



*Converse County Senior Citizens
Service District*

POLICIES AND PROCEDURES

Policy Series 1000

Board Policy 1010

Responsibility for Operating the District Reference: WY Stat § 18-15-101 through 18-15-111.

The Wyoming Statutes place responsibility for operating and managing the District to an elected Board of Trustees of five members which shall be in accordance with Wyoming State Laws. The Board of Trustees shall exercise general supervision of the District. No individual member of the Board and no group comprised of less than the full membership of the Board shall be designated as a permanent committee to perform any of the Board's functions except those for which State law requires signatories. The President of the Board may appoint temporary committees comprised of less than the full membership for special purposes. Each committee shall be discharged upon the completion of its assignment. Members of the Board shall refuse to solve complaints individually or to deal independently with those who may have complaints. Members may not commit the Board as a whole to any course of action.

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Revision Date: _____

Policy Series 1000

Policy 1020

Oath and Terms, Board of Trustees

Membership of the Board of Trustees: The Board of Trustees is made up of five members, elected at large. The Board of Trustees shall abide by the election laws of the State of Wyoming. The election shall be held at the regular polling places on the Tuesday next following the first Monday in November in general election years. Terms of office shall run for four (4) years beginning at the first Board meeting in November following the election. Not more than a simple majority of members of the board of trustees shall be elected at any election unless the election is to fill an unexpired term.

Oath of Office

22-29-118. Directors; oath of office. All directors, whether elected or appointed, shall, within ten (10) business days after notification of election or appointment, take the oath of office provided in Wyoming constitution, article VI, section 20, before an officer authorized to administer oaths. The director shall also complete the written oath and without delay transmit a copy of the oath in writing to the respective county clerks for the first election and to the secretary of the district thereafter.

Terms

Officers are not elected for the ensuing year until the newly elected trustees have taken their oath. Because the election of officers must occur no later than December 1, the new terms begin at the first meeting in November.

18-15-109. Selection of officers of board of trustees; quorum; trustees not to be interested in contracts, work done or property purchased by district.

(a) Annually, not later than December 1, the board of trustees shall choose from their number a president, a treasurer and a secretary of the district.

Vacancies

18-15-107. Vacancies on district board of trustees.

If a vacancy occurs on any district board of trustees, the vacancy shall be filled by appointment made by the board of trustees. The appointee shall hold the office until his successor is elected and qualified.

Note: The successor serves until the next General Election, which is not necessarily the term of the trustee who resigned. Interested parties file according to state law to have their names on the General Election ballot.

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Policy Series 1000

Policy 1025

Resignation(s) of Board of Trustees

Resignations will be filled according to Wyoming State Statutes 22-29-202 (current as of September 2021) which reads as follows:

22-29-202 Filling by appointment.

- (a) A vacancy in a district director office shall be filled by appointment by a majority of the remaining directors. However, if a vacancy exists in a majority of the offices of director, or if a majority of the directors cannot agree on an appointment, then notice of the vacancy shall be given to the county commission by either a district director or district member. The county commission shall fill the vacancy within thirty (30) days of being notified or by the time specified in the principal act. If the county commission finds that a vacancy exists in a majority of offices of director or that a majority of the directors cannot agree on an appointment, the county commission may fill the vacancy by acting on its own motion without notice.
- (b) All appointments shall be evidenced by an appropriate entry in the minutes of the meeting at which the appointment was made.
- (c) An appointee to the office of director shall serve until the next regular election.
- (d) The appointed person before undertaking the duties of office shall take an oath of office in accordance with W.S. 22-29-118.
- (e) The term of office of an appointed director begins on the day the appointee accepts the appointment unless the letter of resignation of the prior incumbent specifies a later date, which date then shall be the beginning of the appointee's term.
- (f) Any vacancy created by failure of the board to comply with W.S. 9-1-507(a)(vii) shall be filled by appointment by the board of county commissioners for the sole purpose of acting as trustee to dissolve the district without election pursuant to W.S. 22-29-401 et seq.

Note: The successor serves until the next General Election, which is not necessarily the term of the trustee who resigned. Interested parties file according to state law to have their names on the General Election ballot.

Caution: When a vacancy exists, the current Wyoming State Statutes need to be reviewed in case there were legislative changes.

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Policy Series 1000

Board Policy 1030

Officers of the Board

Reference: WY Stat § 18-15-109. Selection of officers of board of trustees; quorum; trustees not to be interested in contracts, work done or property purchased by district.

(a) Annually, not later than December 1, the board of trustees shall choose from their number a president, a treasurer and a secretary of the district.

The Board shall, at its November meeting following the General Election, select from among its members a President, Vice-President, Treasurer and Secretary. Duties of the Officers: The President of the Board shall preside at all meetings of the Board as the Chair, and shall have the power to appoint committees, to call special meetings of the Board, and to perform such other duties that are usual and prescribed by law to this office. In the absence of the President, the Vice President shall preside at all meetings of the Board as the Chair and shall be authorized to perform the duties assigned to the President during his/her absence. The Secretary shall be responsible for keeping and certifying for the Board such reports and records as required by law. The Secretary is not required to be bonded. In the absence of the President and the Vice President, the Secretary may preside at a meeting of the Board as the Chair and shall be authorized to perform the duties assigned to the President during his/her absence. The Treasurer shall be responsible for the safekeeping of the District's funds and for the preparation of all financial reports required by law. The Treasurer shall be bonded in an amount as required by law. In the absence of the President, the Vice President and the Secretary, the Treasurer may preside at a meeting of the Board as the Chair and shall be authorized to perform the duties assigned to the President during his/her absence.

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Policy Series 1000

Board Policy 1040

Meetings of the Board

The Board of Trustees shall meet in regular sessions on the second Monday of each month, alternating between locations in Douglas and Glenrock. The time and place of regular meetings of the Board of Trustees may be changed with proper public notice. All regular meetings of the Board of Trustees are open to the public.

Any three members of the Board constitute a quorum. An agenda shall be prepared by the President of the Board of Trustees of the District for each of the regular meetings and for special and emergency meetings if the business at hand requires it. Provision shall be made for the introduction of additional items at all regular meetings.

Executive Sessions

The Board may hold an Executive Session in accordance with State Statute. An executive session is limited to discussions as outlined in State Statute. The Board shall follow proper protocol in opening and closing an executive session, in only voting in a public session, and shall maintain minutes of all executive sessions.

Special Meetings

Special meetings and emergency meetings may be called by the President of the Board. Written notice shall be given to members in advance unless a special meeting is arranged for in a meeting when all Board members are present. A special or emergency meeting shall consider only the business for which the meeting was called. A quorum must be present for the transaction of business at regular or special meetings.

Board Meetings for Budget Preparation and Dates

The maximum mill levy for the operation of the Senior District is 2 (two) mills.

The Board shall meet, adopt and submit a Proposed Budget for the next fiscal to the State Department of Audit and the County Clerk no later than June 1st.

The Board shall hold a public hearing to adopt the Final District Budget not later than the third Wednesday in July. The final budget shall be adopted by the Board within 3 (three) days of the public hearing. Once adopted, the Final Budget will be submitted to the State Department of Audit and County Clerk as required by law.

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Policy Series 1000

Board Policy 1050

The order of business for the regular meeting of the Board of Trustees shall be:

1. Call to Order
2. Roll Call
3. Approval of the minutes of the last meeting
4. Treasurer's Report
5. Unfinished Business
6. New Business
7. Report of Converse County Aging Services
8. Public Comments
9. Adjourn

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Policy Series 2000

Board Policy 2010

Depositories and Investments

The Board shall annually approve for the deposit of District funds, per W.S. 9-4-817 through 9-4-831. Deposits by political subdivisions; selected institutions; security; withdrawals. (a) To the extent they are not otherwise invested, the monies collected and held by a treasurer of a political subdivision, municipality or special district within this state shall be deposited in banks which qualify as depositories for public monies as specified in W.S. 9-4-803(a).

Investments shall be approved in compliance with W.S. 9-4-831.

The District Treasurer or designee shall deposit all District funds as directed by the Board and provide a monthly report of deposits to the Board.

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Policy Series 3000

Board Policy 3010

Travel Policy

Board members traveling on approved District business, including professional development activities, are entitled to reasonable and necessary costs of travel as budgeted.

The district will reimburse trustees for the expense of travel, including the cost of transportation, meals, lodging and any other expenses incurred when such travel is performed in the course of conducting Board business.

In order for a trustee to be reimbursed, the request for reimbursement must be itemized with receipts attached to the claim form.

All trustees shall normally travel coach or economy class and stay and eat in moderately priced establishments while traveling on District business.

Trustees will not be reimbursed for expenses of a spouse, alcoholic beverages or entertainment. Advanced expenses for approved District travel may be reimbursed before the trustee travels. Expenses for advanced airline reservations, tuition and other fees, which must be paid in advance, may be reimbursed by the District before the Trustee travels.

Trustees, who use their personal vehicle for District business, shall be reimbursed a mileage allowance not to exceed the maximum nontaxable rates allowed by the Internal Revenue Service at the time of travel.

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Policy Series 3000

Board Policy 3030

Public Records

The Public Records Act defines “public records” as “the original and copies of any paper, correspondence, form, book, photograph, Photostat, film, microfilm, sound recording, map drawing or other document, regardless of physical form or characteristics that have been made by the state of Wyoming and any counties, municipalities and political subdivisions thereof, or received by them in connection with the transaction of public business, except those privileged or confidential by law”. The Act does not require the District to create or compile a record which does not exist at the time of the request. The District is subject to the Wyoming Public Records Act and will fully comply with all the provisions and requirements of the Act, per W.S. 16-4-201 through 16-4-205. Per W.S. 16-4-205, any person who knowingly or intentionally violates the provisions of this act is liable for a penalty not to exceed seven hundred fifty dollars (\$750.00). The penalty may be recovered in a civil action and damages shall be assessed by the court. Any action pursuant to this section shall be initiated by the attorney general or the appropriate county attorney. If the District custodian of public records is acting in good faith and in accordance with this policy and related procedure, any fine levied upon that individual will be paid by the District.

The law defines the procedure for requesting public records, including when a fee may be charged related to a public records request. All public record requests shall be handled by the District’s custodian of public records. The specific name, business email address, and mailing address of this person shall be submitted to the department of administration and information.

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Policy Series 4000

Board Policy 4010

Code of Ethics

Reference WSS 8-3-123 (a) The code of the west, as derived from the book, Cowboy Ethics by James P. Owen, and summarized as follows, is the official state code of Wyoming. The code includes:

- (i) Live each day with courage;
- (ii) Take pride in your work;
- (iii) Always finish what you start;
- (iv) Do what has to be done;
- (v) Be tough, but fair;
- (vi) When you make a promise, keep it;
- (vii) Ride for the brand;
- (viii) Talk less, say more;
- (ix) Remember that some things are not for sale;
- (x) Know where to draw the line.

In addition, Reference WSS 9-13-101-109

GOVERNMENT ETHICS ARTICLE 1 PUBLIC OFFICIALS, MEMBERS AND EMPLOYEES ETHICS 9-13-101. Short title. This article shall be known and may be cited as the Ethics and Disclosure Act. 9-13-102. Definitions. (a) As used in this article: (i) "Anything of value" means: (A) A pecuniary item, including money or a bank bill or note; (B) A promissory note, bill of exchange, order, draft, warrant, check or bond given for the payment of money; (C) A contract, agreement, promise or other obligation for an advance, conveyance, forgiveness of indebtedness, deposit, distribution, loan, payment, gift, pledge or transfer of money; (D) A stock, bond, note or other investment interest in an entity; (E) A right in action; (F) A gift, tangible good, chattel or an interest in a gift, tangible good or chattel; (G) A work of art, antique or collectible; ...

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Policy Series 4000

Board Policy 4020

Conflict of Interest

Reference: WY Stat § 6-5-118

No member of the Board of Trustees shall receive any compensation or remuneration or derive any profit or gain by reason of Board membership or by reason of services to the District. Statute requires all public servants who invest funds for a unit of government, or who has authority to decide how public funds are invested, disclose any conflicts of interest. As such, all Board members must disclose any personal business, pecuniary benefit or financial interest he or she may have in any entity with which the District invests or deposits its funds and annually sign an affidavit disclosing such.

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Policy Series 5000

Board Policy 5020

Dissolution of the District

Reference: WY Stat § 22-29-401 through 22-29-408

The Wyoming State Statutes referencing the dissolution of a special district are quite lengthy. Do avoid outdated statutes, the one below provides a general scope on the initial processes. If dissolution is considered, the WSS should be reviewed for any legislative changes.

Dissolution procedure. (a) Dissolution of a district may be initiated: (i) By a petition signed by not less than twenty-five percent (25%) of the voters owning not less than twenty-five percent (25%) of the assessed valuation of property within the district, requesting dissolution of the district, filed with the county commissioners. The petition process shall be governed by W.S. 22-29-105 through 22-29-108; (ii) By resolution of the district directors filed with the county commissioners when the district directors determine that it is in the best interest of the inhabitants of the district that the district be dissolved and liquidated; (iii) By resolution of the county commissioners if: (A) Either: (I) The district at the time of the regular district election has not elected district directors as required by the principal act; or (II) The territory within the district is uninhabited; and (B) The county commissioners determine that it is in the best interest of the people of the county that the district be dissolved and liquidated. (iv) Within five (5) business days after a petition is filed or a resolution of a county commission is adopted under this section, a copy shall be filed with the district secretary, if any, or with any other district officer who can with reasonable diligence be located; (v) If there are no qualified district director members, the county commissioners shall act as or appoint a board of trustees to act in behalf of the district. (b) Dissolution of a district shall be initiated by resolution of the board of county commissioners if the director of the department of audit has notified the board of county commissioners of the district's failure to comply with the reporting requirements of W.S. 9-1-507, and the district has failed to comply with W.S. 9-1-507(a)(vii) by December 30 of that same calendar year. The board of county commissioners shall declare the board of directors vacant under W.S. 22-29-201, and shall fill the board by appointment under W.S. 22-29-202 for the purpose of dissolving the district.

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**Converse County Senior Citizens Service District
Policies**

These policies have been adopted by the Board of Trustees of the Converse County Senior Service District.

They are not all inclusive and new policies and / or amendments may be put forth at any time by a trustee to further the mission or clarify operations of this District.

Adopted this 13th day of **September, 2021**.

Timothy Ricker, President

Ronald G. Yates, Vice-President

Lucile K. Taylor, Secretary

Kathleen Patceg, Treasurer

(Vacant) _____
Member at Large