

**BROKEN ARROW, OKLAHOMA
BROKEN ARROW DOWNTOWN ADVISORY BOARD BYLAWS
DECEMBER 6, 2005**

ARTICLE I - AUTHORIZATION

- 1-1. This Downtown Advisory Board is established in conformance with an ordinance adopted by the Broken Arrow City Council of Broken Arrow, Oklahoma. Authority to establish City boards and committees is granted to municipalities in Title 11 of the Oklahoma Statutes, Section 14-101 and the Ordinance codified as Broken Code Article XVI, Section 2-230, *et. seq.*
- 1-2. The official title of this planning Board shall be "Broken Arrow Downtown Advisory Board," hereinafter referred to as the "Board."

ARTICLE II - PURPOSE

- 2-1. The purpose of the Board is to assist the City Council in determining the long range needs of the downtown as defined in the Downtown Master Plan, to prepare plans and strategies for downtown betterment, to recommend programs for capital improvements, ordinances, studies, reports and other documents related to developing and redeveloping the downtown area, and to recommend appropriate actions for carrying out various projects that comply with the specified guidelines of the Downtown Master Plan and which are more fully set forth in Downtown Master Plan.

ARTICLE III - MEMBERSHIP

- 3-1. The Board shall consist of nine (9) members appointed by the Mayor and ratified by the City Council.
- 3-2. Each member serves a term of four years.
- 3-3. Any vacancy in membership is filled by appointment of the City Council and shall be for the unexpired portion of the term only.
- 3-4. Any member of the Board is eligible for reappointment.
- 3-5. Any member of the Board may be removed by the City Council only for cause as provided in the Constitution and Laws of Oklahoma for the removal of municipal elective officers.
- 3-6. The term of a Board member expires at 7:30 p.m. on the first Tuesday in October on the Fourth year following appointment for a full term, under Broken Arrow Code Article XVI, Section 2-230, *et. seq.*
- 3-7. The City Council may provide for the payment of expenses incurred by Board members in the performance of their official duties and compensation for services.

ARTICLE IV - SELECTION OF OFFICERS

- 4-1. Officers of the Board shall consist of a Chairperson, and Vice-Chairperson. The Chairperson and Vice-Chairperson shall be elected by the membership. The Broken Arrow City Council member shall not sit as either chairman or vice-chairman. (Broken Arrow Code Article XVI, Section 2-230, *et. seq.*)
- 4-2. Nomination of officers shall be made from the floor at the first regular meeting each October.

Election of officers shall follow immediately. A candidate receiving a majority vote of the entire membership shall be declared elected. (Broken Arrow Code Article XVI, Section 2-230, *et. seq.*)

- 4-3. The term of office shall be for one (1) year or until a successor takes office.
- 4-4. Any vacancies in office shall be filled for the unexpired portion of the term in the same manner as the officers are originally chosen.

ARTICLE V - DUTIES OF OFFICERS

- 5-1. The Chairperson shall be a member of the Board and shall:
 - 5-1-1. Preside at all meetings.
 - 5-1-2. Appoint all committees.
 - 5-1-3. Rule on all procedural questions (subject to a reversal by a simple majority vote by the members present).
 - 5-1-4. Be informed immediately of any official communication and report same at the next regular Board meeting.
 - 5-1-5. Carry out other duties as assigned by the Board.
- 5-2. The Vice-Chairperson shall be a member of the Board and shall:
 - 5-2-1. Act in the absence or inability of the Chairperson to act, with the full powers of the Chairperson.
- 5-3. The Secretary shall:
 - 5-3-1. Record attendance at all meetings.
 - 5-3-2. Record the minutes of the Board meetings.
 - 5-3-3. Notify all members of all meetings.
 - 5-3-5. Give notice and be responsible for publishing public notices of all public hearings and public meetings.
 - 5-3-6. Attend to the correspondence necessary for the execution of the duties and functions of the Board including agendas and supporting documents.
 - 5-3-7. Upon prior approval of the Board, delegate to other government personnel and/or citizen volunteers duties or parts thereof required of the Secretary.

ARTICLE VI - COMMITTEES

- 6-1. The Chairperson may form committees and appoint members, as needed, to carry out the purposes of the Board.

ARTICLE VII - MEETINGS

- 7-1. Regular meetings of the Board shall be held as provided in Article 10-2 herein. Special meetings shall be called as needed.
- 7-2. Special meetings may be called by the Chairperson or by five (5) members upon written request to the Secretary. The Secretary shall mail to all Board members forty-eight (48) hours

before a special meeting, a written notice giving the time, place and purpose of the meeting. Public notice of the special meeting will be given to the public as specified by the Open Meetings Act.

- 7-3. All meetings of the Board shall be open to the public.

ARTICLE VIII - VOTING

- 8-1. A majority of the members shall constitute a quorum.
8-2. No action of the Board shall be valid unless authorized by a majority vote of those present and voting.

ARTICLE IX - ORDER OF BUSINESS

- 9-1. The order of business for a regular meeting shall generally be:
- 9-1-1. Call to order by chairperson.
 - 9-1-2. Roll call.
 - 9-1-3. Determination of a quorum.
 - 9-1-4. Consideration of minutes.
 - 9-1-5. Old Business.
 - 9-1-6. New Business.
 - 9-1-7. Adjournment.
- 9-2. Parliamentary procedure in the Board meetings shall be governed by Sturgis Standard Code of Parliamentary Procedure.
- 9-3. The Board shall keep a set of minutes of each meeting, and these minutes shall become a public record once approved.

ARTICLE X - PUBLIC HEARINGS

- 10-1. In addition to those required by law, the Board may hold public hearings on any matter which it deems to be in the public interest pertaining to downtown development.
- 10-2. Notice shall be given in writing by December 15 of each calendar year of the schedule of meetings showing the date, time and place of regularly scheduled meetings for the following year. Such notice will be given to the municipal clerk. In addition to this advance notice in writing, all meetings will display public notice of such meetings with an agenda at least twenty-four (24) hours in advance. Special meetings require forty-eight (48) hours notice to the public. The Open Meeting Act will be complied with for all meetings of the Board and its committees.
- 10-3. The Chairperson shall summarize the matter before the Board, allow interested parties to address the Board, and accept written statements and other documentation pertinent to the matter before the Board.
- 10-4. No applicant information, documentation or exhibit will be considered by the Board unless it has first been reviewed by the Developmental Services Department according to that Department's deadline schedule. In the event that an applicant wishes to present material, which was not presented to the Developmental Services Department in a timely manner, the Board shall table the entire matter to a future meeting.
- 10-5. All exhibits presented to the Board shall be retained by the Board unless the presenter is able

to provide the Board with copies.

- 10-6. An accurate, written record shall be made of the proceedings of a public hearing and maintained as a part of the Board's files.
- 10-7. All approved meeting minutes will be made available for public inspection as specified by the Open Records Act.

ARTICLE XI - AMENDMENTS

- 11-1. These bylaws may be amended by a majority vote of the entire membership after thirty (30) days prior written notice to the Board.

ARTICLE XII - DOWNTOWN ADVISORY BOARD PRIVACY

- 12-1. Frequently, the public asks how they can contact members of the Board. The public may contact Board members by two methods. The first method would be by letter correspondence, in which a letter may be left with the Secretary to the Board who will deliver it to the members. The second method would be in meeting with the Board members in person, by making the request with the Secretary to the Board who will then contact the Board members and relay the request. In no instance should a City staff member give out a Board member's address or telephone number without their approval. When making a copy of the list of Board members, their addresses should be covered so as not to be copied.

ARTICLE XIII - CODE OF ETHICS

- 13-1. Conflict of Interest - A Board member to whom some private benefit, direct or indirect, financial or otherwise, may come as a result of some public action should not be a participant in that action. The possibility or appearance of, not the actuality, of a conflict of interest should govern. The question is, "Do I think it would appear that I would be unbiased and impartial?" A Board member experiencing a conflict of interest should declare his/her interest publicly, abstain from voting on the matter, and should refrain from any deliberations on the matter other than statements of fact. He/or she should not discuss the matter privately with any fellow official for the purpose of influencing a decision thereon.
- 13-2. Release of Information - No Board member or City staff member shall use or transmit to others for private benefit any information derived from Board activities unless and until such information is made available to the public.