RAYMORE
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AGENDA

Raymore City Council Work Session
City Hall – 100 Municipal Circle
Monday, June 17, 2024
6:00 PM

A. Joint Session with Raymore Chamber of Commerce

The Raymore City Council will be meeting with the Board of the Raymore Chamber of Commerce and to review the Memorandum of Understanding with that body.

B. Mayor and Council Compensation

At the City Council June 3, 2024 Work Session the Council requested that city staff do a survey of the cities and counties used in the recent Compensation/Classification study to determine those entities compensation of elected officials. City staff reached out to those entities and the results are provided to the Council for their review.

C. Board & Commission Appointments

Mayor Turnbow will be presenting recommendations for Board and Commission appointments to the Council.

D. Other

EXECUTIVE SESSION (CLOSED MEETING)

The Raymore City Council may enter an executive session before or during this meeting, if such action is approved by a majority of Council present, with a quorum, to discuss:

- Litigation matters as authorized by § 610.021 (1),
- Real Estate acquisition matters as authorized by § 610.021 (2),
- Personnel matters as authorized by § 610.021 (3),
- Other matters as authorized by § 610.021 (4-21) as may be applicable.

Any person requiring special accommodation (i.e., qualified interpreter, large print, hearing assistance) in order to attend this meeting, please notify this office at (816) 331-3324 no later than forty eight (48) hours prior to the scheduled commencement of the meeting.

Hearing aids are available for this meeting for the hearing impaired. Inquire with the City Clerk, who sits immediately left of the podium as one faces the dais.

RAYMORE CHAMBER OF COMMERCE
BY-LAWS
Amended: September 26, 2023

The Raymore Chamber of Commerce is incorporated as a General Not for Profit 501(c)(6) Corporation under the laws of the State of Missouri, hereinafter referred to as "CHAMBER". Its address shall be "Raymore Chamber of Commerce, 1000 W. Foxwood Drive, Raymore, Missouri." In accordance with the applicable laws of the State of Missouri, the following by-laws are established as the by-laws of the Chamber, subject to amendment as hereinafter provided.

ARTICLE I
PURPOSE

Section 1. MISSION STATEMENT.

The Mission of the Chamber is to enhance and sustain the economic environment and quality of life in our community.

Section 2. METHODS.

To serve and promote business and development in Raymore, the Chamber will:

- **Provide opportunities for interaction and networking among members.**
- **Act as a strong unified business voice for Raymore to promote prudent growth and economic development in the area, while not endorsing individual political candidates.**
- **Provide information regarding and, with General Membership approval, take positions in support of or in opposition to non-partisan, community-oriented programs, ballot initiatives or other local legislative issues affecting municipalities or other political subdivisions located in Raymore or Cass County.**
- **Improve and foster business-friendly environments by monitoring issues important to its members, educating its membership, assisting in support group activities, and providing social activities.**

Section 3. REQUESTS FOR SUPPORT OR OPPOSITION.

When a local organization located in Raymore or Cass County requests support from the Chamber for or against any non-partisan, community-oriented program, ballot initiative or other local legislative issue affecting municipalities or other political subdivisions located in Raymore or Cass County, such request shall be received by the Executive Director and shall be forwarded to the General Membership for informational and deliberative consideration. The General Membership shall review any such request, which should be forwarded for consideration by the General Membership at least fifteen days in advance of the next scheduled meeting of the General Membership (which meeting may be called for purposes of considering any such request on the date of the next ensuing regularly scheduled membership luncheon). A ballot for support or non-support of any such request shall be cast at such meeting to determine if the Chamber shall officially approve or deny any such request. The General Membership shall be advised by email and the requesting organization shall be notified of the decision of the General Membership to approve or deny any such request. If the General Membership approves any such request, the Chamber's position with respect thereto shall be authorized for publication.

ARTICLE II
MEMBERSHIP

Section 1. ELIGIBILITY. Any individual, association, or business entity having any interest in the stated objectives of the Chamber shall be eligible to apply for membership.

Section 2. MEMBERS. Application for membership shall be on the membership application form adopted by the Chamber. To become a member of the Chamber, all applications must be received by the Executive Director and all dues shall be paid in advance. Each Member shall be given a copy of the by-laws upon joining the chamber.

Section 3. MEMBERSHIP DUES. Membership dues shall be at such rates, schedules or formulas as may be, from time to time established by the Board of Directors and approved by the general membership. Dues are payable annually in advance. The Chamber's fiscal year starts on January first of each year and ends December thirty-first. Annual dues shall be due and payable on each member's anniversary date of membership with the Chamber.

Section 4. EXERCISE OF PRIVILEGES / VOTING ELIGIBILITY. Any individual, firm, association, corporation, or partnership that is a member of the Chamber in good standing is entitled to one (1) vote in any election, referendum or other matters placed before the general membership for vote.

Section 5. ORIENTATION. Annually, the Board of Directors, the Executive Director, and newly elected Board Members shall participate in an orientation meeting at which time their respective duties shall be outlined to them. This meeting shall be held between the November and January meetings. It shall be the responsibility of each out-going officer or chairman to discuss the duties of their respective offices and turn over to the incoming officer all files, notes, etc., to the new officer or chairman.

Section 6. TERMINATION OF MEMBERSHIP. Any member may resign from the Chamber upon written notification made to the Board of Directors. Any member may be terminated from membership for non-payment of their dues, sixty days from the due date, unless otherwise extended by the Executive Director for just cause. Notwithstanding the foregoing, any member shall be terminated from membership in the Chamber for failing to pay such member's membership dues within 120 days from the due date. Any member may also be terminated for conduct unbecoming a member of the Chamber, by a two-thirds majority vote of the Board of Directors of those members present at a regularly scheduled meeting. A terminated member may request a hearing before the general membership at which time a board representative and the terminated member may have 5 minutes to present their issues. Then a vote by paper ballot of the membership present will be taken. A two-thirds majority of those in attendance will determine if the Board of Directors decision to terminate stands or if the member is reinstated.

ARTICLE III
MEETINGS

Section 1. REGULAR MEETINGS. The Chamber membership shall have regularly scheduled meetings as determined by the Board of Directors.

A. The President shall have the authority to cancel or postpone meetings should circumstances so require.

B. Persons who have made reservations for a General Membership meeting with a meal being served, but who do not attend the meeting, shall be billed for the stated price of the meal.

Section 2. SPECIAL GENERAL MEETINGS. The President may call special meeting of the Chamber should circumstances so require. Proper notice shall be given to the membership prior to the date of the specially called meeting by email, stating the purpose of such meeting.

Section 3. MEETINGS OF BOARD OF DIRECTORS. The Board of Directors shall meet regularly. Special meetings of the Board may be called at any time by the President or by three members of the Board. Call for such meeting shall be made by email or telephone to the entire board. The call for such special meeting shall be issued not less than three (3) hours prior to the meeting and shall state the purpose of the meeting. No other business shall be transacted at such special meetings. Attendance of a Director at any meeting of the Board of Directors shall constitute a waiver of notice of such meeting except where such Director attends a meeting for the express purpose of objecting, at the beginning of such meeting, to the transaction of any business at such meeting as a result of such meeting not being called or convened in accordance with these Bylaws.

Section 4. APPEARANCES REQUESTED BEFORE THE BOARD OR GENERAL CHAMBER MEETING. Any individual or organization, dues paying or not, requesting an appearance before the Chamber and/or the Board of Directors shall be required, in writing delivered to the Executive Director, to:

A. Identify who will be speaking before the Chamber or Board;

B. What position or title they hold within the group or company, if a group or company is being represented;

C. Set out in detail the purpose of their appearance; and

D. Request to appear before the General meeting will require Board approval before the general meeting.

Section 5. QUORUM & VOTING.

At any general Chamber meeting, ten (10) voting members shall constitute a quorum. At any Board meeting, six (6) board members shall constitute a quorum. Voting is ruled simple majority unless otherwise stated.

Section 6. MEETINGS BY REMOTE COMMUNICATIONS TECHNOLOGY.

The Board of Directors may also hold meetings by means of a remote electronic communications system, including video or telephone conferencing technology or the Internet, or any combination, only if each person entitled to participate in the meeting consents to the meeting being held by means of that system, and the system provides access to the meeting in a manner or using a method by which each person participating in the meeting can communicate concurrently with each other participant. Participation in such a meeting shall constitute presence in person at such meeting.

ARTICLE IV
BOARD OF DIRECTORS

Section 1. POLICY. The government and policy-making responsibilities of the Chamber shall be vested in the Board of Directors. The Board shall be responsible for its finances and establish written policies that will govern and direct the affairs of the Chamber. Any matter affecting the general membership including but not limited to changes of fees, by-laws, change of member board of directors, shall be voted on by the general membership. The Board shall control the property of the Chamber. The Executive Board shall consist of the President, Vice President, Secretary, and Treasurer. The President shall serve as chair of the Executive Committee. The Executive Director shall serve as an *ex officio*, non-voting member of the Executive Committee.

Section 2. COMPOSITION. The Board of Directors shall be composed of eleven members; four elected officers (President, Vice President, Secretary, and Treasurer) and four members elected from the general membership. In the event an executive board position is filled by a City or school district member, the board would then consist of ten members. The four directors elected from the general membership shall be elected to a two-year term on a rotating basis. This election will be at the October meeting as provided in Article IV Section Three (3). The City of Raymore, Missouri will have two voting members on the Board. The Raymore-Peculiar School District will have one voting member on the Board. The Executive Director shall be an *ex officio* member of the Board of Directors, the Executive Committee and all committees established by these Bylaws or the Board of Directors from time to time.

Section 3. ANNUAL ORGANIZATION OF BOARD. The President shall appoint a nominating committee at the August Board Meeting. This committee will consist of members of the Chamber to select nominees for the Chamber officers and other board members. The Executive Director shall be an *ex officio* non-voting member of the nominating committee. This committee shall report their slate to the Board of Directors at the September Board Meeting for approval. The slate of officers and board members shall be submitted to the General Membership in September. Nominations may be made from the floor at the time that the slate is presented, but no later. The October meeting of the General Membership

shall vote and elect the new officers for the coming term. New officers will take oath of office at the last General Membership Meeting of the year. Their first official duty will be at the annual board retreat.

Section 4. COMMITTEES. The President shall, with the counsel and advice of the Executive Director, establish committees and appoint the chairmen of such committees. In the event of a vacancy in the position of Executive Director, the President, with the approval of the Board of Directors, shall appoint a selection committee to select a replacement to serve in that position. The selection committee shall have authority to offer employment to an individual and to determine the terms of the employment agreement within the budget of the Chamber, unless otherwise authorized by the Board of Directors. The selection committee shall be accountable to the Board of Directors for its actions.

Section 5. VACANCIES & ABSENTEEISM. If any member of the Board shall fail to attend three (3) meetings of said Board, the Board shall call such failure to the attention of such member at the next meeting or by telephone prior to the next meeting, and if satisfactory explanation is not received within fifteen (15) days, that member shall cease to be a member of the Board and the vacancy thus created shall be filled. In the event of an Executive Board Member or Member-At-Large vacancy, the President shall appoint an existing Board Member to serve the remainder of the unexpired term for the Executive Board Member or appoint a Chamber Member to serve the remainder of the unexpired term for the Member-At-Large Board position.

If the vacancy is that of President, however, the Vice President shall assume the office of the President and shall appoint a member to the office of Vice President.

ARTICLE V
OFFICERS & BOARD MEMBERS

Section 1. TERM OF OFFICE. The term of office for Officers of the Board shall consist of one year. Board Members-at-Large hold a two-year seat, excluding the city and school district representatives.

Section 2. OFFICERS. The officers of the Board shall consist of President, Vice-President, Secretary, Treasurer and Executive Director. The President shall be elected for one term. The President and Vice-President offices of the Chamber will be progressive; i.e. the succeeding year's Vice-President will automatically be President and a new Vice-President will be elected as stated in Article IV Section 3.

Section 3. MEMBERS OF THE EXECUTIVE BOARD. Executive Board Members (with the exception of the Executive Director) shall serve no more than two (2) consecutive years in the same office, nor will any board member, excluding the city and school district representatives, serve more than five (5) consecutive years in total; provided, however, any board member elected to the office of Vice President, for a term of service during such member's 5th consecutive year on the board, may fulfill such member's obligation to serve as President in the following year, notwithstanding that such board member will have served for six (6) consecutive years on the board. Service on the Board by such persons may be resumed after a hiatus of one (1) year.

Section 4. DUTIES OF OFFICERS.

A. President: The President shall be the head of the Chamber and shall preside at all meetings of the membership and of the Board of Directors. With approval of the Board of Directors, the President shall sign all deeds, contracts and other instruments affecting the operation of the Chamber. Annually, the President shall cause the Executive Committee to make an appraisal of the Executive Director's performance in keeping with job description and official duties. The Executive Committee shall report its appraisal of the Executive Director's performance to the Board of Directors at the November board meeting and, thereafter, the President and the Vice President shall

discuss the results of such appraisal with the Executive Director at the Executive Director's annual performance review.

B. Vice-President: The Vice-President shall serve as the assistant to the President of the Chamber and shall perform the duties of the President in the absence of that officer. This position is progressive, and includes one year as President.

C. Secretary: The Secretary shall attend all meetings of the Board and the General Meetings of the membership, keeping an accurate record of such meetings and have available copies of these minutes at the next Board meeting and the next General Membership meeting.

D. Treasurer: The Treasurer shall be the custodian of all funds in the General Account, Savings Account, and any special accounts of the Chamber. The Treasurer will be responsible for the bank reconciliation, and report any discrepancy to the Board. The Treasurer is responsible to review and approve the monthly and annual financial reports, as prepared by the administrative assistant. The Treasurer will present each monthly financial report to the Board of Directors and have copies available to the General Membership.

E. Executive Director: The Executive Director shall be the chief administrative and executive officer of the Chamber and shall serve at the direction and discretion of the Board of Directors. The Executive Director, with the counsel and advice of the President, shall prepare notices, agendas and distribute minutes of the Board of Directors. The Executive Director shall serve as an advisor to the President and the Board of Directors on program planning and shall assemble information and data and cause to be prepared special reports as directed by the President or the Board of Directors. The Executive Director shall be an *ex officio* member of the Board of Directors, the Executive Committee, and all committees. The Executive Director shall be responsible for the administration of the strategic plan in accordance with the policies and regulations of the Board of Directors. The Executive Director shall be responsible for hiring, discharging, directing and supervising all employees. It is the policy of the Chamber to grant equal employment opportunity to all qualified persons without regard to race, color, sex, disability, religion or national origin. The Executive Director shall be responsible for the preparation of an operating budget covering all activities of the Chamber, subject to approval of the Board of Directors. The Executive Director shall also be responsible for all expenditures within approved budget allocations. The Executive Director is the spokesperson of the Chamber and may delegate those duties as appropriate.

ARTICLE VI
PARLIAMENTARY PROCEDURES
AND SEAL

Section 1. PARLIAMENTARIAN.

A. The Parliamentarian shall be appointed by the Board of Directors annually from the pool of current Board members.

B. <u>Duties</u>:
To assure that all officers, Board Members, committee chairpersons, and other Chamber members adhere to the current rules and regulations as stated in the Raymore Chamber of Commerce by-laws.

C. The proceedings of the Chamber shall be governed by and conducted according to the latest Roberts Rules of Order. If a conflict arises between Roberts and these by-laws, the provisions of the by-laws shall prevail.

ARTICLE VII
AMENDMENTS

Section 1. PROCEDURE. These by-laws may be amended by; first, approval by a majority of the Board of Directors present at any regular or special meeting called for that purpose; and second, final approval by a majority of the Chamber members present at a regular meeting or a special meeting called for that purpose. By-laws shall be reviewed by the by-

laws committee, with one member being the Parliamentarian, at least but not limited to every odd numbered year.

Any Chamber member may submit motions to alter the by-laws at any regular board meeting. Then, there must be approval by a majority of the Board of Directors present at any regular or special meeting called for that purpose. If the motion passes, the proposal shall be referred to a by-laws committee for review. The by-laws committee shall meet prior to the next general membership meeting and shall report the results of their review at the next general membership meeting. The proposed change, in its original form or in a revised form, shall be subject to membership vote and will become effective upon passage by a majority of the members present at the meeting. At the time, the proposed amendment is submitted to the by-laws committee, all Chamber members shall be deemed notified by email or mail.