

**BYLAWS OF  
LEE COUNTY CONSERVATION BOARD**

**ARTICLE I. ENABLING LEGISLATION**

- 1.1 Chapter 350, Code of Iowa is the governing authority, and the purpose, power, and duties as defined and set forth in said Chapter shall control the functions of the Conservation Board, its employees, and its facilities.

**ARTICLE II. MEETINGS**

- 2.1 The Lee County Conservation Board shall hold regular monthly meetings on the second Tuesday of each month at the Lee County Conservation Office or at any other time and place agreed upon by a majority of the board members. The board meetings are public meetings and shall conform to the Open Meetings Law, Chapter 21, Code of Iowa. Notice shall be given in a newspaper of countywide circulation of all regular and special meetings at least 24 hours prior to the date of the meeting. Said notice shall state the purpose or purposes for the meeting, the time, and place thereof.
- 2.2 The board chair or his/her delegate (executive director) shall prepare an agenda and have it in the hands of the board members no later than two days prior to the board meeting.
- 2.3 Three (3) members of the board shall constitute a quorum for the transaction of business.
- 2.4 At all meetings that a full quorum is present, the board chair does not vote except to break a tie. In a three-member quorum, all persons present cast a vote.
- 2.5 Conduct of the board meeting will follow Robert's Rules of Order.
- 2.6 Accurate board meeting minutes shall be taken by the board secretary or an appointed delegate (office manager). The minutes will be signed by the board president and the board secretary. Copies of these minutes will be distributed to the board members at least two (2) days prior to the next board meeting. Electronic copy must be saved on the County's server.

**ARTICLE III. OFFICERS**

- 3.1 There will be selected from its members at the December or January meeting of each year a president and vice president who shall serve as officers of the board for a Twelve-month period and/or until their successors are elected and qualify. In the event that the duly elected officers are absent at any regular or special meeting, the members present will elect such officers or pro tem as are necessary to conduct the meeting and to sign documents requiring signatures when said documents are the result of any action by the board at the particular meeting.

3.2 Officers - Definitions:

3.2.1 President: Will be the principal officer of the board and consistent with board policy will supervise and control the business affairs of the board. Responsibilities will include presiding at all meetings and seeing that meetings are conducted in a businesslike fashion; representing the board as requested, along with the executive director, at budget hearings, public hearings, and at other critical public hearings; and signing official documents when authorized by the board.

3.2.2 Vice-President: Will serve in the capacity of chair in his or her absence and when so acting shall have all of the powers of the president.

3.3 Individuals serving in the offices of chair and vice chair shall not be eligible to succeed themselves in their particular office for two successive terms.

**ARTICLE IV. COMMITTEES AND APPOINTMENTS**

4.1 The board may appoint committees and may appoint specific board members to implement board policy with regard to specific problems.

**ARTICLE V. PERSONAL EXPENSES - REIMBURSEMENT**

5.1 Actual and necessary expenses incurred in the performance of their official duties as board members and staff members, outside of Lee County, will be paid from the Conservation Fund. Actual and necessary travel by personal automobile shall be reimbursed at the maximum rate provided in Section 70A, Code of Iowa.

**ARTICLE VI. EXECUTIVE DIRECTOR DUTIES**

6.1 The principal duties of the executive director shall include the following:

6.1.1 If so directed, to prepare the agenda for each regular monthly meeting and to assist the president in the function of the meeting as requested.

6.1.2 To submit to the board at each monthly meeting a report of the field operations, administrative activities and financial status of the Conservation Fund.

6.1.3 To annually outline and recommend to the board a program of administration, development, maintenance, and operation of each budgetary year, including an estimate of cost, which shall be presented to the board at the regular meeting prior to the annual budget hearing.

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6.1.4 To accompany the board president and present and explain the budget as approved by the conservation board, **at** the Board of Supervisors annual budget hearing.

6.1.5 To employ, upon the approval of the board of such positions, assistants and employees necessary for proper and efficient administration, for development of, and for the maintenance and operation of such property and facilities as may be acquired by the board. The compensation for the executive director and staff members will be determined by the Conservation Board.

6.1.6 The Board may designate the Director and those employees that the Director designates to have all the powers conferred by law on police officers, peace officers, or sheriffs in the enforcement of the laws of this state and the apprehension of violators upon all property under its control within and without the county. The board may grant the director and those employees of the board designated as police officers the authority to enforce the provisions of Chapters 462A, 481A, 483A, and 321G of the Code of Iowa on land not under the control of the board within the county.

6.1.7 To direct the field staff in maintenance of county conservation areas.

6.1.8 To keep well informed on trends, procedures, and philosophies in outdoor recreation; to be knowledgeable on the design and development of park facilities; to be knowledgeable and active in the preservation and rehabilitation of natural resource areas; to be generally knowledgeable of national and state programs and specifically knowledgeable of local programs affecting natural resources and human use of these resources; and to periodically report to the board the results of research and investigation in the above mentioned areas.

6.1.9 To see that county, state, and federal statutes are adhered to in all conservation board activities.

## **ARTICLE VII. EXPENDITURES**

- 7.1 For the purchase of minor items, a petty cash fund may be established not to exceed twenty-five dollars (\$25.00) when authorized by the county and state auditors. Claims for reimbursement to the petty cash fund, supported by receipts for each expenditure, shall be submitted to the County Auditor as required.
- 7.2 Items of expenditures up to \$5,000.00 shall require only approval of the Director. In emergency situations (defined as immediate public health and welfare) the Director may spend up to \$10,000 as necessary to meet the needs of the emergency within 48 hours and inform the Conservation Board of any emergency spending as soon as possible. All other purchases above \$5001.00 shall follow the County's Bid Policy set forth by the Lee County Board of Supervisors.
- 7.3 The Executive Director, or duly appointed representative, is authorized and empowered to act for the board in receiving, opening and recording the bids on public improvements, but any public hearing required for such improvements must be held at a regular or public meeting of the board.

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- 7.4 The purchase of land is excluded from the requirements of this Article, but Land Purchase Options must be considered by the conservation board at a regular or special meeting and approval of at least three (3) board members will be required for acceptance. Procedures of land acquisition will conform to statutory requirements.
- 7.5 The county conservation board shall file all acquisitions or exchanges of land with the natural resource commission within one year.
- 7.6 Conservation Board Members and all employees shall be bonded under the County's blanket bond policy in the minimum sum of \$5,000 each to be paid from the County's General Fund.

**ARTICLE VIII. ANNUAL REPORTS**

- 8.1 The Annual Report to the Lee County, Iowa Board of Supervisors shall be prepared by the secretary and submitted to the county conservation board for consideration and approval not later than the second month following the close of the year covered by such reports. This report shall fully and completely detail the transactions and operations for the preceding year and shall contain a full statement of receipts and disbursements and the work program for the period covered. This report shall also include such recommendations, if any deemed advisable to accomplish the objectives and purposes of the county conservation board as stated in Chapter 350 of the Code of Iowa. Upon approval of the report, the president or vice-president will signify such approval by affixing their signatures thereto and thereupon said report shall be filed by the secretary with the Lee County Board of Supervisors.

**ARTICLE IX. NON-DISCRIMINATION**

- 9.1 Lee County Conservation prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, pregnancy, genetic information or any other characteristic protected by local, state or federal law.

**ARTICLE X. BYLAWS REVIEW**

- 10.1 These bylaws shall be reviewed by the conservation board each year at the November board meeting and approval or amendments proposed for revisions or corrections; amendments may be proposed at any regular meeting but must be again considered at the next regular board meeting before adoption. Adoption shall require approval of at least three (3) board members.

Motion by Alton, seconded by Sylvester, that these bylaws be adopted this 11th day of April 2018 by the Lee County Conservation Board.