

## **Carbon County Council of Governments By-Laws**

### **I. INTRODUCTION**

#### **A. Name of Agency**

There is hereby organized the Carbon County Council of Governments (CCCOG) which shall be a voluntary association of the local government units composed of Towns, and Cities located within and to include Carbon County.

#### **B. Agency Mission**

The Carbon County Council of Governments provides a forum to strengthen Carbon County by combining knowledge and experience to cooperatively identify needs, implement solutions, eliminate duplication, respond to new opportunities and challenges, and promote the efficient and accountable use of public resources for the benefit of county citizens.

### **II. COUNCIL**

#### **A. Membership - Eligible Entities**

- Carbon County
- Town of Baggs
- Town of Dixon
- Town of Elk Mountain
- Town of Encampment
- Town of Hanna
- Town of Medicine Bow
- City of Rawlins
- Town of Riverside
- Town of Saratoga
- Town of Sinclair

#### **B. Eligibility**

Eligible government units may become members by the passage of an ordinance, resolution, or other appropriate and legal action by the governing body of the governmental unit desiring membership and adopting the agreement creating the CCCOG and their By-Laws.

#### **C. Representation**

All representatives must be an elected official of the Member County or incorporated City/Town.

#### **D. Voting**

Each member will appoint its voting representative and that representative shall be entitled to one (1) vote. A majority of votes cast shall be required to adopt any matter before the Council. The representative or member designee shall cast all votes in person.

**E. Quorum**

A quorum shall consist of not less than one-half (½) of all representatives, plus one (1). When a quorum is present at any meeting, the vote of the majority of the members present shall decide any question brought before the meeting.

For quorum purposes only, in the event of three (3) successive absences by any member, the third absence will automatically cancel its membership in CCCOG and the required quorum at such meeting will reflect the reduced membership. Membership will automatically be reinstated upon that member's presence at a subsequent meeting.

**F. Alternative Participation**

Any member may participate in a meeting by telephone, polycam, video conferencing, compressed video or any other similar means, whether such technology exists now or is developed in the future.

**III. OFFICERS**

**A. Designation**

The officers of the Council shall be Chair, Vice-Chair, and Secretary/Treasurer. Officers shall be elected from the voting representatives of the Council.

**B. Election**

The officers shall be elected by the voting representatives of the Council annually at the last regular meeting of June before the beginning of the fiscal year of the Council. The fiscal year of the council is from July 1 through June 30. Officers shall hold office for one (1) year commencing on July 1, and ending on June 30 the succeeding year. Electing to the same position shall be permissible for not more than two complete consecutive one-year terms. Election of officers by the Council shall be by roll call vote; all other motions shall be by voice vote, unless requested otherwise by any member present.

**C. Officers**

**1. Chair of the Council shall:**

- a. Preside at all meetings of the Council.
- b. Shall be the Chief Officer of the Council.
- c. Create and abolish committees with approval of the Council and call such meetings as required.
- d. When a committee is created, charge the committee in writing with its purpose, objective, and responsibility subject to approval of the Council.
- e. Require written reports to the Council on the Committee activities.
- f. Be an ex-officio member of all committees.

- g. The Chair, after ratification of the Council, shall be a signatory for resolution, communications, and other business issues as authorized by the Council.
- h. The Chair shall have the same voting privileges as a regular member of the Council.

2. Vice-Chair of the Council shall:

- a. Have all the powers and assume all of the duties of the Chair in the Chair's absence.
- b. The Vice-Chair shall also be a signatory as necessary.

3. Secretary/Treasurer of the Council shall:

- a. Assist the Chair and Vice-Chair in preparing the agenda for the meetings of the Council.
- b. Shall keep a full and accurate record of the proceedings of the Council.
- c. The Secretary/Treasurer shall also be a signatory as necessary.

**D. Vacancies**

In the event a vacancy occurs in any office of the Council, an election will be held at the next Council meeting in accordance with Section III. The newly elected member shall fill the unexpired term vacated.

**IV. REGIONAL COUNCIL MEETINGS**

**A. Frequency**

The Council shall hold at least six meetings a year at a time and place designated by the Chair or in his/her absence, the Vice-Chair.

**B. Records**

Written minutes of all meetings of CCCOG shall be kept and the books and records shall be available to the public.

**C. Special Meetings**

Special Meetings of the Council may be called at the discretion of the Chair or at the request of three or more voting members of the Council.

**D. Announcement of Meetings**

All meetings shall have prior approval of the Chair and be announced by written agenda served upon, mailed or emailed to each representative at least five days before the meeting. The written agenda shall specify the time, place, objective, and/or issues of the called meeting and the business to be transacted at called meetings.

**E. Agenda Requirements**

The agenda of regular meetings shall include minutes of any previous meetings. Opportunity for discussion of all materials mailed in advance shall be included in the agenda. Before each vote of the Council, the Chair shall provide an opportunity for comments from the public. Each meeting shall provide an opportunity for new business to be introduced from the floor and from the public at the conclusion of the written agenda.

**F. All Regular and Special Meetings shall be open to the public.**

**G. Robert's Rules of Order shall govern the Council in all cases in which they are not in conflict with the By-Laws.**

**V. POWERS OF THE VOTING REPRESENTATIVES OF THE COUNCIL**

A. Creation of the organizational mission statement.

B. The determination of goals and objectives.

C. The determination of fiscal and program policy.

D. The creation of committees and subcommittees.

E. The determination of the over-all committee and program plans and priorities.

F. Electing the officers of the Council.

G. Evaluating the effectiveness of implementation of plans, meeting goals, and objectives.

H. Call Public Hearings when such hearings will be in the public interest.

**VI. COMMITTEES**

A. Standing Committees.

B. Functional/Advisory Committees.

C. Ad Hoc Committees.

There shall be a special committee as to the voting representatives established

from time to time, and they shall have and exercise such duties as the Council may assign to responsibilities as then.

VII. ADOPTION AND AMENDMENT

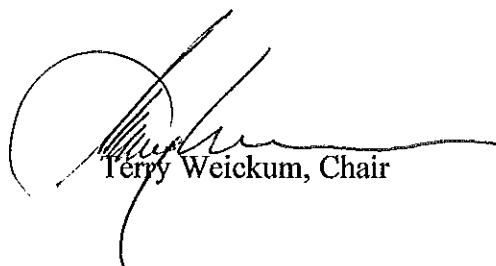
A. Adoption

These By-Laws shall become initially effective upon adoption by affirmative vote of two-thirds (2/3) of the voting representative members of the Council.

B. Amendment

These By-Laws may be amended at any regular or special meeting of the Council by affirmative vote of two-thirds (2/3) of the voting representative members of the Council.

*Adopted this 19th day of November, 2008.*



The signature is handwritten in black ink, appearing to read "Terry Weickum". Below the signature, the name "Terry Weickum, Chair" is printed in a smaller, standard font.

ATTEST:



The signature is handwritten in black ink, appearing to read "Linda L. Wagner".

Linda Wagner, Secretary/Treasurer