

**RILEY COUNTY PUBLIC BUILDING COMMISSION
BYLAWS**

**ARTICLE I
General**

Section 1. NAME.

The Public Building Commission created by Riley County Resolution No. _____ shall be known as the Riley County Public Building Commission (hereinafter "PBC").

Section 2. PURPOSE.

The purpose of the PBC shall be to provide financing only for public building projects approved by the Board of Riley County Commissioners (hereinafter "BOCC"). The building projects eligible for such PBC financing are only those identified within Riley County Resolution No. _____, and as limited by the terms of these bylaws, or by an amended version of these Bylaws.

**ARTICLE II
Chair and Secretary**

Section 1. CHAIR.

The Chair of the PBC shall be the Chair of the BOCC.

Section 2. SECRETARY.

The Secretary of the PBC shall be the Riley County Clerk. The Secretary shall not be a member of the PBC.

Section 2. TERMS OF COMMISSIONERS OF PBC.

Commissioners of the BOCC shall serve as Commissioners of the PBC, for terms simultaneous with their terms as Commissioners of the BOCC.

Section 3. CHAIR: DUTIES.

It shall be the duty of the Chair to preside at all meetings of the PBC as executive head and perform such other duties as may be specifically assigned to him/her by the PBC. He/she shall sign the minutes of the PBC meetings when approved.

ARTICLE III

Meetings

Section 1. MEETING.

The PBC shall determine regular and special meeting times and dates.

Section 2. QUORUMS.

A quorum is required in order to convene a PBC meeting. Two or more Commissioners shall constitute a quorum for the transaction of business at any regular or special meeting.

Section 3. AGENDA.

Regular meetings shall be conducted according to an agenda prepared by the Secretary, in consultation with the Chair. The agenda shall be prepared and sent to each Commissioner no later than two days in advance of the meetings, unless the Chair determines an emergency exists. In the event of such an emergency, such notice as is reasonably possible shall be given to Commissioners.

Section 4. OPEN PUBLIC MEETINGS.

All meetings for the conduct of the affairs of the PBC shall be open to the public. All meetings shall be conducted according to the Kansas Open Meeting Act, including executive sessions.

ARTICLE IV
Conflict of Interest

Section 1. CONFLICT OF INTEREST.

In order to preserve public trust, all Commissioners of the PBC shall announce and fully disclose any personal or professional concerns or connections that may appear to affect their ability to put the welfare of Riley County before personal benefit. Each PBC Commissioner shall disclose to the other Commissioners at an open meeting of the PBC any personal interest which he/she may have in any matter pending before the PBC and shall refrain from participation in any discussion or vote related to such matter.

ARTICLE V
Advisory Council

Section 1. CREATION; MEMBERSHIP.

The Riley County Planning Board, plus two (2) Riley County residents appointed by the Board of Riley County Commissioners, shall serve as the PBC Advisory Council (hereinafter “Advisory Council”). The Riley County Planning and Development Director shall serve as Secretary for the Advisory Council. The Director’s office shall provide administrative support to the Advisory Council.

Section 2. PURPOSE; NATURE OF AUTHORITY.

Such Advisory Council shall exist for the following purposes only: to review proposed projects and/or questions forwarded from the PBC, or from the Board of Riley County Commissioners; to make reports and/or recommendations to the PBC or the Board of Riley County Commissioners on all matters referred to it by either body; to act as a sounding board and source of input for the PBC and the Board of Riley County Commissioners.

ARTICLE VI
Public Forum(s)

Section 1. PUBLIC INPUT.

The PBC **shall** convene **at least two** public forums to obtain public input on every public building project before a final decision on financing such project is made by the PBC.

Section 2. TIME OF FORUM(S).

The PBC shall make a reasonable effort to schedule **such** public forums after regular business hours, in order to provide the greatest opportunity for public attendance.

ARTICLE VII
Projects Excluded

The PBC shall not have authority to approve financing for any public building project of a unified school district, university or college.

ARTICLE VIII
Amendments

Section 1. AMENDMENTS.

The Bylaws can be amended at any meeting of the PBC by a majority vote of a quorum of the board, provided that the amendment has been submitted in writing at a previous PBC meeting.

ADOPTED this ____ day of _____ 2014, by majority vote of the PBC.

Robert L. Boyd Jr., Chair

ATTEST:

Rich Vargo, County Clerk

(SEAL)