



City of Laramie

Planning Division
P.O. Box C
Laramie, WY 82073

Telephone: (307) 721-5207

Fax: (307) 721-5248

MEMORANDUM

Date: July 1, 2020

To: Urban Systems Advisory Committee

From: Derek T. Teini, AICP, Planning Manager, City of Laramie & Julianne Monahan, Planning and Policy Analyst, WYDOT

Subject: USAC By-Laws Update

Following the 2019 USAC meeting it was noted by staff, as well as WYDOT that an update and review of the current by-laws had not been done since June 1, 1999, when the current by-laws were adopted.

In a joint review conducted by City of Laramie, County Planning Staff and WYDOT personnel the attached by-laws are being presented for adoption. The presented by-laws also required review by the State Attorney General's Office. Below is a summary of changes:

- The 1999 by-laws were titled as a cooperative agreement and within that document included the basic "by-laws" for USAC. In the proposed by-laws a correct title is given; "Laramie Urban Systems Advisory Committee Bylaws", with the actual Cooperative Agreement being recommended for approval as a septate item.
- The 1999 by-laws include the "Authority for Agreement" section, which will be removed from the proposed by-laws due to it being included in the actual Cooperative Agreement being recommended for approval as a septate item.
- The "Purpose" section of the by-laws remains generally the same with updates to current polices.
- The 1999 by-laws include the "Area of Cooperation" & "Boundaries and Affected Jurisdictions" section, which will be removed from the proposed by-laws due to it being included in the actual Cooperative Agreement being recommended for approval as a septate item.
- Membership generally remains the same, except for the change related to appointed members by the Board of County Commissioners (BCC) and WYDOT representatives. In the 1999 by-laws, the BCC appointed two members. However, in practice and based on representatives appointed by the BCC, 3 members have been representing the county on USAC. The change to the by-laws reflects how voting has been recorded and counted for some time now. Additionally, the 1999 by-laws had 2 WYDOT Representatives, where as in the proposed by-laws WYDOT will have 1 voting representative.
- The proposed by-laws include a standard Officers section. This section is completely new and allows for appointment of a Chairperson and Vice Chairperson. In addition, clarity is given to the Secretary position, which allows for a Secretary to be appointed or a Recording Secretary which has been the standard operating procedure for USAC, which is a staff member has recorded minutes, posted agendas and done all the secretary work related to USAC.
- The proposed by-laws include a new Meetings Rules and Procedures section. This section is a common section found in most by-laws and outlines how many meetings shall be held,

when they can be held, what constitutes a quorum, voting member rules among other basic procedural items.

- A Conflict of Interest section has been added to the proposed by-laws. This section is a common section found in most by-laws and outlines the expectation of the membership when it comes to potential conflicts of interest. The main purpose of this section is accountability when it comes the membership and the public.
- An Ex Parte Contacts section has been added to the proposed by-laws. This section is a common section found in most by-laws and outlines the expectation of the membership when it comes to Ex Parte Contact. It is expected that if Ex Parte Contact rises to the level as detailed in this section, clear guidance is given as to the requirements of the USAC member.
- An Open Meetings and Records section has been added to the proposed by-laws. This section is a common section found in most by-laws if it is subject to Open Meetings and Records laws, which USAC is.
- An Adoption and Amendment section has been added to the proposed by-laws. This section is a common section found in most by-laws and provides USAC guidance on adoption and amendments to by-laws.
- The Duration section remains generally the same, except for elimination of a reference to a program that no longer exists (TEA-21).

RECOMMENDED MOTION:

Move to recommend that the City Council and County Commissioners **approve** and sign the updated by-laws, adopted July 1, 2020, as recommended by the Urban Systems Advisory Committee.

Attachments:

- 1 – Proposed by-laws
- 2 – 1999 Adopted by-laws
- 3 – Operating Policy 2-4 WYDOT