

**GALLATIN COUNTY OPEN LANDS BOARD**

**BY-LAWS**

**I -AUTHORITY**

The Gallatin County Open Lands Board (“the Board”) shall operate pursuant to the authority granted under the Open-Space Land and Voluntary Easement Act, Secs. 76-6-101,et. seq., M.C.A., and Resolution No. 1998-76 of the Gallatin County Board of County Commissioners.

**II~MEMBERSHIP AND OFFICERS**

1. **Membership.** The Open Lands Board shall consist of not more than 15 members to be appointed by and serve at the will of the Gallatin County Commission. What ever the total number of Board members at any given time, at least five (5) of the members shall be representatives of the farming and ranching interests in the County. Each member shall hold office until a successor is appointed, subject to earlier termination by removal or resignation. Initial terms shall be determined as follows: (1) if total Board membership is an even number, one-half shall serve for two years, and one-half for one year; (2) if the total Board membership is an odd number, one-half plus one shall serve for two years, and the remainder shall serve for one year. In both (1) and (2) above, the members shall be selected for specific terms by lottery. After the initial terms have expired, all members shall be appointed or re-appointed for two years,

except that appointments may be made for less than two years to fill unexpired terms.

2. **Election of Officers.** At its first regular meeting in January of each year, the Board shall elect a chairman, vice chairman, and secretary-treasurer. At that time, the Board shall also appoint a recording secretary. The vice-chairman shall succeed the chairman if he vacates his office before his term is completed, the vice-chairman will serve the unexpired term of the vacated office. A new vice chairman shall be elected at the next regular meeting.

3. **Powers and Duties of Officers.** Officers of the Board shall have the powers and perform the duties, which are customarily associated with, and may reasonably be construed as attaching to, such offices. Without limiting the foregoing, the following powers and duties are specified.

**A. Chairman:**

- (1) Preside at all meetings of the Board.
- (2) Call special meetings of the Board in accordance with the By-laws.
- (3) Sign Board documents, as authorized by these By-laws or the Board.
- (4) See that the Board complies with these By-laws and applicable law.
- (5) Appoint standing or ad hoc subcommittees of the Board.
- (6) The chairman may be an ex officio member of all subcommittees with a voice but no vote.
- (7) Act as official spokesman for the Board.

**B. Vice-chairman:**

The vice-chairman shall assist the chairman, and during the absence of the chairman, the vice-chairman shall exercise or perform all the duties and be subject to all the responsibilities of the chairman.

**C. Secretary-Treasurer:**

- (1) Supervise the work of the recording secretary.
- (2) Act as custodian for funds raised by the Board.
- (3) Supervise preparation of Board budgets.

**D. Recording Secretary:**

- (1) Keep the minutes of all meetings of the Board in an appropriate minute book.
- (2) Provide all notices required by law or by the by-laws.
- (3) Prepare the agenda for all meetings of the Board.
- (4) Serve as custodian of Board records.
- (5) Inform the Board of correspondence relating to business of the board and attend to such correspondence.

**E. Executive Committee**

- (1) An Executive Committee will have five board members. Three of the members will be the board's elected officers and the remaining two members will be selected by the chairman. The chairman has the option of letting the board elect the "at large" members or they can be appointed by the chairman.



- (2) The Executive Committee will meet when needed and they shall set the agenda for the monthly board meetings.

**III-MEETINGS**

1. **Regular Meetings.** The Board shall hold regular meetings at least once a month. The Board shall establish a schedule specifying the times, dates and locations of regular meetings. The Board may alter the schedule at any regular meeting. The Board shall comply with open meeting laws.

2. **Special Meetings.** The chairman, or any three Board members upon written request to the recording secretary, may call special meetings. The recording secretary shall send to all members, at least two days in advance of a special meeting, a written notice fixing the time and place of the meeting. Written notice of the special meeting is not required if the time of the special meeting has been fixed in a regular meeting, or if all members are present at the special meeting.

3. **Quorum.** A majority of the total number of Board members then in office must be present in order to conduct business. A majority of those present may, however, adjourn the meeting from time to time without further notice.

4. **Voting.** Unless otherwise provided in these By-laws, a majority of the Board

members present is required to approve a measure.

5. **Roberts Rules of Order.** Roberts Rules of Order (1990 Ed.; Scott, McMillan, Publishers) shall apply to Board proceedings, except as otherwise provided in these By-laws and in standing Resolutions of the Board.

6. **Order of Business.** At any regular meeting of the Board, the following shall be the regular order of business:

- A. Roll call
- B. Approval of minutes.
- C. Chairman's report.
- D. Staff report.
- E. Subcommittee reports.
- F. Old business.
- G. New business.
- H. Set agenda; assign tasks to subcommittees.
- I. Adjournment.

**IV-CONFLICT OF INTEREST**

Board members are obligated to avoid and disclose conflicts of interest. If any member suspects that a particular set of circumstances might involve a conflict of interest, whether that

conflict involves him or another member, he shall notify a Gallatin County Commissioner requesting an opinion of the Gallatin County Attorney on whether there is a conflict and how to avoid or otherwise resolve it.

**V-AMENDMENT**

These By-Laws may be amended at any meeting by a vote of a majority of the entire membership of the Board, provided five days notice has been given to each member of the Board.