



**CITY OF RED LODGE  
CITY POOL ADVISORY COMMITTEE  
BY-LAWS**



**ARTICLE I - NAME**

The official name of the organization shall be "The City Pool Advisory Committee." Herein after referred to as the Committee.

**ARTICLE II – PURPOSE**

With the passage of Resolution No. 3598, the City Council amended the duties of the original City Pool Committee to include recommendations for the management and oversight to achieve the optimal benefit of the pool for the City of Red Lodge. The City Pool Advisory Committee shall operate as an independent committee, reporting suggestions, advisements, and recommendations to the mayor or to the mayor's designate.

**ARTICLE III - OFFICIAL SEAT**

The official seat of the City Pool Advisory Committee shall be the Red Lodge Area Community Foundation Offices, Red Lodge, Montana. The meetings shall be held there except on such occasions and at such times as the City Pool Advisory Committee Chair shall designate and advertise another location.

**ARTICLE IV-OFFICERS**

**SECTION 1. TITLES OF OFFICERS.**

The elected officers of the City Pool Advisory Committee shall consist of a Chair, Secretary and Treasurer.

**SECTION 2. NOMINATION AND ELECTION OF OFFICERS.**

Nomination of elective officers shall be made from the voting members annually. The election meeting which shall be held of the first regular meeting in March of each year. Officers shall be nominated and elected from the appointed voting members only. A nominee receiving a majority vote of those present at the election meeting shall be declared elected.

**SECTION 3. TERMS OF OFFICERS.**

The officers shall take office when elected and shall serve in such office a term of one year. An officer may serve consecutive terms in any office. There is no term limit.

#### SECTION 4. VACANCIES IN OFFICES.

Vacancies in elective offices shall be filled at the next regular meeting by regular election procedure for the unexpired portion of the term.

#### SECTION 5. DUTIES OF OFFICERS.

##### A. Chair

The Chair shall preside at all meetings of the City Pool Advisory Committee and shall call special meetings when he/she deems them necessary. He/she shall appoint all subcommittees, shall be an ex-officio member of each, without power to vote. He/she shall approve expenditure of City Pool Advisory Committee funds and shall sign the minutes of City Pool Advisory Committee meetings. The Chair shall have the privilege of discussing all matters before the City Pool Advisory Committee and voting thereon. The Chair shall have all the duties normally conferred by parliamentary usage on such officers and otherwise provide in these by-laws. The Chair shall prepare an annual report on committee activities at the conclusion of the swimming season. This written report will be given to the mayor with copies to all committee members.

##### B. Secretary

The secretary shall support the chair to ensure smooth functioning of the Committee. Ensure that the meetings are properly noticed and effectively organized. Take minutes of all meetings, post and distribute as warranted. Maintain all records and assure the committee compliance with bylaws. Responsible for all communication and correspondence.

##### C. Treasurer

Due the transition from the original City Pool Committee to the Advisory Committee, there are funds remaining in the original Red Lodge Area Community Foundation pool account. These funds will be now managed by the Red Lodge City Pool Advisory Committee. The Treasurer shall maintain the financial records of the committee; advise on the use of those resources to maximum advantage; advise the committee on financial implications of strategic plans and recommendations; be aware of the interaction with city finances and resources; maintain the records of account; prepare estimates and budgets; submit regular financial reports to the committee.

## **ARTICLE V-ORGANIZATION OF THE COMMITTEE**

### **SECTION 1. AUTHORIZATION**

The City Pool Advisory Committee shall operate as an independent Committee reporting all suggestions and advisements to the Mayor of Red Lodge or his/her designate. With the passage of Resolution No. 3598, the Red Lodge City Council amended the duties of the original City Pool Committee (reference Resolution No.3553) to include participation in fundraising and recommendations for management and oversight to achieve the optimal benefit of the pool for the city of Red Lodge. Fundraising will continue be done through the Red Lodge Area Community Foundation and these funds may be applied to capital and noncapital expenditures. Expenditures must be approved by the committee and the mayor.

### **SECTION 2. REPRESENTATION**

The City Pool Advisory Committee shall consist of seven (7) voting members plus a Non-voting member serving as the City Pool Manager. It is highly recommended that the mayor or designate serve as a non-voting member. Voting membership of the City Pool Advisory Committee shall include:

1. Two (2) members from within the cooperate limits of the City of Red Lodge appointed by the mayor.
2. Three (3) members who may reside within five (5) miles of the cooperate limits of the city appointed by the mayor
3. One (1) member from within the cooperate limits of the City appointed by the Council
4. One (1) member who may reside within five (5) miles of the cooperate limits of the city appointed by the Council.

All appointments shall be for two (2) years and may be renewed at the pleasure of the mayor or the City Council, whichever made the original appointment. The terms should be staggered.

## **ARTICLE VI - MEETINGS**

### **SECTION 1. REGULAR MEETINGS: Time and Place**

The City Pool Advisory Committee shall meet at least once a month during the Pool season and may meet more often as required to give advice and recommendations to the Pool Manager and /or the mayor. In the off season the committee will meet as needed.

### **SECTION 2. NOTICE OF MEETINGS**

All meetings of the Pool Advisory Committee shall be noticed at the city's official posting places not less than three (3) days prior to the meeting. Unless justified by confidentiality, all meetings are subject to the requirements of the Montana Open Meeting Law.

### SECTION 3. ATTENDANCE

Committee members may be replaced if any member misses more than two (2) unexcused regular meetings or more than six (6) regular meetings in a calendar year. The Chair shall note the absences in the minutes of regular scheduled meetings. Virtual attendance qualifies and is deemed present. Virtual attendee(s) can vote.

### SECTION 4. SPECIAL MEETINGS

Special meetings may be called by the Chair and may be called upon the written request to the Chair by any voting two (2) members of the City Pool Advisory Committee.

### SECTION 5. ORDER OF BUSINESS

- A.) Call to order by the Chair
- B.) Roll call
- C.) Approval of minutes of previous meetings
- D.) Regular business
  - 1.) Old Business 2.) New Business
- D.) Good of the order
- F.) Adjourn

### SECTION 6. QUORUM

A majority for the City Pool Advisory Committee shall constitute a quorum for the transaction of business and the taking of an official action. No official transaction of business or official actions may be taken without a quorum. In all cases a quorum is four voting (4) members. Virtual attendance will be counted as present.

### SECTION 7. VOTING

Any action taken by a majority or a quorum at any regular, recessed, or special meeting of the City Pool Advisory Committee shall be deemed and taken as the action of the committee. Voting on all matters shall be by a show of hands or a rollcall vote. Virtual attendee(s) may vote.

### SECTION 8. PARLIAMENTARY PROCEDURE

Parliamentary procedure in City Pool Advisory Committee meetings shall be governed by Roberts Rules of Order.



**ARTICLE VII - SUBCOMMITTEES**

**SECTION I. ESTABLISHMENT OF SUBCOMMITTEES**

The City Pool Advisory Committee may establish such subcommittees as it deems advisable and assign each subcommittee specific duties or functions. No subcommittee shall have the power to commit the City Pool Advisory Committee to a specific action or recommendation.

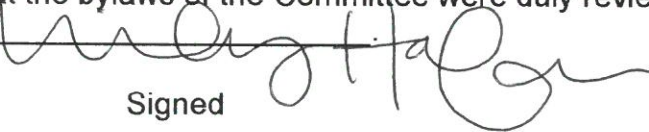
**SECTION 2. APPOINTMENT AND TERMS OF SUBCOMMITTEE MEMBERS**

The Chair of the City Pool Advisory Committee shall appoint at least two (2) members to each subcommittee and shall name the Chair of each committee.

**ARTICLE VIII - ADOPTION:**

The undersigned Chair and Secretary of the City Pool Advisory Committee do hereby certify that the bylaws of the Committee were duly reviewed and approved

on



Signed

Lindsey Hoffmann, Chair  
Red Lodge City Pool Advisory Committee



Judith Gregory, Secretary  
Red Lodge City Pool Advisory Committee

