

**CROOK COUNTY PROMOTION BOARD  
BYLAWS**

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Adopted March 2013  
Revised December 2017  
1st Reading January 2018

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- A. Organization: The Crook County Promotion Board, hereinafter referred to as CCPB, is organized as a joint power board pursuant to Wyoming Statute 16-1-104 (1977) and 39-6-412 (j) (B) (I); and is governed by the Joint Powers Agreement of July 13, 1989. CCPB is funded entirely by distributions from the Crook County Lodging Tax.
- B. Governing Authority: It is recognized that the Crook County Promotion Board exists as a result of the Joint Powers Agreement originally entered into by and between the Governing Agencies of Hulett, Moorcroft, Pine Haven, Sundance and Crook County on July 13, 1989 and amended January XX, 2018, and therefore the CCPB is subject to the terms and provisions of the Joint Powers Agreement as it now exists or as it may hereafter be amended or modified in accordance with applicable Wyoming law and to the oversight of the above-named governmental agencies.
- C. Purpose and Mission: The purpose of CCPB shall be to promote travel and tourism within Crook County. CCPB's primary mission shall be to increase the number of overnight visitors to the county through the effective spending of lodging tax funds. Promotion of travel and tourism in Crook County shall be conducted in a manner that is consistent with the shared values of the community. Action by CCPB shall reflect stewardship of the county's natural resources, effort to highlight local attractions and business and endeavor to enhance the experience of visitors to the county. CCPB shall oversee the dispersal of grant funds to applicants in accordance with the "Guidelines for Crook County Promotion Board Grant Application" in their Rules and Regulations.
- D. Board Action: CCPB shall act in accordance with Wyoming Statute 16-1-104 (1977) and 39-6-412 (j) (B) (I) and the Joint Powers Agreement of July 13, 1989. CCPB may employ administrative and such other technical, legal and clerical assistance as needed.
- E. Membership: CCPB shall consist of six (6) members who shall be qualified electors of Crook County. Each of the county municipalities participating the Joint Powers Agreement (Hulett, Moorcroft, Pine Haven and Sundance) shall have one (1) representative on the board appointed by the governing body of that municipality. The Crook County Commissioners shall appoint two (2) additional members at large from

within the county. The majority of members shall be representatives of the travel and tourism industry within Crook County. All members are expected to abide by the CCPB “Code of Ethics” as outlined in the Rules and Regulations of the organization. Members who violate the “Code of Ethics” will be referred to their governing body.

- F. Compensation: Members of CCPB shall serve without compensation, but may be reimbursed for travel and per diem expenses as provided to state employees.
  
- G. Conflict of Interest: Any member of the CCPB who has a pecuniary interest in a matter pending before CCPB, or who is likely to derive direct and tangible personal or professional benefit from particular resolution of the matter, shall declare a conflict of interest and shall not vote on any issue connected with the matter, and his/her presence at the meetings shall be disregarded for the purpose of obtaining a quorum for voting in accordance with Wyoming State Law.
  
- H. Term of Office and Meeting Attendance: CCPB members shall serve three (3) year terms. Vacancies for membership shall be filled in June or as they arise by the municipalities they represent or the County Commissioners. Members shall attend all meetings. In the event that a member is unable to attend a meeting he/she shall notify the CCPB chairperson as soon as possible and prior to the meeting. CCPB shall request the resignation of any board member who is absent from three (3) consecutive meetings. Following resignation, the board should provide the governing body with a list of nominees for the available board position(s).
  
- I. Quorum: Any four (4) members shall constitute a quorum. No business shall be conducted without a quorum present. Meeting attendance via conference call, electronic video conferencing or other means may be allowed if approved in advance by the CCPB chairperson.
  
- J. Election of Officers: CCPB shall elect from its members a chairperson, vice-chairperson, secretary and treasurer for a term of one year. The offices of secretary and treasurer may be combined for any year upon a vote of the members. Elections shall occur in July of each year as required to fill vacancies.
  - a. Office of Chairperson:
    - i. Call meetings as necessary
    - ii. Notify all members of meetings as they are called
    - iii. Preside over all CCPB meetings and public hearings
    - iv. Create the agenda for CCPB meetings
    - v. Appoint members of all committees

- b. Office of Vice-Chairperson:
  - i. Call and preside over meetings in the absence of the chairperson
  - ii. Monitor all meetings and activities of the appointed committees and make necessary recommendations to the Board
  - iii. Perform other such duties as requested by the Chairperson
- c. Office of Secretary:
  - i. Keep a record of membership and their attendance at meetings
  - ii. Keep an accurate record of all meetings and prepare minutes
  - iii. Present minutes from the previous meeting for Board approval
  - iv. Submit approved meeting minutes to the Crook County Clerk
  - v. Be responsible for all board correspondence
  - vi. Keep other records and perform other duties as may be requested by the Chairperson
- d. Office of Treasurer:
  - i. Keep an accurate and detailed record of all funds available from the receipt of taxes
  - ii. Keep an accurate and detailed record of all receipts and disbursements
  - iii. Pay all CCPB bills, issue disbursement checks for approved grants
  - iv. Issue lodging tax disbursements to participating Governing Agencies quarterly
  - v. Present a detailed financial report at each CCPB meeting
  - vi. Assist in the development of a proposed budget
  - vii. Schedule and oversee the Public Budget Hearing
  - viii. Send a certified copy of the Adopted Budget to the Crook County Clerk
  - ix. Oversee the Audit process

K. Notice of Meetings: Notice of regular, special or emergency meetings of the CCPB shall be provided in accordance with the Wyoming Open Meeting Law, specifically the notice accompanied by the proposed agenda to those who request it. Notice of meetings shall be sent to each member of the CCPB by mail, electronic mail or personal delivery accompanied by a proposed agenda for the meeting. Notice of emergency meetings shall be provided to each member of the CCPB by any of the above means or by telephone. A reasonable effort shall be made to offer public notice of emergency meetings.

L. Meetings: Meetings of the CCPB shall be open to the public and shall be conducted in accordance with Wyoming Open Meeting Law. Regular meetings shall occur bi-monthly as scheduled by the board. Meetings shall follow Robert's Rules of Parliamentary Law as much as possible. Agendas shall follow as closely as possible the "Annual Calendar of Work" outlined in the CCPB Rules and Regulations.

M. Order of Business: The order of business for all regular meetings of the Board shall be as follows:

- Call to Order
- Introduce Guests
- Adopt Agenda
- Reading of the Minutes
- Financial Report
- Marketing Report
- Old Business
- New Business Discussion
- New Business Action
- Other Business
- Adjournment

N. Record of Proceedings: The elected secretary of CCPB or his/her designee shall record minutes at each regular, special and emergency meeting of the CCPB. Upon approval at any regular CCPB meeting they shall be submitted to the Crook County Clerk by the secretary. These minutes shall be distributed to the members of CCPB. Copies of the minutes shall be provided to the public upon request and payment of the associated public record fee as established by the board. The secretary shall also keep a record of all committee and subcommittee meetings, election results, bylaws, policies and employment contracts.

O. Financial Records: The elected treasurer of CCPB shall provide a report, in writing, of board income and expenditures at every meeting. They shall keep a record of all audits, financial statements, budgets and rate schedules.

P. Budgets: The treasurer will oversee the development of the proposed budget that includes actual revenues and expenditures in the last completed budget year, estimated total revenues and expenditures for the current budget year and estimated available revenues and expenditures for the ensuing budget year. The proposed budget shall be accompanied by a budget message in explanation of the budget and will include an outline of the proposed financial policies for the budget year, will note the reserves on hand and reserve policies and will state reasons for changes from the previous year's budget. CCPB shall present their proposed budget during a public budget hearing no later than the third Thursday in July. Within three (3) business days of the public hearing the CCPB shall meet to adopt the budget. The treasurer shall send certified copies of the adopted budget to the Crook County Clerk no later than July 31 and shall file all necessary paperwork with the State of Wyoming.

- Q. Lodging Tax Disbursements: The CCPB shall offer to each Governing Agency belonging to the Joint Powers Agreement 10% of the lodging tax raised by the individual agency. Governing Agencies shall notify the CCPB if they wish to receive the 10% disbursement. Quarterly the treasurer shall issue disbursement checks to those agencies electing to receive their disbursement.
- R. Amendments: These bylaws may be amended by CCPB at any time upon a majority vote of the members. They must be presented to the public no less than 45 days before they are adopted.