

# **BYLAWS OF BEL AIRE UTILITY ADVISORY COMMITTEE**

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## **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 advisory committee whose purpose shall be to make recommendations to the City of 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:
  - Researching and Reporting Utility Issues
  - Gathering 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. Members shall serve staggered terms beginning in 2022 in accordance with the Seat that each member is appointed to below:

Seat 1 shall be appointed in August 2022 and shall serve through August 2024  
Seat 2 shall be appointed in August 2022 and shall serve through August 2024  
Seat 3 shall be appointed in August 2022 and shall serve through August 2025  
Seat 4 shall be appointed in August 2022 and shall serve through August 2025  
Seat 5 shall be appointed in August 2022 and shall serve through August 2023

~~Each member may be reappointed for two additional terms.~~ The Seats shall cycle through three (3) year appointed terms *after* each of the terms listed above are completed. 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 in accordance with that Seat, and such member shall serve the remainder of that Seat's 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 4<sup>th</sup> quarter of each year when all UAC members are present, if during the first 2 meetings of the 4<sup>th</sup> quarter UAC is not able to get all members present to attempt elections, the UAC may proceed with new officer elections at the next available meeting when a simple majority of UAC 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 4<sup>th</sup> quarter of the previous year, shall take office on January 1<sup>st</sup> 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. The Chairperson shall preside at all meetings of the Committee and will coordinate with the Bel Aire City Engineer and/or the Public Works Director 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. Secretary shall record attendance and proceedings of meetings and provide copies of committee approved minutes to the City Clerk. If the Secretary is not available, the Chairperson may appoint any member to record minutes.
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 orderly. Committees are encouraged to use "*Bob's Rules of Order*" as the model standard for City committee meetings.
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 minutes of proceedings, including attendance, voting, and action, within 60 days of any meeting.

#### **ARTICLE SEVEN – HONORARY MEMBERS**

The UAC may confer honorary titles as voted by the majority of the Committee members in recognition of significant contributions to the Committee's purpose. One recognition, "Member Emeritus," shall confer special recognition to a past Committee member at meetings, and an open invitation to address UAC on matters of public concern. Granting an honorary title does not confer voting rights or membership appointment.

#### **ARTICLE EIGHT – 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 NINE – 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 J. Tentenick Chairperson [Signature] Secretary

ADOPTED BY VOTE OF MEMBERSHIP 3-0. DATE 8-10-22

APPROVED by the Bel Aire City Council on the 2nd  
day of August, 2022.

[Signature]  
Jim Benage, Mayor

ATTEST: [Signature]  
Melissa Krehbiel, City Clerk

