ATTEST:

Brenda Younger, City Clerk