

WYOMING WEED & PEST COUNCIL
 Constitution and By-Laws
 Index

		<u>Page Number</u>
Article I.	Name and Location	1
Article II.	Objectives	1
Article III.	Membership	2
Article IV.	Governing Body	2
Article V.	Duties of Executive Board	3
Article VI.	Duties of Officers	4
Article VII.	Fiscal Year	5
Article VIII.	Meeting of the Council	5
Article IX.	Committees	5
Article X.	Resolutions	6
Article XI.	Amendments	6

Appendix

Executive Directors and Officers	Attachment No. A1	1
Voting District Areas	Attachment No. A2	1
Compensation and Expenses	Attachment No. A3	1
Robert's Rules of Order	Attachment No. A4	1
Open Meetings Act W.S. 16-4-401 <i>et. seq</i>	Attachment No. A5	1
Committees Guidelines	Attachment No. A6	1

WYOMING WEED & PEST COUNCIL

Constitution and By-Laws

Adopted November 1973

Revised: 11/75, 11/76, 11/77, 11/78, 3/82, 11/87, 04/99, 11/08

ARTICLE I. NAME & LOCATION

The name of the organization shall be the Wyoming Weed and Pest Council, which means the State Council composed of one (1) representative of each district as authorized in writing by that Board of Directors. The Director of Agriculture, or his designated representative, shall serve ex-officio. Its principal office and principal place of business shall be designated by the Executive Board of Directors. W.S. 11-5-101 through 11-5-119, inclusive.

ARTICLE II. OBJECTIVES

The objectives of the Council shall be:

1. To provide for the exchange of information among its members, districts, and other agencies relative to the control of weeds and pests, through periodic meetings and other appropriate means.
2. To cooperate with local, state, regional, and national agencies, both public and private, in the solution of problems relating to weeds and pests.
3. To consider and refer to the proper agencies problems of mutual concern in the field of weed and pest research, education and regulation.
4. To disseminate pertinent information to members, districts, the press, and the public.
5. To encourage research on weed and pest control through government, university and private agencies.
6. To promote uniformity and coordination of activities among districts and regulatory agencies, who are concerned with weeds and pests.
7. To sponsor desirable weed and pest laws, and amendments thereto, as may be essential to the state weed and pest program, and to serve as a clearinghouse for legislative requests of various organizations regarding the weed and pest program.

8. To perform such duties as may be required by Wyoming State law.

ARTICLE III. MEMBERSHIP

Section 1. Shall be composed of one (1) representative of each district as authorized in writing by that board of directors.

All weed and pest districts, directors, and supervisors have a right to appear and take part in any discussions or debates at any regular or special meeting of the Council, or regular meeting of the Executive Board.

Section 2. District Assessment. Shall be paid by the district which they represent prior to January 1 of each year. All fees assessed to the districts shall be determined by the Council at its annual meeting. (Special assessments to cover unbudgeted expenses may be made upon approval of majority of the districts of the Council.)

Section 3. Voting. Each member, as authorized in writing by their board of directors, shall be entitled to one vote of all matters coming before the Council. Voting by proxy shall be permitted as well as email and conference calls votes.

ARTICLE IV. GOVERNING BODY.

Section 1. Composition. The governing body of the Council shall consist of the president of the Council and six (6) directors, and not to exceed three (3) supervisors at any one time. It shall be known as the "Executive Board of Directors of the Wyoming Weed & Pest Council"

a. The president shall be elected at large and must be a member of the board of directors of a district.

b. In addition to the president, there shall be nominated from each of the six voting areas, with a quorum in attendance, a minimum of at least two (2) members of the board of directors or supervisors of an area to serve on the Executive Board of Directors.

c. The executive directors for each of the six (6) voting areas shall be nominated prior to the annual meeting of the Weed & Pest Council by the authorized representative from the district within each voting area and elected at large by the Council at its annual meeting.

d. Wyoming Weed and Pest voting districts:

Areas are as follows: (Refer to attachment no. 1.)

Area 1: Big Horn, Hot Springs, Park, and Washakie

Area 2: Campbell, Crook, Johnson, and Sheridan

Area 3: Converse, Natrona, Niobrara, and Weston

Area 4: Lincoln, Sublette, Teton, and Uinta
Area 5: Carbon, Fremont, and Sweetwater
Area 6: Albany, Goshen, Laramie, and Platte

Sections 2. Subordinate Officers. Immediately after their election, the members of the Executive Board shall meet and elect from the Executive Board a vice president, who shall be a member of the board of directors of a district, and treasurer. The Executive Board shall also appoint a secretary, who need not be a member of the Executive Board, and a representative from the University of Wyoming, Plant Science Department or the Renewable Resources Department, who shall serve in an ex-officio capacity.

Section 3. The president shall serve for not more than three consecutive one-year terms. The additional six directors shall serve a term of three years, not to exceed two consecutive terms. Members of the Executive Board shall serve until their successors have been duly elected, qualified, and have entered upon the discharge of their duties. No duly elected member of the Executive Board shall be disqualified except under the provision of Section 4 of Article V. The secretary, if he or she is not a board member, and the University of Wyoming, Plant Science Department or Renewable Resource Department ex-officio member, shall serve at the pleasure of the Executive Board.

Section 4. Compensation and Expense. The member of the Executive Board shall serve without pay, but shall be entitled to reimbursement for out-of-pocket expenses and mileage allowance which shall be set at the rate established by the State legislature. (Refer to attachment no. 2.)

Section 5. Bills. All bills shall be accompanied by a voucher and receipt.

ARTICLE V. DUTIES OF EXECUTIVE BOARD.

Section 1. Management. The Executive Board shall be in charge of the affairs of the Council. It shall submit an annual budget for consideration and adoption by the Council at the annual meeting. Upon adoption of the budget, it shall not be altered or amended without the approval of the Council nor shall expenditure be made by the Executive Board unless included in the approved budget.

Section 2. Attorney. The Executive Board may employ an attorney to represent the council, after obtaining approval from the Attorney General.

Section 3. Vacancies. Any vacancy on the Executive Board shall be filled by appointment by the President after consultation with the chairman of the district boards within the area where the vacancy occurs. The appointment to be confirmed by the remaining members of the Executive Board. When a vacancy occurs during the business meeting of the Annual Conference, the districts of the area vacated shall go into caucus for nominees with the Executive

Director elected at large by the council.

The appointee's term shall expire at the time of the next annual meeting of the Wyoming Weed & Pest Council at which time the vacancy shall be filled as provided in Article IV, Section 1. C. for the remainder of that term.

Section 4. Removal. If a director misses two consecutive meetings which are unexcused by the Executive Board, such a director's term shall automatically terminate.

Section 5. Meetings. The meetings of the Executive Board shall be called at least four times each year and shall be called by the president or any three members of the Executive Board. At least forty-eight hours notice of the time and place of the meeting shall be given by the secretary or president.

Section 6. Quorum Requirements. Four members shall constitute a quorum at any meeting of the Executive Board.

Section 7. Procedures of all Meetings. Shall be governed by Simplified Parliamentary Procedure "Robert's Rules of Order." (Refer to Attachment no. 3.)

Section 8. The Open Meetings Act

W.S. 16-4-401 *et. seq*

- a. As required by law, the Executive Council shall provide notice of its meeting to any person who requires notice.

ARTICLE VI. DUTIES OF OFFICERS.

Section 1. The President shall preside over all meetings of the Council and the Executive Board but shall have no vote except in the event of a tie of the Executive Board. He shall appoint all committees prior to the opening of each annual meeting of the Council. He shall execute such documents and perform all the acts and duties as may be directed by the Executive Board or Council.

Section 2. The Vice-President shall, in the absence or in the case of disability of the President, serve instead.

Section 3. The Secretary shall:

- a. Serve as custodian of all property of the Council.
- b. Keep minutes with strict adherence of the "Robert's Rules of Order", of all meetings of the council and Executive Board, with a copy thereof being sent within a reasonable time to each district and each member of the Executive board.

Section 4. The Treasurer shall:

- a. Receive all Council funds and deposit them in a depository specified by the Executive Board.
- b. Make all disbursements of Council funds, by check, debit or credit card , observing such signature requirements, and other safeguards as shall be specified by the Executive Board, and recorded in its minute book and reported to the depository.
- c. Make and attach all financial statements presented to the back of the minutes of the meeting of the Executive Board.
- d. The Treasurer shall be bonded in the amount of at least \$5, 000.00. (For additional duties of all officers, refer to attachment no. 3, "Robert's Rules of Order.")

ARTICLE VII. FISCAL YEAR.

The fiscal year of the council shall begin the first day of October and close on the last day of September each year.

ARTICLE VIII. MEETING OF THE COUNCIL.

Section 1. Meetings. Regular meetings of the Council shall be at such place, date and hour as the Executive Board may determine. The president, when so instructed by the Executive Board, may call special meetings of the Council.

Section 2. Notice. The Secretary or the President shall give written notice of the time and place of any meeting of the Council. The President shall call a meeting of the Council upon receipt of proper petition signed by at least twelve (12) districts.

Section 3. Quorum. A majority of the districts of the council shall constitute a quorum of any regular or special meeting.

ARTICLE IX. COMMITTEES.

Section 1. Nominating Committee. At least 90 days prior to the opening of each annual meeting of the Council, the President shall appoint a nominating committee and name its chairman. This committee shall select the nominees for the office of the President. The committee shall select at least two for the office of president who qualify for election under these by-laws. Following the report of this committee, nominations from the floor will be permitted for the individuals so qualified. (The only exception is if unanimous ballot is cast.)

a. The nomination committee shall be the judge of the elections at the annual meeting.

Section 3 - ??? Committee descriptions (Resolutions and Bylaws, Audit, Awards, Finance and Budget)

Section ?? Other Committees. The Executive Board may appoint such committees and specify a chairman as may be deemed necessary or expedient in carrying out the objectives and purposes of the Council. Attached is a list of committees and a guideline of their duties with how many voting delegates should serve on each.

ARTICLE X. RESOLUTIONS

Section 1. Resolutions for the addition or removal of any weed or pest to the Wyoming Designated Weed and Pest list; or addition or removal of any weed or pest to the Wyoming Declared Weed and Pest list, must be submitted to the Council Secretary sixty (60) days prior to a meeting of the Council, by the sponsoring District.

- a. All resolution must be submitted with an original signature from the sponsoring Districts Board chairman.
- b. The Council Secretary shall provide each District a copy of the resolutions, in addition, all submitted supporting documentation forty-five (45) prior to the meeting of the Council.

Section 2. Resolutions pertaining to Federal and State Government agencies must be submitted to the Council Secretary sixty (60) days prior to a meeting of the Council, by the sponsoring District, committee or Executive Council voting district.

- a. All resolution must be submitted in with an original signature from the sponsoring Districts Board chairman, committee chairman or Area Executive Director.
- b. The Council Secretary shall provide each District a copy of the resolutions, in addition, all submitted supporting documentation forty-five (45) prior to the meeting of the Council.

ARTICLE XI. AMENDMENTS.

The by-laws of this Council may be amended by a majority of voting members of the Council present at any regularly called membership meeting. Prior notice on amendments shall be given prior to consideration of proposed changes and that notice of proposed changes shall be sent to the secretary, who shall send it to each district board chairman and the district business office forty-five (45) days prior to consideration by the Council.