

BYLAWS OF BEL AIRE UTILITY ADVISORY COMMITTEE

ARTICLE ONE – NAME

The name of this Committee shall be the **UTILITY ADVISORY COMMITTEE** abbreviated as “UAC”.

ARTICLE TWO – PURPOSE

The Utility Advisory Committee is a volunteer committee whose purpose shall be to make recommendations to the Bel Aire Governing Body relating to utility issues including, but not limited to water, sewer, trash, recycling, and storm water, for the betterment of the citizens of Bel Aire.

ARTICLE THREE – GOALS AND OBJECTIVES

1. Goals. The Committee shall study and discuss specific utility issues and opportunities, and present conclusions and advice to the Governing Body focusing on the following objectives:
 - (1) Researching and Reporting Utility Issues
 - (2) Community Feedback

2. Researching and Reporting Utility Issues. The Committee, when requested by the Governing Body, Mayor or City Manager, shall consider, investigate, make findings, report and recommend upon any special matter of questions coming within the scope of its work.

The Committee shall study research, prepare, and annually update a written Utility Advisory Committee report.

3. Community Feedback. As necessary, the committee will engage the community for feedback regarding recommendations and issues relating to utility issues including, but not limited to water, sewer, trash, recycling, and storm water. The Committee will compile and provide feedback to the Governing Body.

ARTICLE FOUR – MEMBERSHIP

1. Membership requirements. The Utility Advisory Committee shall consist of 5 members. The Committee shall be comprised of residents of the City of Bel Aire, Kansas, and shall be appointed by the Governing Body of Bel Aire.
2. Member Term. Each member shall serve a two year term unless the member is appointed to complete the term of a predecessor with an unexpired term. Each member may be reappointed for additional two year terms. A member shall hold office on the committee until:
 - a. The end of his or her term,
 - b. The member resigns from the committee,
 - c. The member moves out of Bel Aire,
 - d. The member fails to attend 3 consecutive meetings, (subject to a vote of the committee),
 - e. The committee is terminated by Governing Body of Bel Aire, or
 - f. The member is dismissed by a majority vote of Governing Body of Bel Aire, with or without cause.
3. Member Vacancy. When there are one or more vacancies on the Committee, the Committee and each member of the Governing Body of Bel Aire may submit recommendations for appointment to the Committee. The Mayor will appoint each member, by and with the consent of the City Council. The term of office on the Committee shall be 2 years, unless a member is appointed to serve the remainder of an unexpired term.
4. Member Compensation. Members of the Committee shall serve without compensation.
5. Member Expense Reimbursement. Members of the Committee must have prior approval from the City Manager for the reimbursement of travel or incidental expenses incurred in the course of committee work. Requests for reimbursements shall be granted at the discretion of the City Manager.

ARTICLE FIVE – COMMITTEE OFFICERS

1. Officers. The officers of this Committee shall be: Chairperson, Vice-Chair Person and Secretary.
2. Officer Elections. Officer elections shall be held in the 4th quarter of each year, at a meeting where all members are present.
3. Officer Nominations. Nomination of officers shall be presented by Committee members during the same meeting elections are held.
4. Term of Office. All officers elected during the 4th quarter of the previous year, shall take office on January 1st of the new year. The term of Chairperson, Vice-Chairperson and Secretary shall be one (1) year. Each officer shall serve until a successor is appointed or elected.
5. Officer Duties. The officers shall perform their respective duties as follows: (a)
 - a. The Chairperson shall preside at all meetings of the Committee and will coordinate with the Bel Aire Public Works Director/City Engineer to create an agenda.
 - b. The Vice-Chairperson shall, in the absence of the Chairperson or at the Chairpersons request, perform the duties of that office.
 - c. The Secretary shall record the proceedings of meetings.
6. Officer Vacancies. In the event of a vacancy in any of the above offices, the Committee shall designate a successor to serve until the next regular election.
7. Officer Compensation. Officers of the Committee shall serve without compensation.

ARTICLE SIX – MEETINGS

1. Committee Meetings. A standard meeting time will be established based on the availability of current members, but the Committee shall not meet during City Council Meetings. If a meeting must be rescheduled, the Committee Chairperson will advise the City Clerk of the date and time of the rescheduled meeting. Meetings shall be held at least quarterly.
2. Parliamentary Procedure. All regular and special meetings of the Committee shall be conducted orderly, and in similar manner to “*Roberts Rules of Order*”.

3. Quorum. A majority of members appointed shall constitute a quorum at any meeting that is called and notice given.
4. Minutes. The Committee Secretary shall provide the City Clerk with copies of the minutes of its proceedings.

ARTICLE SEVEN – AMENDMENTS

Members of the Committee will review these Bylaws at the first meeting of each year. The Committee may amend these Bylaws at any meeting by affirmative vote of a majority present and upon approval of the Governing Body of Bel Aire. Additionally, the Governing Body may amend, change, or call for a review of these Bylaws at any regular meeting.

ARTICLE EIGHT – DISSOLUTION

The Governing Body of the City of Bel Aire may dissolve this committee upon motion of a Councilmember carried by a two-thirds vote of those Councilmembers present and voting. Committee Members may seek dissolution by submitting a written request for dissolution to City Council, signed by a majority of Committee members.

Arthur L. Tankink Don Beagle
Chairperson Secretary

ADOPTED BY VOTE OF MEMBERSHIP 5-0 DATE 9-26-17

REVISED:

APPROVED by the Bel Aire City Council on the 3rd
day of October, 2017.

DA
David Austin, Mayor

ATTEST: Stacey Cook
Stacey Cook, City Clerk



We, the current members of Bel Aire's Utility advisory Committee (UAC), do hereby vote to approve or not to approve of attached proposed bylaws of the UAC on September 26, 2017, as shown below:

<u>Approve</u>	<u>Do Not Approve</u>	<u>Signature</u>
(X)	()	X <u>Dan Broyles</u> Dan Broyles
(X)	()	X <u>Waris Jaffery</u> Waris Jaffery
(X)	()	X <u>Bill Moss</u> Bill Moss
(X)	()	X <u>Ellie Skokan</u> Ellie Skokan
(X)	()	X <u>Art Tenbrink</u> Art Tenbrink