

### **ARTICLE III - MEETINGS**

3.1 Regular meetings are scheduled to be held the first Monday following the meetings of the Board of Crook County Commissioners at the Crook County Courthouse. Hence, regular meetings are usually held the second Monday of each month, unless otherwise designated by the members at least 15 days prior to the meeting.

3.2 Meetings shall be held at such time as the members direct, usually monthly, but not less than one per year.

3.3 At least three (3) members may, upon proper notice, call a special meeting.

3.4 At least three (3) members of a Sub-committee may, upon proper notice, call a special Sub-committee meeting.

3.5 Written notice of any Sub-committee vacancy shall be given in order that Commission members may be made aware of the possible need to fill said vacancy.

3.6 Public hearings on official documents shall follow open meeting laws according to State Statutes.

3.7 Emergency meetings may be called following the 48-hour emergency meeting procedure according to State Statutes.

### **ARTICLE IV - OFFICERS**

4.1 There will be positions of Chair and Vice-Chair. These positions must be held by members of the Commission. These positions are elected by fellow members of the Commission and voted upon according to Robert's Rules of Order.

4.2 Regular Commission appointments are made at the June Board of Crook County Commissioners meeting, to take effect July 1st. Elections are held by the Commission the first meeting after the July Board of Crook County Commissioners meeting.

4.3 Officer vacancies shall be filled by the remaining members on the Commission to fill the remaining unexpired term(s) caused by a vacancy.

4.4 Members of the Commission shall not receive salary for their services but, by resolution of the Commission and approval by the Board of Crook County Commissioners, expenses may be paid for attendance at any meeting of the Commission or at any Sub-committee meetings, or any special meetings a member or Sub-committee member or special appointed committee member may be directed to attend.

4.5 Subject at all times to the control and direction of the Commission, each officer shall have and exercise the powers and duties assigned to his/her office, according to Robert's Rules of Order or W.S. 18-5-201 to 208.