



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

PLANNING DEPARTMENT

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MEMORANDUM

TO: Rapid City Legal and Finance Committee

FROM: Bill Lass, Senior Planner

DATE: 10/3/01

RE: Revised Beautification Committee Bylaws

On behalf of the City of Rapid City Beautification Committee, I am requesting your approval of the attached revisions to the Beautification bylaws. The bylaws were originally adopted by the City Council in 1993 and were revised most recently in 1996. Most of the proposed changes to the bylaws are relatively minor. Some of the more substantive changes include: establishing a vice-chairperson for the committee, dissolving ad/hoc subcommittees if they have not met for more than one year, stating that the Beautification Committee shall maintain and update their work program annually, and requiring the Beautification Committee to complete an annual report for presentation to the City Council.

Thank you for your consideration of this request. Staff and representatives of the Beautification Committee will be present at the October 10, 2001 Legal and Finance Committee meeting to answer any questions you may have.

~~BEAUTIFICATION COMMITTEE RESTRUCTURING / BYLAWS~~
**BYLAWS OF THE CITY OF RAPID CITY BEAUTIFICATION
COMMITTEE**

~~July 15, 1992~~ **October __, 2001**

The following mission statement and ~~membership rules~~ **bylaws** have been adopted by the Beautification Committee *and the City Council* and shall be effective ~~October 16, 1996~~ **October __, 2001**:

MISSION STATEMENT: "It is the mission of the City of Rapid City Beautification Committee to develop and implement beautification projects **and policies, to discuss pertinent issues**, and to encourage public and private beautification activities in Rapid City."

1. The City of Rapid City Beautification Committee shall consist of twelve (12) voting members ~~appointed by the Mayor~~ **recommended for appointment by the Mayor and approved for appointment by the City Council.**
2. **The Beautification Committee shall have one regularly-scheduled monthly meeting. Additional meetings may be called by the Chairperson as deemed necessary. Beautification Committee meetings are open to the public.**
23. Members shall be limited to a three-year term, however, the Mayor can re-appoint **members** to additional terms. The terms of the initial members shall be staggered in order to ensure continuity in membership.
4. A chairperson **and vice-chairperson** will be elected by the Committee at the December meeting every year. **The chairperson and vice-chairperson shall be elected from the membership of the Beautification Committee.** The chairperson and **vice-chairperson** shall serve a one-year term (January through December of the year following his/her election). **The vice-chairperson shall conduct the meeting in the absence of the chairperson.**
- 3.5 In addition to the full committee, ad/hoc subcommittees will be used for major projects. A member of the full committee shall chair the ad/hoc subcommittee. Members of the ad/hoc subcommittee can include other full committee members or outside volunteers. **Ad/hoc subcommittees will be created and dissolved as projects, issues and policies dictate. If an ad/hoc subcommittee has not met for one year then such subcommittee shall be deemed dissolved. The Beautification Committee shall maintain a list of all committee members and any active subcommittees and the members thereof.**
- 4.6 City staff assistance will be available to the Mayor's Beautification Committee and its ad/hoc subcommittees. The City Planning Department will continue to provide the majority of this support, however, support from **other City departments such as** the Public Works Department, Parks Division, Building Inspections Division and Community Development Department will also be available. Staff shall serve as ex-officio non-voting members.
57. ~~City Council liaisons to the Committee may be appointed by the Mayor and City Council.~~ **The Mayor may recommend for appointment a City Council member to serve as a**

liaison to the Committee. The City Council shall confirm any such appointment made by the Mayor. City Council liaisons shall not have voting authority.

68. The Chairperson shall have the discretion to recommend to the Mayor that a member be replaced after he/she has missed three consecutive **regular monthly** meetings ~~with unexcused absences.~~
9. The Beautification Committee shall maintain a list of priority projects and issues which shall serve as the official work program from which the Committee will operate. The projects and issues lists shall be updated by the Committee annually.
10. By December 1st of each year, the Beautification Committee shall prepare an annual report for presentation to the City Council. The annual report shall provide an update of the current status, accomplishments, and future direction of the Committee.
11. In conducting their meetings, and unless otherwise noted in the Committee Bylaws, the Beautification Committee shall follow Roberts Rules of Order.
- ~~7. The Mayor's Beautification Committee is a subcommittee of the Keep Rapid City Beautiful Board and that the Chairperson of the Mayor's Beautification Committee serves as an official member of the Keep Rapid City Beautiful Board.~~

~~Based upon the above rules, the following changes in Committee structure shall take affect October 16, 1996:~~

- I. ~~MEMBERSHIP TERMS: Committee members shall serve three year terms. All members have the right to request additional terms. Duration of terms as of October 16, 1996 are as follows:~~

~~Pamela Bone — December, 1997 ————— Martin Busch — December, 1996~~

~~Mike Derby — December, 1998 ————— Steve Doshier — December, 1998~~

~~Jim Hennen — December, 1998 ————— Harry Hilgemann — December, 1997~~

~~Gale Holbrook — December, 1996 ————— Bob Morrow — December, 1998~~

~~Alice Peter — December, 1997 ————— Pat Pummel — December, 1996~~

~~Jim White December, 1996~~ ————— ~~John Wrede December, 1997~~

~~II. AD/HOC SUBCOMMITTEES: Ad/hoc subcommittees will be created and dissolved as projects dictate.~~

~~III. CHAIRMAN: A chairman will be elected by the Committee at the December meeting every year. The existing chairman can be considered for a subsequent term or a new chairman can be elected. The chairman shall serve a one year term (January through December of the year following his/her election).~~

Revised: 12-15-93
3-20-96
10-__-2001

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