

**BYLAWS
Of
GRAND RAPIDS CIVIC CENTER ADVISORY BOARD**

**ARTICLE I
PURPOSE**

The purpose of the board shall be to assist the Grand Rapids City Council with the IRA Civic Center as follows:

- A. Oversee the operations of the facility; and
- B. Preserve and improve the physical assets of the facility;

**ARTICLE II
OFFICE AND BOUNDARIES**

The principal office shall be at the City Hall of the City of Grand Rapids, County of Itasca, State of Minnesota. The area where operations are to be conducted consists of the IRA Civic Center and associated property where the facility is located.

**ARTICLE III
BOARD OF BOARDERS**

- A. The civic center board shall be composed of five members, all as appointed by the city council. Vacancies shall be filled for the unexpired portion of a departing member's term by action of the city council; and shall not be personally interested in any contracts acted upon by the civic center board. The civic center board makeup shall be as follows:
 - One Grand Rapids Amateur Hockey Association Board Member
 - One ISD 318 Representative
 - One Star of North Figure Skating Board Member
 - One Member at Large (Does not need to be a resident of the city)
 - One Member of the City Council
- B. If an organization does not designate a member to the Civic Center Board, the City Council shall appoint another Member at Large. When the term ends for the extra Member at Large the unrepresented organization can assign a member.
- C. Each board member present shall be entitled to one vote in the actions and decisions of the board. A quorum is necessary in all voting by the board. A majority of boarder members shall constitute a quorum at meetings of the board. Any action taken or decision made must be by a majority vote of the board present.

**ARTICLE IV
OFFICERS AND DUTIES**

- A. At the first meeting after January 1, members of the board shall select, by majority vote, a chair, vice chair, and secretary to serve until December 31 or until their successors are chosen.

- B. The chair shall:
- set the agenda and preside at meetings of the board;
 - approve agenda additions;
 - call additional meetings as needed;
 - assign duties to board members;
 - arrange meetings with other boards, boards and organizations from the public, private and non-profit sectors as needed;
 - communicate with the city council and staff;
 - provide overall leadership to the board in carrying out its responsibilities.
- C. In the absence of, or at the request of the chair, the duties of the chair shall be performed by the vice chair, and in the absence of both the chair and vice chair, by the secretary.
- D. Copies of the minutes of all meetings shall be filed with the city clerk.

ARTICLE V

RESPONSIBILITIES

The Board is advisory to the City Council and its responsibilities include the following:

- A. develop, periodically update and recommend to the City Council a mission, public agenda and strategic plan for the Civic Center.
- B. complete the comprehensive plan sections regarding Civic Center, including recommendations for plan revisions.
- C. seek individual, corporate, foundation and city funding for the Civic Center.
- D. facilitate collaboration and joint planning among public and private agencies involved with economic development, tourism and recreation.
- E. provide support in the planning, acquisition and /or development of and facilities by the city in support of the Civic Center

ARTICLE VI

MEETINGS AND ATTENDANCE

The board shall meet the third Wednesday of month in January, April, July, October and as otherwise determined by the chair. A regular meeting may be cancelled by the chair or a majority of the board. Every board member shall be required to attend at least 75% of all meetings each calendar year. Board members who are unable to meet the attendance requirements may be removed by a majority vote of the Board. Prior to a vote considering the potential removal of a member, the member shall be afforded an opportunity to explain his, or her, reasons for non-attendance.

ARTICLE VII

AMENDMENT OF BYLAWS

Alterations, amendments or repeal of the bylaws may be made by a two-thirds vote of the Board members entitled to vote at any meeting, if the notice of such meeting contains a statement of the proposed alteration, amendment or repeal. Notice of any alteration, amendment or repeal of the bylaws shall be given in writing to each board member at least (10) days prior to the meeting at which said proposed alteration, amendment or repeal shall be considered.

ARTICLE VIII
NOTICES

At least ten working days before each meeting, the secretary shall ensure that each Board member is notified of the time, place and purpose of the meeting by written notice. Special meetings may be set without prior written notices when all Board members are present at the meeting or consent in writing or by phone to the secretary. Written notice of all meetings of the Board shall be provided to the City's official newspaper (and other media as requested) per Minnesota Open Meeting Law requirements.

ARTICLE IX
STAFF SUPPORT

A city staff member shall act as liaison to the board, provide staff support, and help get recommendations for or from the board on the agenda for consideration by the city council.

ARTICLE X
AUTHORIZATION

The foregoing Bylaws comprising three (3) pages constitute the Bylaws of the Grand Rapids Civic Center Advisory Board, as duly amended at the regular meeting of the Board, duly held on March 22, 2023.

IN TESTIMONY WHEREOF, we the undersigned directors have recommended acceptance of the above by-laws to be the By-Laws of the Grand Rapids Civic Center Advisory Board. They will become effective once ratified by majority vote of the Grand Rapids City Council.

Recommended for adoption by the Grand Rapids Civic Center Advisory Board on the ____ day of _____, 20__ on the following roll call vote:

Motioned by: Seconded by:

Ayes: ; Nays:

ATTEST:

Civic Center Board
Board Chair

ATTEST:

Civic Center Board
Board Chair Secretary

CITY OF GRAND RAPIDS:

Attest:

Ratified by: _____
Dale Christy, Mayor

Kimberly Gibeau, City Clerk