



*City of*  
**VALLEY FALLS**

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*Incorporated May 17, 1854*

**VALLEY FALLS COMMUNITY DEVELOPMENT COMMITTEE  
BY-LAWS**

**ARTICLE 1: Name and Legal Authority**

The name of this organization shall be: The Valley Falls Community Development Committee (C.D.C.). This organization was established by the Governing Body of the City of Valley Falls, in August of the year 2000, and shall be governed by the laws of the State of Kansas. The C.D.C. shall remain in operational force and effect until such time as the Governing Body of Valley Falls, determines otherwise.

The C.D.C. is not, nor shall it represent itself as, the Governing Body of the City of Valley Falls.

The Governing Body of the City of Valley Falls, may grant or rescind such authority to the C.D.C. as it deems necessary and appropriate for the meeting of its goals and purpose.

**ARTICLE 2: Mission, Purpose, and Objectives**

The purpose of the C.D.C. shall be to focus on community and economic growth in Valley Falls under the following strategic areas:

- Quality of Life
- Commerce
- Housing
- Transportation
- Infrastructure

The C.D.C. shall work in such a manner so as to supplement the activities of, provide input to, and assist the Valley Falls Governing Body with any activities that the Governing Body deems necessary and appropriate.

**ARTICLE 3: Official Address**

The official mailing address shall be the same as that of the City of Valley Falls.

**ARTICLE 4: Meeting**

The C.D.C. shall determine where meetings of the organization shall be held. The C.D.C. shall set meeting dates as necessary, but at least once quarterly, to accomplish its goals. A written record of any and all meetings shall be kept.

**ARTICLE 5: Officers and Membership**

The C.D.C. shall consist of no less than five (5) members and no more than twelve (12) members. The members of the committee shall be comprised of people who reside, work, own property or operate a

business in Valley Falls; or live in the USD 338 School District in Valley Falls. Each member shall serve a term of two (2) years and may be re-appointed for additional two-year terms.

The membership shall contain the following:

- One member of USD #338 School Board or School representative, appointed by the School Board
- One member of the City of Valley Falls Governing Body or City representative, appointed by the Governing Body
- A resident of Valley Falls
- A business owner in the Valley Falls

A member shall hold office on the committee until:

- The end of his or her term
- The member resigns from the committee
- The member no longer works, resides, owns property, operates a business in Valley Fall, or resides within the USD #338 School District
- The member fails to attend 3 consecutive meetings, (subject to a vote of the committee)
- The committee is terminated by the Governing Body
- The member is dismissed by a majority vote of the Governing Body

The officers of this organization shall be:

- Chairman
- Vice Chairman
- Secretary

Duties of these offices shall be those normally associated with the respective office.

*Roberts Rules of Order* shall govern this organization.

Membership in the C.D.C. shall be as directed by the Valley falls Governing Body. Alterations to membership may be recommended to the Governing Body by the C.D.C. for approval and implementation at any time. The Governing Body of the City of Valley Falls, shall have the authority to remove any member at any time for any reason, and seek replacement personnel.

Terms of office for the Chairman, Vice Chairman, and Secretary shall be for the period of one (1) year, with the term running from January 1<sup>st</sup> of each year through December 31<sup>st</sup>, with elections occurring at that meeting occurring in the last quarter of the year. Any vacancy occurring in any elected position shall be filled by appointment of the Chairman. Such appointment shall be until the next regular election of officers.

Any organization or group represented may at any time replace its representative. Such replacement shall be confirmed by the Governing Body of the City of Valley Falls, . A member, replacing a member, who has been removed from the C.D.C. shall not assume any elected office, until the next regular election.

## ARTICLE 6: Records & Documents

All records and documents of the C.D.C. shall be the property of the City of Valley Falls, Kansas. A master copy of all records, correspondence, and other documents created by the C.D.C. shall be

maintained by the secretary in the office of the City. All records shall be open to public inspection under the provisions of the Kansas Open Records Act. The open records officer of the C.D.C. shall be the secretary.

The Chairman, or such other person as appointed by the Chairman, shall provide at least quarterly, a report of activities of the C.D.C. to the Governing Body.

#### ARTICLE 7: Banking & Finance

The City of Valley Falls shall be the chief administrator of the monies of the C.D.C.

#### ARTICLE 8: Amendments

The by-laws may be amended. A two thirds (2/3) majority of those present and voting shall be required to amend these bylaws. The Governing Body of the City of Valley Falls, by majority vote shall approve or veto any amendments to these By-Laws. Amendments shall take effect immediately upon approval. An updated copy of the By-Laws shall be provided to all members of this committee.

#### ARTICLE 9: Disbandment

The C.D.C. shall continue its work for an undetermined period of time. The Governing Body of the City of Valley Falls, may, at any time, assign, delegate, or refer, any matter to the C.D.C. for its action, review, implementation, study, or recommendation.

The Governing Body of the City of Valley Falls, shall have the authority to disband the C.D.C. At such time as the C.D.C. is disbanded, all document, papers, records, and monies of the C.D.C. shall revert to the City of Valley Falls.

#### ARTICLE 10: Adoption

These By-Laws were approved and adopted by the membership of the C.D.C. on. Approved by the Governing Body, City of Valley Falls, on July 5, 2023.