

BYLAWS
LAND BANK BOARD OF TRUSTEES
CITY OF HUTCHINSON, KANSAS

ARTICLE I

PURPOSE AND ORGANIZATION

SECTION 1. The purpose of the Land Bank shall be to efficiently acquire, manage and transform vacant, abandoned, and tax-foreclosed property into productive use and operate as required under Article XVII of the Hutchinson City Code (Exhibit 1, attached). The Land Bank shall be governed by a Land Bank Board of Trustees.

SECTION 2. The Land Bank Board of Trustees shall consist of five (5) members appointed by the Hutchinson City Council. All members will be residents of Reno County with expertise in land development, construction, development finance, real estate sales or marketing, real estate law, neighborhood growth and development, surveying or expertise related to the responsibilities of Land Bank operation.

SECTION 3. The members of the Board of Trustees shall each be appointed for three-year terms (after the initial establishment of the Board.) All vacancies shall be filled for the unexpired term and no person shall serve more than two consecutive three-year terms.

SECTION 4: Members will comply with City Resolution No. 2744, **Resolution to Provide For Conformity Within City Boards and Committees** (Exhibit 2, attached); and **City Council Policy No. 17, Appointment Procedure for Citizen Boards and Commissions** (Exhibit 3, attached).

ARTICLE II

POWERS, DUTIES, AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES

The Land Bank Board of Trustees shall have the powers and duties described in Sec. 2-1705 and Sec. 2-1706 of the Hutchinson City Code (Exhibit 1, attached.)

ARTICLE III

MEETINGS OF THE LAND BANK BOARD OF TRUSTEES

SECTION 1. At the first meeting of each calendar year, the Board shall by resolution establish regular meeting times and dates for the year. The Board shall hold at least nine regular meetings during the year. Special meetings may be called by the chairman or by a majority of the Board members. Meetings are subject to the requirements of the Kansas Open Meeting Act, K.S.A. 75-4317 et seq., and amendments thereto.

SECTION 2. Regular meetings of the Board shall be held the first Tuesday of each month at 3:00 p.m. in Hutchinson City Hall, 125 E. Avenue B, unless otherwise specified.

SECTION 3. The Director of Planning and Development or designee shall prepare a notice of the meeting and an agenda of all matters to come before the meeting and mail the same to Board members no later than five (5) days preceding the next regular meeting. Any member of the Board may cause matters to be placed on the agenda by advising the Director of Planning and Development or designee no later than noon (12:00 p.m.) six days preceding the next regular meeting.

SECTION 4. Special meetings may be called by the Board Chair or a majority of the Board members by giving written notice at least three days in advance of said special meeting to all Board members. Every notice of any special meeting shall state the purpose or purposes for which the meeting has been called; the business transacted at all special meetings shall be confined to the purpose stated on the meeting notice.

SECTION 5. The Chairperson may from time to time call for work session meetings in addition to regular meetings of the Board for the purpose of receiving information, hearing presentations, and discussing information, provided that no formal or informal action is taken. All such sessions are open to the public, shall be announced to the media, and no binding action will be taken.

SECTION 6. 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 a 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 7. Members of the Board shall be subject to the provisions of the laws of the State of Kansas which relate to conflicts of interest of county officers and employees, including but not limited to, K.S.A. 75-4301 et seq., and amendments thereto. If an agenda item is being considered which 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.

SECTION 8. All meetings of the Board shall be conducted in accordance with the rules and procedures adopted by the Board.

ARTICLE IV

OFFICERS AND THEIR DUTIES

SECTION 1. The officers of the Board shall be as follows:

Chairperson, who shall be elected by the Board from its members 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 of Trustees.

Vice-Chairperson, who shall be elected by the Board from its members and, in the absence or disqualification or disability of the Chairperson, shall perform the duties of the Chairperson and act in place of the Chairperson, with the full power and authority which the Chairperson would have were the Chairperson present.

Treasurer, who shall be elected by the Board from its members and shall represent the financial activities of the Board. The Treasurer shall be bonded in such amounts as the City Council requires.

Secretary for the Board shall be an appointed position by the Director of Planning and Development or designated employee of the City of Hutchinson, assigned to 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.

SECTION 2. An annual election of officers shall be held at the meeting held at the first meeting of the calendar year. Officers so elected shall serve for a term of one (1) year.

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 Chairperson 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 Chairperson or Vice-Chairperson shall be a member of all committees. Non-members of the Board may be added to the ad hoc committee by the Chairperson to provide specialized advice or expertise pertinent to the issue.

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 Hutchinson. Any bylaw amendment modifying the authority of the Board of Trustees may be subject to City Council approval. 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 Hutchinson, Kansas.

Dated this 4th day of April, 2017.



Mark Eaton, Chair