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BYLAWS
OF
THE WOODBURY COUNTY BOARD OF SUPERVISORS

ARTICLE I
Name

The name of this statutorily created assembly is the Woodbury County Board of Supervisors.

ARTICLE II
Purpose

The purpose of this assembly is to perform the duties of the Board of Supervisors according to the Iowa Code.

ARTICLE III
Members

There are five members of the Woodbury County Board of Supervisors. They are elected at large from Woodbury County, Iowa but with equal-population district residence requirements.

ARTICLE IV
Officers

Section 1. <u>Officers and Duties.</u> The officers shall be a Chairperson, a Vice Chairperson and a Clerk to the Board. These officers shall perform the duties as prescribed by Iowa Code, these bylaws and by the parliamentary authority adopted by the Board in descending order.

a. **Chairperson.** The Chairperson shall preside at all the meetings of the Board during the year. The Chairperson shall make all committee assignments to committees recognized in these bylaws. The Chairperson shall set the tentative agenda for all meetings of the Board. The Chairperson shall oversee the daily operations of county administration while acting within the policies established by the Board. Subject to approval of the Board, the Chairperson shall be authorized, with a Board approved committee form, to establish special purpose committees as needed.
b. **Vice Chairperson.** The Vice Chairperson shall serve during the absence of the Chairperson and be the presiding officer when the Chairperson participates by electronic means.
c. **Clerk to the Board.** The Auditor and Recorder or the designee of the Auditor and Recorder shall serve as Clerk to the Board *ex officio*. The Clerk to the Board shall be recognized as the parliamentarian for all meetings of the Board.

Section 2. Time, Nomination Procedure, Method of Election and Term of Office. The election of The Chairperson and Vice Chairperson shall occur at the first meeting in each year. Nominations shall be made from the floor and elections shall be by roll call vote. A temporary chair shall be elected to preside over the election of the Chairperson. The Chairperson's term shall begin immediately. The Chairperson shall preside over the election of the Vice Chairperson.

ARTICLE V
Meetings

Section 1. Compliance with Open Meetings Law. All meetings of the Board shall be scheduled and conducted in compliance with Chapter 21 of the Code of Iowa and other applicable law.

Section 2. First Meeting. The Board shall meet on the first day of January which is not a Saturday, Sunday or holiday.

Section 3. Regular Meetings. The Board shall hold regular meetings on each Tuesday of the year unless canceled or postponed by a majority of the Board.

Section 4. Special Meetings. The Board may hold special meetings from time to time as required to conduct the business of the county. A special meeting may be called by the Chairperson or by the Vice Chairperson in the absence of the Chairperson.

Section 5. Agenda. Items to be considered for a meeting shall be submitted in a format prescribed by the Board. All items requested for Board action shall be submitted in the form of a proposed written motion. Any member of the Board may direct the Chairperson to place an information or discussion item on the agenda of a subsequent meeting. The Chairperson shall place an action item on the agenda of a subsequent meeting when directed by a majority of the Board.

Section 6. Quorum and Consensus. A quorum and consensus shall consist of three members of the Board. A quorum is required to transact the official business of the County.

Section 7. Majority Required. Unless where otherwise provided by law, a majority of the quorum present is required for the adoption of any matter to come before the Board.

Section 8. Manner of Acting. Any question to come before the Board shall be in the form of a motion made by a member and shall require a second for consideration. Remarks by members shall be limited to ten minutes unless an extension is granted by a majority of the Board. A member or any other elected official of the county shall address the Chairperson and confine their remarks to the question before the Board and shall be respectful of other elected officials and avoid referencing or questioning the motives of another elected official.

Section 9. Roll Call Votes. The Chairperson shall order a roll call vote when requested by a member. The roll shall be called alphabetically except the Chairperson shall be called last. If a member is not ready to vote, the member may pass and shall be called upon again after the roll has been completely called and shall vote or abstain.

Section 10. Effect of Abstention. When a member abstains due to a conflict of interest, the vote of the Board shall be computed on the basis of the number of members not disqualified by reason of conflict of interest. However, at least three (3) members eligible to vote are required for a quorum on any matter. Abstentions that are not due to a conflict of interest shall be counted as a "no" vote.

Section 11. Electronic Participation. A member of the Board may participate in a meeting by electronic means only in circumstances where participation in person is impossible or impractical. Any member participating electronically shall be connected by a speaker phone, video conference, or other device or software, so that the public can hear any discussion by that member. The vote of any member participating electronically must be made public at the meeting and the minutes of the meeting shall include sufficient information to indicate the vote of each member participating.

ARTICLE VI
Committees

Section 1. Committees Required by Iowa Code. All Board representation on committees required by the Iowa Code shall be appointed by the Chairperson subject to approval of the Board.

Section 2. Committees Created by the provisions of Iowa Code Chapter 28E. All Board representation on committees required by 28E agreements shall be appointed by the Chairperson subject to approval of the Board and the requirements of the 28E agreement.

Section 3. Committees Created by Agreement. All Board representation on committees required by agreement shall be appointed by the Chairperson subject to approval of the Board.

Section 4. Committees Created for Special Purpose. All Board representation on committees required for a special purpose shall be appointed by the Chairperson subject to approval of the Board.

Section 5. Attendance at Committees Created Under Article VI. Attendance by members of the Board at committees created under Article VI of these bylaws shall be limited to those approved by the Board as committee representatives unless the committee meeting has also been posted as a special meeting of the Board of Supervisors.

ARTICLE VII
Conflicts of Interest

Except as otherwise provided by law, members shall not have an interest, direct or indirect, in any contract, or job of work, or material, or the profits thereof, or services to be furnished or performed for Woodbury County. Members should avoid any action that would result in, or create the impression of, using public office for private gain, giving preferential treatment to any person, or losing impartiality in conducting county business.

ARTICLE VIII
Parliamentary Authority

The rules contained in the most current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with the Iowa Code, these bylaws and any special rules of order that the Board may adopt.

ARTICLE IX
Bylaws

Section 1. Adoption of Bylaws. Bylaws shall be adopted at the first meeting in each year following a General Election.

Section 2. Amendment of Bylaws. These bylaws may be amended at any regular meeting of the Board with a majority vote, provided that the amendment has been submitted in writing at the previous regular meeting.

8/2/2016
DATE AMENDED AND ADOPTED

CHAIRPERSON

ATTESTOR