

Bylaws of the Post Falls Urban Renewal Agency

As approved by the PFURA Commissioners on December 17, 2015.

Article I: Purpose

Section 1. The purpose of the Post Falls Urban Renewal Agency (PFURA) is to plan and carry out redevelopment projects in accordance with the Idaho Urban Renewal Law (Idaho Code §§ 50-2001 - 50-2033 *et seq.*) and the Local Economic Development Act (Idaho Code §§ 50-2901 – 50-2911 *et seq.*) The Agency will perform and/or direct such projects within urban renewal areas declared as such by the City of Post Falls (City) that are deteriorated and/or deteriorating and develop plans in accordance with the City's Comprehensive Plan whereby those areas may be rehabilitated, and public and private development encouraged.

Section 2. The Agency will exercise the powers and authority, and assume the responsibilities delegated to it, according to the provisions of the Idaho Urban Renewal Law (Idaho Code §§ 50-2001 – 50-2033 *et seq.*) and the Local Economic Development Act (Idaho Code §§ 50-2901 – 20-2911 *et seq.*)

Article II: Commission Membership

Section 1. The PFURA Commission (Commission) is comprised of seven (7) Commissioners.

Section 2. Commissioner terms shall be five (5) years from the date of appointment, except that all mid-term vacancies shall be filled for the unexpired term only.

Section 3. Vacancies other than those occurring at the expiration of a term shall be open to all eligible members of the public who otherwise meet the requirements of a Commissioner provided for in the Idaho Urban Renewal Law (Idaho Code §§ 50-2001 – 50-2033 *et seq.*) and shall be filled by a majority vote of the Commission.

Section 4. A Commissioner may be removed by a majority vote of the Commission or City Council for inefficiency or neglect of duty or misconduct in office, only after a hearing. The Commissioner shall be given a copy of the charges at least ten (10) days prior to said hearing before the Commission or City Council. At such hearing, he or she shall have an opportunity to be heard in person or by counsel.

Article III: Commission Officers

Section 1. Officers of the PFURA shall consist of the Chairperson, Vice Chairperson and Treasurer.

Section 2. Officer terms shall be for one year. Elections will be held at the PFURA's January meeting, with appointments made at that meeting.

Section 3. The Chairperson shall preside over Agency meetings, and shall execute all PFURA deeds, bonds, contracts and other legal documents as authorized by the Commission. The Chairperson shall

have the power to vote on any matter under consideration by the Commission unless he or she is prohibited from doing so by Idaho law.

Section 4. The Vice Chairperson shall perform all duties in the absence of the Chairperson.

Section 5. The Chairperson, Vice-Chairperson and Treasurer shall be designated as authorized signers for all financial transactions, including checking and savings accounts and Bank Certificates of Deposit.

Article IV: Meetings

Section 1. At least one Commission meeting per month will be held on the third Thursday at 8:00 AM, at Post Falls City Hall. Public notice stating the time, place and purpose of the meeting shall be posted to the PFURA web site, in a prominent place at the principal office of the PFURA, if one exists, and at City Hall at least five (5) calendar days in advance of the meeting. No less than forty-eight (48) hours before such meeting, the agenda for a regular meeting shall be posted in a prominent place at the principal office of the PFURA, if one exists, and at City Hall.

Section 2. Committee meetings may be called by the Committee Chairperson. Committee meetings shall be considered special meetings and shall follow the same meeting and agenda notice requirements as those set forth in the following Section 3.

Section 3. Special meetings of the Commission may be called by the Chairperson or at the request of two (2) Commissioners. Meetings of a Committee may be called by the Committee Chairperson or at the request of two (2) Committee members. Notice stating the time, place and purpose of any special meeting shall be given to each Commissioner/Committee member at least forty-eight hours before the meeting. No business other than that stated in this notice shall be transacted at the special meeting. Public notice of a special meeting and the agenda for such meeting shall be posted in a prominent place at the principal office of the PFURA, or if no such office exists, at the building where the meeting is to be held no later than twenty-four (24) hours before the meeting, unless an emergency exists as provided by Idaho Code Section 74-204(2) or any successor statute. Public meeting and agenda notice for a special meeting shall include at a minimum the meeting date, time, place and full name of the PFURA.

Section 4. A quorum for the transaction of business at any Commission meeting shall consist of four (4) Commission members. A quorum for the transaction of business at any Committee meeting shall consist of two (2) Committee members.

Section 5. Meetings will be conducted in compliance with the Idaho Transparent and Ethical Government Act and will generally be guided by Roberts Rules of Order.

Article V: Order of Business

Section 1. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown (so far as the circumstances demand and will permit):

Call to order, Commissioner Roll Call and Pledge of Allegiance
Ceremonies, Appointments and Announcements
Conflict Disclosure
Consent Calendar (Minutes of Previous Meeting, Payables, Financial, etc.)
Committee Updates
Citizen Comments
Unfinished Business
New Business
Public Hearing
Staff Report and Updates
Commissioner Comments
Chairperson Comments
Executive Session
Adjournment

Article VI: Staff

Section 1. The PFURA may employ an Executive Director with a specific job description, goals, and performance standards. The Executive Director will report to the entire Commission with primary direction from the Chairperson.

Section 2. The PFURA may employ a part-time Executive Assistant who reports directly to the Executive Director.

Section 3. City staff may be asked to provide services to the Agency from time to time. Such services will be requested by and coordinated through the Agency's Executive Director, and reimbursement made to the City as agreed per an agreement negotiated with the City.

Section 4. Other services, such as audits, consulting, insurance and legal counsel, shall be utilized as needed by the Agency. Service agreements shall be in writing, and authorized by action of the Commission.

These bylaws may be repealed, amended or new bylaws adopted at any regular or special meeting of the Commission by a majority vote thereof

Approved by the Post Falls Urban Renewal Agency Commission.

POST FALLS URBAN RENEWAL AGENCY
An Idaho Urban Renewal Agency

By: , Chairperson

Approved this 17th day of December, 2015