

**City of Cheyenne, Wyoming**

# Community Technology Advisory Council

Bylaws

June 2024

# Article I: Purpose

## Section 1.1 - Purpose:

The mission of the Community Technology Advisory Council (hereinafter the "Advisory Council") is to encourage and promote affordable access to, and the use of, information and communications technology, as well as to promote and advise effective electronic civic engagement and e-government services. The Advisory Council is established to champion technology projects and positions, research related issues, and collect public input. The Advisory Council is dedicated to making recommendations on issues of community-wide interest relating to information and communications technology.

## Section 1.2 - Objectives:

The objectives of the Advisory Council include but are not limited to:

- a. Evaluating and recommending technological initiatives that align with the City of Cheyenne's goals.
- b. Offering insights on emerging technologies and their potential impact on municipal services.
- c. Collaborating with relevant stakeholders to enhance the City's technological infrastructure.
- d. Promoting digital literacy and inclusivity in the community.

# Article II: Membership and Organization

## Section 2.1 - Membership Eligibility:

The Advisory Council shall consist of seven (7) members who shall each be citizens of the City of Cheyenne, the County of Laramie or its incorporated towns and cities. Members should demonstrate a commitment to the governing body's objectives and possess expertise or interest in information and communications technology.

## Section 2.2 - Application Process:

Prospective members shall formally submit their applications to the Mayor's Office. Member applications shall provide comprehensive details regarding the applicant's qualifications and reasons for seeking membership on the Advisory Council. The Mayor

shall review all applications and may conduct interviews to assess an applicant's alignment with the City's mission and objectives. Members will be appointed by the Mayor, without the approval of the City Council.

### **Section 2.3 - Member Terms and Review:**

The term for Advisory Council members is a minimum of two (2) years from the date of appointment by the Mayor.

### **Section 2.4 - Decision-Making Process:**

Decisions by the council, including those related to projects, initiatives, and policies, shall be made through a collaborative and consensus-building process. The Chairperson shall facilitate discussions and ensure that all members have the opportunity to express their views.

### **Section 2.5 - Committees:**

The Advisory Council may establish committees to address specific initiatives, projects, or to develop areas of expertise. Committee members shall be appointed by the Chairperson and approved by the Advisory Council. Committees shall operate under the direction of the Advisory Council and shall report to the full council on their activities as requested.

### **Section 2.6 - Removal from Council:**

A member may be removed from the Advisory Council by a quorum of council members present at a regular or special meeting. Grounds for removal may include but are not limited to misconduct, neglect of duties, or violation of the code of conduct.

## **Article III: Officers, Election, and Responsibilities**

### **Section 3.1 - Officer Positions:**

The officers of the Advisory Council shall consist of a Chairperson, Vice-Chairperson, Secretary, and Treasurer. All officers shall be elected by the advisory council members in accordance with Section 4.4 of these by-laws. The leadership of the Advisory Council

shall collectively form the Executive Committee. The Advisory Council may appoint additional officers as deemed necessary and such additional officers shall also be members of the Executive Committee.

### Section 3.2 - Election Process:

Officer elections within the Advisory Council shall be held upon an officer vacancy. Nominations may be made by members, and nominees shall have the opportunity to accept or decline their candidacy.

### Section 3.3 - Term of Office:

The term for each officer shall be for the duration of their two (2) year term. Officers cannot serve consecutive terms.

### Section 3.4 - Responsibilities:

- a. Chairperson: The Chairperson shall preside over Advisory Council meetings, represent the council in external matters as guided by the Mayor, be available to meet monthly with the Mayor, and provide overall leadership for the Advisory Council.
- b. Vice-Chairperson: The Vice-Chairperson shall assume the Chairperson's duties in their absence and support the Chairperson in fulfilling their responsibilities.
- c. Secretary: The Secretary shall maintain accurate records of Advisory Council meetings, handle official correspondence, coordinate the publishing of website updates with the City public information officer, and manage Advisory Council communications.
- d. Treasurer: The Treasurer shall oversee financial matters, maintain financial records, coordinate records with the City treasurer, and present regular financial reports to the Advisory Council.

## Article IV: Meetings of Members

### Section 4.1 - Regular Meetings:

Regular meetings of the Advisory Council shall be held once per month, at a time and place determined by the council. Notice of regular meetings shall be provided to all members in advance and will be made public on the City Community Technology Advisory Council website.

### Section 4.2 - Special Meetings:

Special meetings may be called by the Chairperson or upon the written request of a majority of Advisory Council members. Notice of special meetings, including the purpose and agenda, shall be provided to all members in advance.

### Section 4.3 - Quorum:

A quorum for the transaction of business at any meeting shall consist of four (4) Advisory Council members. In the absence of a quorum, no official business shall be conducted.

### Section 4.4 - Voting:

All members have the right to vote. Decisions of the Advisory Council shall be made only when a quorum is present. A tie will be determined by a vote of the Mayor, or his or her designee. Abstention shall not count in tallying the vote affirmatively or in the negative. Should a member abstain from a vote, that member is in effect attending only to contribute to a quorum. Voting may be conducted in person or by digital means at the discretion of the Chairperson. If digital voting should occur, digital votes must be submitted and compiled within two (2) business days to be counted in favor or against a specific Advisory Council action.

## Article V: Funds

### Section 5.1 - Funding Sources:

Funds for the Advisory Council may be derived from various sources, including but not limited to fundraising efforts, grants, and donations. City funds not otherwise designated by the City Council for another purpose may also be accepted by the Advisory Council. In accordance with city laws, no funds of the Advisory Council shall be used to benefit any private individual.

### Section 5.2 - Budget Approval:

The Advisory Council shall develop, if determined necessary, an annual budget outlining anticipated expenses and revenue sources. The budget shall be subject to approval by the Advisory Council. Any significant budgetary amendments shall also be presented to the Advisory Council for approval.

### Section 5.3 - Financial Reporting:

The Advisory Council shall maintain accurate and transparent financial records. Regular financial reports detailing income, expenditures, and the overall financial status, shall be provided during meetings upon request. These reports may be subject to external audit as determined by the governing body.

## Article VI: Code of Conduct

### Section 6.1 - Code of Conduct:

Each Advisory Council member shall adhere to a code of conduct that promotes professionalism, respect, and collaboration. The code of conduct shall be established by the council and may include guidelines for ethical behavior, confidentiality, and conflict resolution. Violations of the code of conduct may result in removal of the member in accordance with Section 2.6 of these bylaws.

## Section 6.2 - Public and Media Relations:

The Advisory Council will work with the City public information officer to approve social media, update the official Advisory Council website, coordinate media interviews, or to provide any comment in a public forum.

# Article VII: Distribution, Amendment, and Suspension

## Section 7.1 - Distribution of Bylaws:

A copy of these bylaws shall be made available to each member of the Advisory Council upon the member's admission to the council. Additionally, the bylaws shall be accessible on the Advisory Council's official website or other designated platforms.

## Section 7.2 - Amendment Procedure:

These bylaws may be amended by a majority vote of the Advisory Council per voting rules at a regular or special meeting, provided that notice of the proposed amendments has been given to all members (1) month in advance. Proposed amendments shall be submitted in writing and distributed to council members for review prior to the vote.

## Section 7.3 - Suspension of Bylaws:

In exceptional circumstances, certain provisions of these bylaws may be temporarily suspended by a majority vote at a regular or special meeting. Such suspension shall be limited to specific circumstances and shall not violate any applicable laws or regulations.

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## Certification

Summer Wasson, Chairperson of the Advisory Council, certifies that the foregoing is a true and correct copy of the bylaws of the Community Technology Advisory Council, duly adopted by the initial Advisory Council members on June 21, 2024.

By:   
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Chairperson

Date 6/24/24