

# Joint Economic Development Organization (JEDO) Operational Rules

## BOARD

1 Composition. The JEDO Board shall be comprised of 13 members. Voting members shall  
2 include the three county commissioners, the mayor, the deputy mayor, and two City Council  
3 members selected by the Council. Nonvoting members shall be the remaining 6 Council  
4 members.

5 *Alternates:* If the deputy mayor or other voting City Council member cannot be present  
6 at a meeting, an alternate may be selected by the absent member, with full voting rights. The  
7 absent member shall notify the JEDO Chairperson, in writing, of the identity of the alternate  
8 before the meeting.

9 Quorum. Four voting members of the JEDO Board shall constitute a quorum and be necessary  
10 for the transaction of business.

11 Number of Votes Required; Abstentions; Presence. An affirmative vote of at least four voting  
12 members shall be necessary to take any action. Abstentions shall not operate as a vote in favor  
13 of the prevailing side. JEDO voting members must be physically present at the meeting at the  
14 time a vote is called.

## CHAIRPERSON.

15 The JEDO Chairperson shall preside at all Board meetings. The City and the County shall rotate  
16 the position of JEDO Chairperson with the Mayor or Mayor's designee serving in odd-numbered  
17 years pursuant to Resolution No. 7623 and the Chairperson of the County Commission or the  
18 County Chairperson's designee serving in even-numbered years commencing on January 1 of the  
19 respective year. If a vacancy is created, the respective governing body shall elect another  
20 chairperson from among its voting members.

21 Alternate. If the Chairperson cannot be present for any meeting, the JEDO Board may elect an  
22 alternate from the voting members of the same governing body as the Chairperson.

23 Duties. In addition to presiding at all Board meetings, the Chairperson shall establish the date,  
24 time, location, and agenda for each meeting.

25 Procedural matters. The JEDO Chairperson shall decide all issues of procedure relative to the  
26 conduct of meetings and the interpretation of the operational rules.

## MEETINGS

27 Meetings to be public; televised. All meetings of the JEDO Board shall be open to the public,  
28 except for executive sessions pursuant to state law. Meetings shall be televised, subject to  
29 budget constraints or technical difficulties.

30 Number. The JEDO Board shall meet on the second Wednesday of February, May, September  
31 and December of each calendar year and as needed, at the discretion of the Chair.

32 Notice; Agendas. Notice of JEDO meetings shall be provided in accordance with the Kansas  
33 Open Meetings Act. JEDO meetings shall be conducted in accordance with a written agenda in  
34 order that the JEDO members and the public may be informed as to the matters to be considered  
35 and may have an opportunity to be present. Agendas shall be furnished to members at least five  
36 business days prior to each meeting and posted on the City and County websites.

37 Additions to Agenda. Items may be added to the agenda by any voting member, subject to the  
38 approval of at least four voting members.

39 Public Comment. Comment from members of the public shall be entertained on each actionable  
40 agenda item and at the end of each meeting. Comment shall be limited to topics directly relevant  
41 to JEDO business. Members of the public wishing to speak must notify the City Clerk in odd-  
42 numbered years or the County staff person designated by the County Commission in even-  
43 numbered years before 5 p.m. on the date of the meeting. This requirement shall not apply to  
44 items added during the meeting.

45 Time limits. Members of the public shall be limited to four minutes unless the Board, by  
46 majority vote, extends the limitation. Debate, question/answer dialogue or discussion with  
47 Board members will not count towards the four minute time limitation.

48 Conduct. Each person addressing the JEDO Board shall provide his/her name in an audible tone  
49 or voice for the record. All remarks shall be addressed to the Board as a body and not to any  
50 specific member. No questions shall be asked of the Chairperson or JEDO members. The  
51 following conduct will not be tolerated: personal and slanderous remarks, fighting words,  
52 unreasonably loud or repetitious speech, speeches disruptive of Board proceedings to the extent  
53 that the proceedings are substantially interrupted. Any person engaging in any of these actions  
54 will be warned once by the chairperson. If the actions continue, the speaker will be escorted to a  
55 seat in the meeting room or escorted outside the meeting room if such person persists in  
56 interfering with the ability of the Board members to conduct the meeting.

57 Open Communications. Open communications shall be emphasized in regard to all JEDO  
58 business. Any action of the JEDO board shall be reflected on the JEDO website and can be  
59 shared by other methods of social media.

## RULES OF ORDER; MOTIONS

60 General. Robert’s Rules of Order, 10<sup>th</sup> edition, shall govern the proceedings of JEDO in all cases,  
61 unless they are in conflict with these operational rules. The JEDO Chairperson shall decide all  
62 issues of procedure relative to the conduct of meetings and the interpretation of the operational  
63 rules. Board actions shall be taken by a vote of the voting members present after motions have  
64 been made and seconded. The City or County staff member designated to record the minutes  
65 shall call the roll and each voting member shall respond “yes,” “no,” or “abstain.” The vote of  
66 each member shall be recorded in the minutes. Additionally, the following rules of procedure  
67 shall apply:

68  
69 Defer. A matter may be deferred for up to six months.

70 Strike. A matter may be removed from the agenda without prejudice so that it may be returned  
71 to the agenda at any later date.

72 Amend a motion. An item may be amended. If the motion to amend is successful, it shall be  
73 necessary to vote for the item, as amended. If the motion to amend is not successful, the original  
74 motion shall be considered.

75 Reconsider. An item previously voted on cannot be reconsidered until six months has elapsed  
76 from the previous action. However, this rule does not apply to the following:

- 77       ▪ A motion to reconsider a matter that is adopted during the same meeting as the initial  
78       action.  
79       ▪ Reconsideration is necessary to correct a typographical or legal error in the original item.  
80       ▪ The item amends or differs substantively, as determined by the Chairperson, from the  
81       previously adopted item.

82 Call for the Question. A motion to ‘call for the question,’ if successful, ends all discussion on  
83 an item and requires a vote on the original item. However, all members shall have had an  
84 opportunity to speak to the item before the motion to call for the question is in order. A motion  
85 to call for the question must be seconded and passed by at least 5 voting members.

86 Adjourn. The Chairperson may adjourn the meeting if there is no other business to be  
87 conducted. Alternatively, any voting member may move to adjourn upon the conclusion of  
88 business providing the motion shall not be used to foreclose discussion or for any other purpose  
89 other than the orderly termination of the meeting.

**MISCELLANEOUS.**

90 Administrative duties. The City and the County shall rotate the administrative duties with the  
91 City providing those services in odd-numbered years and the County doing so in even-numbered  
92 years. The administrative duties include recording the minutes, providing legal counsel,  
93 maintaining the records created during the year, and any other duties prescribed by the JEDO  
94 Chairperson.

95  
96 Economic development. As required by the interlocal cooperation agreement, on or before  
97 November 1, the City Council, Mayor, and County Commission shall meet to consider the  
98 economic development priorities for the upcoming calendar year. In December of each year, the  
99 JEDO Board shall establish the economic priorities for the coming year based upon the  
100 discussions of the City Council, Mayor, and County Commission. If the JEDO Board does not  
101 establish priorities, the priorities as established for the previous year shall remain in effect.

102 Temporary suspension of operational rules. Any operational rule can be suspended temporarily  
103 by a vote of at least 5 voting members. The suspension shall take effect only for the particular  
104 rule in question and shall not be considered as a permanent suspension.

105 Amendment of operational rules. Operational rules may be amended or new rules adopted by a  
106 vote of at least 4 voting members.

Adopted on May 11, 2016

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Michele A. Buhler, JEDO Chairperson

ATTEST:

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Megan Barrett, Clerk