

Land Bank by Laws
Land Bank Board of Trustees
Wichita, Kansas

ARTICLE I

Purpose and Organization

SECTION 1: The purpose of the Land Bank is to return tax delinquent property to productive use that benefits the community. When considering proposals to the Land Bank, preference is given to projects that support the *Wichita: Places for People* plan, adopted in 2019 by the City of Wichita City Council and the Sedgwick County Board of County Commissioners, and otherwise advance the economic and social interests of the City of Wichita. *Wichita: Places for People* is an Infill Development plan focusing on the central 40% of the City of Wichita and uses a Nodal, or walkable development pattern incorporating multi-modal transportation tactics. The Land Bank operates as required under Article 2.12 of the Wichita City Code and is governed by a Land Bank Board of Trustees (Board).

SECTION 2: The Board shall consist of seven (7) members approved by the Wichita City Council. Members will be residents of Wichita, with a balance of backgrounds and experience in land development, construction, development finance, real estate sales or marketing, real estate law, neighborhood growth and development, and expertise related to the responsibilities of Land Bank operations..

SECTION 3: Members of the Board shall each be appointed for a two-year term. The initial appointment of three members will be for a three year period. The remaining four members will

be appointed for a two year period, after which all members will serve for two-year terms. All vacancies shall be filled for the unexpired term and no person shall serve more than three consecutive two-year terms.

ARTICLE II

Powers, Duties, and Responsibilities of the Board of Trustees

The Board shall have the powers and duties described in Section ___ and ___ of the City of Wichita City Code (Exhibit 1, attached.)

ARTICLE III

Meetings of the Land Bank Board of Trustees

SECTION 1. At the first meeting of each calendar year, the Board shall by resolution establish regular meeting times and dates for the year. The Board shall hold at a minimum of 9 regular meetings during the year. Special meeting may be called by the chairperson, or by a majority of the Board members. Meetings are subject to the requirements of the Kansas Open Meeting Act, K.S.A. 75-4317 et seq., and amendments thereto.

SECTION 2. Regular meetings of the Board shall be held the **first** _____ **of each month** at _____ am/pm in the City of Wichita Hall, 355 N. Main St. / Metropolitan Area Planning Department conference room, located at 271 West Third St., Wichita, KS unless otherwise specified.

SECTION 3. The Planning Director, or designee shall prepare a notice of the meeting and an agenda of all matters to come before the Board and e-mail the same to Board members no later than five (5) days preceding the next regular meeting. Any member of the Board may cause matters to be placed on the agenda by advising the Planning Director, or designee no later than noon (12:00 p.m.) six (6) days preceding the next regular meeting.

SECTION 4. Special meetings may be called by the Board Chair or a majority of the Board members by giving written notice at least three (3) days in advance of said special meeting to all Board members. Every notice of any special meeting shall state the purpose or purposes for which the meeting has been called; the business transacted at all special meetings shall be confined to the purpose stated on the meeting notice.

SECTION 5. The Chairperson may from time to time call for work session meetings in addition to regular meetings of the Board for the purpose of receiving information, hearing presentations, and discussion information, provided that no formal or informal action is taken. All such sessions are open to the public, shall be posted on the City website, and no binding action will be taken.

SECTION 6. A quorum shall consist of a majority of the members of the Board. Business of the Board shall be conducted by majority vote of the members present once a quorum has been established. A quorum must be present before the Board may take any formal action, however the Board may discuss items of business at a regular or special meeting in the absence of a quorum. No action of the Board shall be binding unless taken at a meeting at which a quorum is present. SECTION 7. Members of the Board shall be subject to the provisions of the laws of the State of Kansas which relate to conflicts of interest of city officers and employees, including, but not limited to, K.S.A. 75-4301 et seq., and amendments thereto. If an agenda items is being

considered which represents the appearance of a conflict of interest for any member of the Board of Trustees, that member shall declare a conflict of interest and not participate in the discussion or vote on that item. Such member will be considered present for quorum purposes, however absent from voting on that specific item.

SECTION 8. All meetings of the Board of Trustees shall be conducted in accordance with the rules and procedures adopted by the Board.

ARTICLE IV

Officers and Their Duties

SECTION 1. The officers of the Board of Trustees shall be as follows:

Chairperson, who shall be elected by the Board, from its members, and shall preside at all meetings of the Board, and shall sign, execute, act and deliver for the Board all documents of any kind required or authorized to be signed by the Board of Trustees.

Vice Chairperson, who shall be elected by the Board, from its members and, in the absence or disqualification or disability of the Chairperson, shall perform the duties of the Chairperson and act in place of the Chairperson, with the full power and authority which the Chairperson would have, were the Chairperson present.

Treasurer, who shall be elected by the Board from its members and shall represent the financial activities of the Board. The Treasurer shall be bonded in such amounts as the City Council requires.

Secretary for the Board shall be an appointed Position by the Director of Planning or designated employee of the City of Wichita, assigned to keep a complete record of all proceedings of the Board and shall perform such other duties as may be required by law or ordinance. ***Below is the language from Article 2.12 of the City Code***

...regular full-time city employee shall be assigned as ex officio secretary to each board and commission for purposes of maintaining records, minutes and the handling of administrative matters without the right to vote or to perform any other function than provide administrative services.

Any member of a board or commission shall be removed from office by the City Council after due notice and hearing for nonattendance at three consecutive meetings, or for absence of more than fifty percent of the meetings held during any twelve-month period of time. A meeting canceled for lack of a quorum is considered a meeting for purposes of recording attendance. The ex officio secretary will provide written notice to the non-attending board or commission member and the City Manager. A vacancy shall be declared unless the board member requests a hearing before the City Council within ten days after notice is provided.

Each member of any board or commission shall disclose any conflict of interest as may arise in connection with matters being considered by the board or commission of which he is a member, and shall refrain from discussing or voting on any such matters.

SECTION 2. An annual election of officers shall be held at the first meeting of the calendar year. Officers so elected shall serve for a term of one (1) year.

ARTICLE V

Rules and Procedures

The Board shall adopt appropriate rules, policies and procedures for the conduct of meetings and for transaction of the Board's business.

ARTICLE VI

Committees

SECTION 1. There shall be no standing committees of the Board.

SECTION 2. With the consent of the Board, the Chairperson may appoint ad hoc committees for special study or review of an issue. The purpose of ad hoc committees shall be to make detailed investigations, studies, and recommendations to the Board. The Chairperson or Vice-Chairperson shall be an ex-officio member of all committees. Non-members of the Board may be added to the ad hoc committee by the Chairperson to provide specialized advice or expertise pertinent to the issues.

ARTICLE VII

Amendments to Bylaws

The Board may, by a majority vote, amend these bylaws of any provisions or sections thereof at any time when the same is not in conflict or contravention of any of the laws of the State of Kansas or ordinance of the City of Wichita. Any bylaw amendment modifying the authority of the Board may be subject to City Council approval. Notice of the proposed amendments shall be furnished by the Secretary to Board members not less than ten (10) days prior to the meeting at which said amendments are to be considered. See Article IV, duties of the Secretary or Land Bank Manager.

The above bylaws are hereby adopted as the Bylaws of the Land Bank Board of Trustees of the City of Wichita, Kansas.

Dated this ___ day of ___, 2021

___Name of Chair here with initials, Chairperson

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