

## Brookings County Outdoor Adventure Center Advisory Board

### 4-H Shooting Sports:

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### 4-H/Extension Board:

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### Archery Range:

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### Pistol Range Volunteer:

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### Community At-Large:

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### County Commissioner

Larry Jensen  
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### County Commissioner

Ryan Krogman  
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### Brookings County Sheriff

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### SD Game Fish & Parks Representative

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**BYLAWS**  
**Brookings County Outdoor Adventure Center**  
**Advisory Board**

**MISSION STATEMENT:**

The purpose of the Brookings County Outdoor Adventure Center is to support the 4-H organization and its programming, and to foster, expand and perpetuate the safe practice of archery and shooting; to encourage the spirit of good fellowship among all archers, shooters and spectators; to encourage the safe use of bows and arrows and firearms in practice, competitions and hunting; to work to maintain proper facilities to support 4-H programming, archery and shooting activities; and to maintain programs of archery and shooting activities that reflect the purpose of the Brookings County Outdoor Adventure Center and the interest of its members and the 4-H organization.

**ARTICLE 1. NAME**

The name of the board is the Brookings County Outdoor Adventure Center (BCOAC) Advisory Board.

**ARTICLE 2. PURPOSE AND DUTIES**

- A. Advise the BCOAC Director with the daily operations, maintenance and programming of the facility.
- B. Propose an annual budget for the facility.

**ARTICLE 3. MEMBERSHIP**

- A. The Brookings County Board of County Commissioners appoints the members of the Advisory Board. The Advisory Board is composed of nine (9) members, including two (2) members of the Brookings County Commission, one (1) 4-H Leader/Extension Board member, one (1) 4-H Shooting Sports Board member, one (1) Archery Range Committee member, one (1) Pistol Range Committee member, one (1) community at-large member, one (1) member of law enforcement, and one (1) Game, Fish & Parks representative.
  - a. The BCOAC Director and 4-H Youth Program Advisor are ex-officio members of the Advisory Board.
- B. Appointments are made annually and terms begin January 1<sup>st</sup> of each year. All positions on the Advisory Board will be advertised and current appointees must reapply each year.
- C. Individual members may not act in an official capacity except through the action of the Advisory Board.
- D. If a member is absent three (3) consecutive regular meetings without authorization from the Chairperson, the member's seat may be considered vacant and a new member may be appointed. This does not apply to an absence due to illness or injury of the member, an illness or injury of a member's immediate family member, active military service, or the birth or adoption of the member's child for 90 days after the event. The member must notify the BCOAC Director of the reason for the absence no later than the date of the next regular meeting of the Advisory Board. Failure to notify the BCOAC Director before the next regular meeting of the Advisory Board will result in an unexcused absence.

- E. A member who wishes to resign shall submit a written notification to the BCOAC Director. If a vacancy on the BCOAC Advisory Board occurs prior to the expiration of a term, the vacancy will be filled in accordance with county policies.

#### ARTICLE 4. OFFICERS.

- A. The officers of the Advisory Board shall consist of a chair, vice-chair, secretary and such other officers as it deems appropriate and necessary.
- B. Officers shall be elected annually by a majority vote of the Advisory Board at the first regular meeting in January. In the event a current officer becomes ineligible to serve as an officer, the Advisory Board may hold an emergency election as needed.
- C. A member may not hold more than one office at a time.

#### ARTICLE 5. DUTIES OF OFFICERS

- A. The chair shall preside at all Advisory Board meetings, appoint all subcommittees, represent the Advisory Board at ceremonial functions, and approve all meeting agendas.
- B. In the absence of the chair, the vice-chair shall perform the duties of the chair.
- C. If the chair and vice-chair will be absent, the chair may designate another member as acting chair for purposes of running a meeting.
- D. The chair, vice-chair, and acting chair have the same voting privileges as any other member.

#### ARTICLE 6. AGENDAS

- A. After first consulting with and receiving input from the BCOAC Director and 4-H Youth Program Advisor, the chair shall approve each final meeting agenda.
- B. The BCOAC Director shall submit the meeting agenda through the county's meeting notification system for each meeting not less than 72 hours before the meeting. Agendas will be posted at the BCOAC not less than 72 hours prior to meetings.
- C. Posting of the agenda must comply with all State and County open meeting requirements.

#### ARTICLE 7. MEETINGS

- A. All Advisory Board meetings shall be open to the public and shall comply with County open meeting requirements. The Advisory Board may not conduct a closed meeting unless it complies with SDCL 1-25-2. *Executive and Closed Meetings*, with approval from county staff and the State's Attorney's office.
- B. The Advisory Board shall adopt a schedule of the meetings for the upcoming year.
- C. The chair may call for a special meeting or may cancel a meeting due to lack of business or lack of a quorum.

- D. Five (5) members shall constitute a quorum. A quorum is required to hold a meeting and to conduct business. Members may also attend via teleconference with prior arrangements with staff.
- E. All meetings shall be governed by Robert's Rules of Order.
- F. The Advisory Board shall allow citizens to address the Advisory Board on agenda items. The chair may limit a speaker's time as needed.
- G. The BCOAC Director shall prepare and maintain all Advisory Board agendas, minutes and all other documents and records.

#### ARTICLE 8. STANDING COMMITTEES

- A. The Pistol Range Committee (PRC) shall consist of at least five (5) members who hold current memberships with the BCOAC and are at least eighteen (18) years of age. It shall be the duty of the Pistol Range Committee to report and make recommendations to the BCOAC Advisory Board concerning the affairs of the Pistol Range Committee's area of operations.
- B. The Archery Range Committee (ARC) shall consist of at least five (5) members who hold current memberships with the BCOAC and are at least eighteen (18) years of age. It shall be the duty of the Archery Range Committee to report and make recommendations to the BCOAC Advisory Board concerning the affairs of the Archery Range Committee's area of operations.
  - a. ARTICLE 8.1. ELECTION OF OFFICERS: Provided that the Pistol Range Committee and Archery Range Committee consist of the required number of members, they shall, by majority vote, at the first meeting in January of each year, elect the Committee Officers which shall consist of a chair, vice-chair and secretary.
  - b. ARTICLE 8.2. TERM OF OFFICE: All committee members shall be reappointed annually.
  - c. ARTICLE 8.3. DUTIES OF OFFICERS: The chair shall call and preside at all meetings of the committee. When the chair is absent, the vice-chair shall perform the duties of the chair. When a vice-chair acts in place of the chair, the vice-chair shall have all powers of and be subject to all the restrictions upon the chair.
  - d. ARTICLE 8.4. NOTICE OF MEETINGS: Notice of a committee meeting shall be delivered to each member of a committee not less than seven (7) or more than thirty (30) days before the date of the meeting. The notice shall state the place, day, and time of the meeting, and the purpose or purposes for which the meeting is called.
  - e. ARTICLE 8.5. QUORUM: One half of the number of members of a committee shall constitute a quorum for the transaction of business at any meeting of the committee. Each committee is required to maintain its own membership rolls to determine a quorum.
  - f. ARTICLE 8.6. ACTIONS OF COMMITTEES: Committees shall try to take action by consensus. However, the vote of a majority of committee members present and voting at a meeting at which a quorum is present shall be sufficient to constitute the act of the committee.
  - g. ARTICLE 8.7. RULES: Each committee may adopt rules for its own operation as long as such rules are consistent with the bylaws or with rules adopted by the BCOAC Advisory Board. All standing committees shall compose and distribute minutes of every meeting, including date, time, place, and attendance, as well as action taken. Each committee is responsible for

recommending standard operating procedures, as well as amendments thereto, for their area of operation, to the Advisory Board.

- h. ARTICLE 8.8. EXPULSION: Any committee member may be subject to expulsion from a standing committee by a majority vote of the Advisory Board.

#### ARTICLE 9. SUBCOMMITTEES

- A. The Advisory Board may establish subcommittees as needed.
- B. Subcommittees may be established by the chair or by an affirmative vote of the Advisory Board.
- C. Subcommittee membership cannot exceed a quorum of the full Advisory Board. Membership may include individuals not appointed to the Advisory Board.
- D. Requirements regarding a quorum, meeting notice, staffing, and minutes do not apply to subcommittees.
- E. All subcommittees shall make a report to the full Advisory Board.

#### ARTICLE 10. RANGE SAFETY OFFICERS

- A. Range Safety Officers shall be confirmed and revoked by a majority vote of the Advisory Board.
  - a. The BCOAC Director shall maintain a list of confirmed Range Safety Officers for the pistol range and the archery range.
  - b. Confirmation of Range Safety Officer's shall be done annually at the first meeting of each year or when appointed by the Pistol Range Committee or Archery Range Committee.
- B. A Range Safety Officer, the BCOAC Director or BCOAC staff member may temporarily remove and bar a customer or member from the facility for inappropriate or unsafe behavior. The Advisory Board shall make the final decision if or when the customer or member may return to the facility.

#### ARTICLE 11. AMENDMENT OF BYLAWS

A bylaw amendment requires an affirmative vote of the majority of Advisory Board members, as well as approval by the Brookings County Board of County Commissioners.

The bylaws were approved by the Brookings County Outdoor Adventure Center Advisory Board at their meeting on Thursday, December 7, 2017.

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