

BYLAWS
LAND BANK BOARD OF TRUSTEES
CITY OF ARKANSAS CITY, KANSAS

ARTICLE I

PURPOSE AND ORGANIZATION

The purpose of the Land Bank shall be to efficiently acquire, manage and transform vacant, abandoned, nuisance, dangerous, and/or tax-foreclosed property into productive use in conformance with Kansas statutes and City Ordinance. The Land Bank shall be governed by a Land Bank Board of Trustees (hereinafter referred to as "the Board"), which consists of the Board of City Commissioners of the City of Arkansas City, Kansas.

ARTICLE II

POWERS, DUTIES, AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES

The Board shall have the powers and duties described in applicable Kansas Statutes and City Ordinance.

ARTICLE III

MEETINGS OF THE LAND BANK BOARD OF TRUSTEES

SECTION 1. Unless otherwise established by resolution of the Board of City Commissioners, the Board shall meet at least two times per calendar year: the second meeting of the Board of City Commissioners in January to receive the annual report, and the second meeting of the Board of City Commissioners in July to establish the next year's budget. Special meetings may be called by the Chairperson of the Board, by a majority of the Board members, or by resolution of the Board of City Commissioners. Meetings are subject to the requirements of the Kansas Open Meeting Act, K.S.A. 75-4317 et seq., and amendments thereto.

SECTION 2. A quorum shall consist of a majority of the members of the Board. Business of the Board shall be conducted by majority vote of the members present once a quorum has been established. There must be quorum present before the Board may take any formal action but the Board may discuss items of business at a regular or special meeting in the absence of a quorum. No action of the Board shall be binding unless taken at a meeting at which at least a quorum is present.

SECTION 3. Members of the Board shall be subject to the provisions of the laws of the State of Kansas regarding conflicts of interest of city officers and employees, including but not limited to, K.S.A. 75-4301 et seq., and amendments thereto. If an agenda item represents the appearance a conflict of interest for any member of the

Board, that member shall declare a conflict of interest and not participate in the discussion or vote on that item. Such member will be considered present for quorum purposes, but absent from voting on that specific item.

ARTICLE IV

OFFICERS AND THEIR DUTIES

The officers of the Board shall be as follows:

Chair, who shall be the same person as the Mayor and shall preside at all meetings of the Board and shall sign, execute, act, and deliver for the Board all documents of any kind required or authorized to be signed by the Board.

Vice-Chair, who shall be the same person as the Vice-Mayor and, in the absence or disqualification or disability of the Chair, shall perform the duties of the Chair and act in place of the Chair, with the full power and authority which the Chair would have were the Chair present.

Secretary for the Board shall be the City Clerk and shall keep a complete record of all proceedings of the Board and shall perform such other duties as may be required by law or ordinance. The Secretary shall not have the right to vote or to perform any other function than provide administrative services, and may be a member of City staff.

Treasurer for the Board shall be the Finance Director of the City, who shall have the custody of the funds and shall keep full and accurate accounts of receipts and disbursements of the Land Bank, and shall deposit all monies and other valuables in the name and to the credit of the Land Bank into depositories designated by the Board and as required by K.S.A. 12-5903. The Treasurer shall disburse the funds of the Land Bank as ordered by the Board, and prepare financial statements each month or at such other intervals as the Board shall direct. The Treasurer shall perform such other duties and have such other authority and powers as the Board may from time to time prescribe. The Treasurer shall not have the right to vote or to perform any other function than provide administrative services.

ARTICLE V

RULES AND PROCEDURES

The Board shall adopt appropriate rules and procedures for the conduct of meetings and for the transaction of the Board's business.

ARTICLE VI

COMMITTEES

SECTION 1. There shall be no standing committees of the Board.

SECTION 2. With the consent of the Board, the Chair may appoint ad hoc committees for special study or review of an issue. The purpose of ad hoc committees shall be to make detailed investigations, studies, and recommendations to the Board. The Chair or Vice-Chair shall be an ex-officio member of all committees. Non-members of the Board may be added to the ad hoc committee by the Chair to provide specialized advice or expertise pertinent to the issue, including staff available to the City of Arkansas City, Kansas.

ARTICLE VII

AMENDMENTS TO BYLAWS

The Board may, by a majority vote, amend these bylaws or any provisions or sections thereof at any time when the same is not in conflict or contravention of any of the laws of the State of Kansas or ordinance of the City of Arkansas City. Any bylaw amendment modifying the authority of the Board of Trustees may be subject to approval by the Board of City Commissioners. Notice of the proposed amendments shall be furnished by the Secretary to Board members not less than ten (10) days prior to the meeting at which said amendments are to be considered.

The above bylaws are hereby adopted as the Bylaws of the Land Bank Board of Trustees of the City of Arkansas City, Kansas, this 7th day of November, 2017.

Dan Jurkovich, Chair

Lesley Shook, Secretary