

Bylaws of the Sioux Falls Naming Committee

May 17, 2019

Bylaws of the Sioux Falls Naming Committee To Be Revised August 17, 2018

Article 1. Constitution

Provisions for establishment of the City Naming Committee (hereinafter Committee), are provided in Ordinance No. 22-13 as adopted by the Sioux Falls City Council on April 9, 2013, as incorporated under the laws of the State of South Dakota.

Article 2. Membership and Appointment

Section 1. A City Naming Committee is hereby established to review and provide recommendations regarding the proposed naming or renaming of City property as provided in Ordinance No. 22-13. The Committee shall consist of the following nine members:

- (a) Director of Planning and Building Services (who shall serve as chairperson).
- (b) Director of Public Works.
- (c) Police Chief.
- (d) Fire Chief.
- (e) Director of Parks and Recreation.
- (f) Director of Siouxland Libraries.
- (g) Three representatives of the public at-large.

The three representatives of the public at-large shall be appointed with staggered terms by the Mayor with the advice and consent of the City Council. Following the initial appointments, the representatives of the public shall serve for a term of three years. The Committee shall meet at such times and places as deemed necessary to address requests under this subchapter. A quorum of at least five members shall be required to be present for the Committee to conduct business. Planning and Building Services shall provide administrative assistance to the Committee.

Section 2. Any public at-large member may withdraw from the Committee by giving written notice to the Mayor. Any vacancy in the membership of the Committee shall be filled in the same manner as for appointment and for the remainder of that member's term.

Section 3. In the event that a member has three consecutive unexcused absences or five absences in a calendar year, the member's position on the Committee will be reviewed by the Mayor.

Article 3. Meetings

Section 1. The Committee shall schedule at least four (4) meetings a year, with one during each calendar quarter. The chairperson of the Committee may cancel or postpone a meeting. Meeting dates for the following year shall be set on the last meeting date of each calendar year.

Section 2. Five Committee members presently appointed shall constitute a quorum for transacting official business.

Section 3. Special meetings of the Committee may be called at any time by the chairperson or two members.

Section 4. The members of the Committee shall be notified at least five days in advance of the time and place of regular and special meetings.

Section 5. All regular and special meetings of the Committee shall be open to the public.

Section 6. Unless otherwise specified, Roberts Rules of Order current edition shall guide the proceedings at meetings of the Committee.

Article 3.1. Order of a Regular Meeting or Public Hearing

1. Call to order and determination of quorum.
2. Welcome and introductions.
3. Approval of regular agenda.
4. Approval previous meeting minutes.
5. Public input on nonagenda items. (Chairperson.) (Five-minute comment period per individual.)
6. Items of the regular agenda presented.
7. Other business.
8. Announcements.
9. Adjournment.

Article 4. Officers and Committees

Section 1. The officers of the Committee shall consist of a chairperson, a vice chairperson, and recording secretary.

Section 2. The chairperson supervises the conduct of the Committee's business and activities; serves, ex officio, on all committees; presides at meetings; signs all acts or orders necessary to carry out the will of the Committee; and may act as the representative of the Committee to outside persons and other organized boards as necessary.

Section 3. The vice chairperson has the full powers of the chairperson in his or her absence. In the absence of the chairperson, however, the vice chair cannot change rules and does not serve as an ex officio member of committees.

Section 4. The recording secretary serves as clerk for the Committee and carries out the official correspondence of the Committee. The recording secretary shall be the same individual as the official City staff liaison.

Section 5. Planning and Building Services' staff shall serve as the liaison between the Mayor, the City, and the Committee.

Section 6. If the chairperson and the vice chairperson are absent, Planning and Building Services' staff shall call the meeting to order and preside.

Section 7. Subcommittees may be appointed by the chairperson as voted by the Committee, as needed. Upon receipt of a written request, the chairperson may appoint an emergency subcommittee without a vote of the Committee to write a letter of advocacy or prepare a recommendation.

Article 5. Election of Officers and Appointments

Section 1. The vice chairperson of the Committee shall be elected annually by Committee members at a meeting during the first calendar quarter of each year, and be installed and assume their duties immediately.

Section 2. No officer shall be elected for more than two consecutive years. After the lapse of one year, he or she may be elected again to the same office.

Section 3. All appointed committees shall be appointed by the chairperson upon motion of the Committee. Their duties shall be specified in the motion. Their activities are limited to the purpose for which they were created, and after performing, their service ceases to exist.

Article 6. Special Circumstances

Section 1. If, during discussion or a vote on any agenda item, the topic is in conflict of interest with one of the Committee members, that member will make the other Committee members aware of the possible conflict of interest, may remove himself or herself from the discussion, and shall abstain from voting.

Section 2. The Director of Planning and Building Services will forward all naming proposal applications that involve a term of five (5) years or more, to the Director of Finance for review. A recommendation from the Director of Finance will be included as part of the application to be considered by the respective board or committee responsible for review.

Article 7. Letters of Advocacy

Section 1. Upon receipt of a written request, the chairperson of the Committee may appoint an emergency subcommittee to write a letter of advocacy or determination for a project or proposal in need of immediate action.

Section 2. The subcommittee shall consist of two to three Committee members, appointed by the chairperson, with staff and the chairperson serving as ex officio members.

Section 3. The letter of advocacy or determination will be signed by the chairperson of the Committee. If there is a conflict of interest, the chairperson shall designate the vice chairperson or recording secretary to sign the letter.

Section 4. The topic will be placed on the next meeting agenda, and a copy of the letter shall be presented to the Committee.

Article 8. Amendment

Section 1. These bylaws may be amended or new bylaws adopted at any regular or special meeting of the Committee.

Section 2. An amendment or new bylaw requires a two-thirds vote of the members present and voting.

Section 3. The amended or new bylaws shall go into effect after a period of 30 days has elapsed.