

Paola Recreation Commission
Board of Directors Meeting
May 11, 2022
USD 368 Central Services Building
MINUTES

Board members in attendance:

Justin Smail 2022 term (368 appointment)
Aaron Nickelson 2022-2023 term (City appointment)
Tate Shumard 2022-2024 term (City appointment)
Scott Golubski 2022-2025 term (368 appointment)

Board members absent:

David Kane 2022-2025 term (At-large appointee)

Guests in attendance:

Matt Meek, USD 368 Superintendent
Randi Shannon, City of Paola

Agenda:

Call Meeting to Order

The meeting was called to order at 7:17

Action Items:

1. Approval of April 13, 2022 Minutes
Golubski moved, Nickelson seconded to approve the April 13, 2022 minutes. Motion carried 4-0
2. Approval of Paola Recreation Commission Bylaws
Golubski moved, Nickelson seconded to approve the commission bylaws as presented to the board. Motion carried 4-0
3. Vice Chairperson of the Board
Smail nominated Scott Golubski to be elected as vice chairperson of the Paola Recreation Commission Board of Directors, Shumard seconded. Motion carried 4-0

Discussion Items:

1. Creation of Paola Recreation Commission official logo - City of Paola providing assistance
2. Preliminary Budget Discussions
 - a. Projections close to Paola Youth Sports current budget
 - b. Facilities Use - Office Space from City, Event Facilities, Facility Supervisors
 - c. Equipment Reserve
 - d. Insurance Considerations based on age of participants
 - e. Initiative to reduce user fees in the older youth divisions
 - f. Macro perspective of initial budget to allow for flexibility of recreation director, once hired
3. Initial Budget Line Items
 - a. Facilities
 - b. Equipment - Office and Sports
 - c. Marketing/Graphics
 - d. Utilities
 - e. Employee Salary

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- f. Employee Benefits
- g. Facility Maintenance
- 4. Adult Activities - Recreation Director discretion on rollout plan
- 5. Facility Improvement and Upkeep Plan

Next Agenda Items:

Review of Preliminary Budget Draft

Adjourn

Golubski Motioned, Smail Seconded to Adjourn. Meeting was Adjourned at 8:28 pm.

Minutes are considered to be in draft form until formally approved at the next regularly scheduled meeting.

ARTICLE I: PURPOSE

Paola Recreation Commission (hereinafter the “Commission” or “PRC”) is a public body existing pursuant to K.S.A. 12-1922 et seq, and in accordance with the resolutions adopted on or about November 8, 1988, by both the Board of Education of Unified School District #368 (Miami County, Kansas) hereinafter the “Board of Education”) and the City of Paola. The purpose of Paola Recreation Commission is to address the total recreational needs of the community on an annual basis.

This purpose shall be accomplished by:

- Organizing, promoting, and directing a year-round program with various leisure time activities for all ages, regardless of race, creed, color, sex, disability, or national origin.
- Cooperating with the school district, city, and other community agencies regarding planning, programming, and facilities for recreational purposes.
- Periodically evaluating policies, personnel, programs, facilities, and the direction of the Commission.
- Conducting the program and business of the Commission within the existing statutes, policies, and procedures, as set forth by the Commission, USD #368, City of Paola, the State of Kansas, in the United States.

ARTICLE II: GOVERNING BODY

Appointment of Board Members

The governing body of the Commission shall consist of five (5) Board Members appointed in accordance with the Kansas Statute 12-1926 for four (4) year terms. Two (2) Board Members appointed by the Board of Education, two (2) by the City of Paola, and one (1) Board Member appointed at-large by the members of the PRC Board.

Upon the expiration of the term of any Board Member, or when a vacancy occurs for any reason, the Board of Education, Members of the PRC Board, or City of Paola shall appoint a person to serve on the Board in accordance with provisions as required by statute (12-1926). After reviewing and considering all applications, the Board of Education/Members of the Commission Board OR City of Paola shall appoint such Board Members as are required by law. Vacancies shall be filled by appointment for the unexpired term only.

Board Member terms shall commence on **January 1** and shall be for four (4) years and until their successor has been duly appointed by the Board of Education/Members of the Commission Board or City of Paola. No Board Member shall serve more than three (3) full consecutive terms unless

otherwise approved by the appointing governing body. Commission Board Members shall serve without compensation.

Board Members shall complete and pass a background screening as required by PRC policy prior to appointment.

Board Member Meeting Attendance, Resignation, or Removal Board Members shall make every effort to attend regularly scheduled and specially scheduled meeting of the Commission. Should a member be absent themselves for more than three consecutive regularly scheduled meetings, or five meetings in a calendar year, the Commission Board may ask for their resignation. Board Members desiring to resign from the Board shall provide written documentation of this desire to the Paola Recreation Commission Director.

At the request of any Board Member, the Director shall place a Board Member who has not met the attendance requirement established by PRC on the subsequent meeting agenda for consideration of removal. The Director shall inform the Board of Education or City of Paola prior to consideration of removal of a Board Member.

ARTICLE III: POWERS AND DUTIES OF THE BOARD

Statutory Powers of the Commission Board

As provided by K.S.A. Section 12-1928, and without limiting the same, the Commission Board shall have the power to:

- a. Make and adopt rules and regulations for the operation of the recreation system;
- b. Conduct the activities of the Recreation System on any property under its custody and management, or with proper consent, on any other public property and upon private property with the consent of the owners;
- c. Receive any gift or donation from any source;
- d. Receive, accept, and administer any money appropriated or granted to it by the state or federal government or any agency thereof;
- e. Purchase insurance;
- f. Sue and be sued;
- g. Enter into contracts;
- h. Enter into leases of real and personal property not exceeding ten (10) years, subject to the approval of the Board of Education;
- i. Employ a director and any other employees which may be necessary for proper operation of the recreation system;
- j. Establish an employee benefits contribution fund for the purpose of paying the employer's share of employee benefits, i.e., social security, worker's compensation, unemployment compensation, health insurance, employee tuition reimbursement, and retirement benefits;
- k. Acquire title to personal property by purchase, bequest, gift, or other donation; and owned by the Commission is sold, the proceeds must be used for recreation purposes;
- l. Make improvements for recreation system purpose; and
- m. Perform any other acts necessary to carry out the provisions of this act.

Meetings

Regular Meetings

Regular meetings of the PRC Board will be held of the same day of each month, at a time and location as selected by the Board. In the event such day is a legal holiday, or a quorum cannot be present, or the Board otherwise determines such date is not convenient or appropriate, the meeting will be either rescheduled or

canceled, and all meeting business continued to the next regular meeting. Appropriate notice as required by these policies or by law shall be given of such change.

Special Meetings

Special meetings may be called by the Chairperson of the Board, or by any three Board Members. Notice of any special meeting shall be given at least two (2) days prior to such meeting unless waived by unanimous consent of the Board.

Quorum

The presence of a majority of the Board Members will, at all times, constitute a quorum. Once a quorum is established, the business of the meeting may continue and all actions taken shall be binding, even though less than a quorum exists at a later time in the meeting.

Open Meetings

The Board, its committees, subcommittees, and other subordinate groups thereof shall be subject to the provisions of the Kansas Open Meetings Act, K.S.A. Section 75-4317, et seq., and the provisions of the Kansas Open Records Act, K.S.A. Section 45-215, et seq.

Meeting Format

Meeting Agenda

The Board meeting agenda will be compiled by the Director. Board Members may direct items to be placed on the agenda. The agenda and all support material will be delivered to Board Members, and posted publicly, two (2) days prior to any scheduled Board meeting. An agenda may be sent to other interested parties or persons and organizations upon request or as required by law. The Board shall approve, or amend and then approve, the agenda for each meeting.

Citizen Participation

The Board will designate a time for public participation on the agenda at every regularly scheduled meeting. If a person wishes to address the PRC Board on a stated agenda, or non-agenda item, they can notify the Board Chair by completing the Public Participation Form provided. The form must be completed three days prior to the day of the meeting. The Director will collect the form and provide it to the Board Chair at the beginning of the meeting. A citizen's presentation must be limited to three (3) minutes in length. The PRC Board is not required to respond to, or take any action on any citizen comments or questions. All actions taken by the PRC Board are at the will and direction of the governing body.

Study Issues

If there is a study issue for the Board to consider, this may be done in a work session or special meeting of the Board, not at a regular Board meeting.

Rules of Order

The Board shall be governed by rules of order as approved by the Board. Roberts Rules of Order is utilized as a guideline for governing meetings.

Chairperson Shall Preside

The Chairperson (or Vice-Chairperson in the absence of the Chairperson) shall preside at all meetings. In the absence of the Chairperson and Vice-Chairperson, the Secretary shall be appointed Chairperson Pro-Tempore for that Board meeting. The Chairperson Pro-Tempore will preside only for that meeting at which the Chairperson and Vice-Chairperson are absent.

Meeting to Follow Agenda

The Chairperson will present each agenda item for discussion or designate the Director or other staff member to present the agenda item.

Discussion

A motion is not necessary for Board Members to discuss an agenda item which has been presented by the Board Member's Chairperson or designated for consideration. In the ordinary course of events, the Board Members will discuss all matters other than routine procedural questions prior to considering a motion.

Motions

The Board shall act by way of motions. No motion may be acted upon until the motion has been duly seconded by a Board Member. The vote on all motions shall be by "yes," "no," or "abstain," and will be taken either by voice or a show of hands. Following each vote, the Chairperson will announce that the motion carried or failed, and the vote tally. The minutes shall indicate whether the motion carried or failed. Each Board Member shall have the privilege of explaining, for the record, any vote.

- a. Except as otherwise provided, a motion approved by a majority of those voting shall carry. A motion not approved by a majority vote of those voting shall fail.
- b. Split votes shall be noted by name.
- c. Any Board Member may declare a conflict of interest or otherwise abstain, leave during discussion, and decline to vote on an issue. In this event, the Board Member shall not be counted as a voting member. The minutes will reflect that the Board Member declared a conflict of interest or otherwise abstained and the Board member declined to vote on the matter.

Minutes

Accurate minutes of each Board meeting will be made and transcribed by the Secretary of the Board or a duly authorized designee (Clerk of the Board). The minutes should clearly reflect all motions voted on by the Board. The minutes may not contain a summary of each statement made by Board Members, staff, or guests, unless said person requests that his or her remarks be included in the minutes.

Official Newspaper

The Board shall utilize and designate the *Miami County Republic* as the official newspaper of PRC.

Executive Sessions

Upon formal motion made, seconded, and carried, the Board may recess, but not adjourn, the open meeting for a closed or executive session.

Any motion to recess into a closed or executive session shall include a statement of:

- a. The justification of closing the meeting
- b. The subject(s) to be discussed during the closed or executive session
- c. The time and place at which the open meeting shall resume

Such motion shall be recorded in the minutes of the meeting and shall be maintained as a part of the permanent records of the Commission. Discussion in the closed or executive session shall be limited to those subjects stated in the motion, and a statement of such shall be announced when resuming the public portion of the meeting. Only the following subjects shall be discussed at any closed or executive sessions:

- a. Personnel matters of non-elected personnel
- b. Consultation with an attorney for the Commission which would be deemed privileged under the attorney-client privilege
- c. Matters related to employer-employee negotiations whether or not in consultation with the representative(s) of the Commission
- d. Preliminary discussions related to the acquisition or real property

No binding action shall be taken during any closed or executive sessions, and such closed or executive sessions shall not be used as a means to defeat the purposes of these policies or any law.

Election of Officers; Duties of Officers

Election of Officers

The Board shall, at the first meeting of each fiscal year, at which a quorum is present, elect the following officers to serve for a one-year term or until a successor is elected and qualified:

- Chairperson
- Vice-Chairperson
- Secretary

Special Elections

In the event of a vacancy occurring in any office, an election may be held at a regular or special meeting of the Board. A notice of such election shall be included in the notice of the meeting.

Duties of the Chairperson

The Chairperson of the Commission shall preside at all meetings of the Commission and shall complete all other duties normally performed by said officer and as required by law, including, but not limited to:

- a. Calling special meetings;
- b. Directing the public forum;
- c. Presenting each agenda item for discussion or designating a Board Member or staff member;
- d. Following each vote, announcing that the motion carried or failed and the vote tally;
- e. Appointing Board Members to standing committees;
- f. Appointing a Board Member to chair each standing committee;
- g. Serving ex-officio on all standing committees;
- h. Presenting prospective members of advisory councils for approval by the Board
- i. Appointing Board Members as advisory council liaison; and
- j. Appointing Board Members as liaison to any organization the PRC Board decides on with a passing motion;
- k. Creating special task forces for the purpose of studying and making recommendations to the Board, or a standing committee, regarding a specific topic. Such task force would be in place for one (1) year or less, and its composition is at the discretion of the Chairperson of the Board.

Duties of the Vice-Chairperson

The Vice-Chairperson shall, in the absence of the Chairperson, perform all duties of the Chairperson of the Board.

Duties of the Secretary

The Secretary, or a duly authorized designee, shall keep a complete record of all regular and special Board meetings and have charge of all correspondence and records.

Ex Officio Members

One member of the Paola City Council and one member of the School Board shall act as ex officio members and act as liaison between their respective bodies.

Recreation Board Member

Members of the Board shall be responsible for serving the community's interests in the consideration of all matters which are brought before the Board. The Board shall be responsible for overseeing recreational activities within the community and also for assisting the City of Paola, Kansas and school district, in the planning and development of parklands and recreational facilities within the community.

- The PRC Board is responsible for the selection and evaluation of the Recreation Director and providing input on the other recreation staff.
- The PRC Board shall be responsible for the review and approval of the annual budget.
- The PRC Board shall be responsible for the annual review of existing programs.

PRC Board Code of Conduct

- a. Board members will respect and promote the unique identity of each child, family, employee, Council and Board Member and shall not discriminate on the basis of gender, race, ethnicity, culture, religion, or disability.
- b. Board members shall uphold the Commission's confidentiality guidelines stated as follows:
 - a. No information regarding children and families of children enrolled with (program name) will be discussed outside of the work setting or Board meetings.
 - b. Any discussion within the work setting and at Board meetings will be limited to only that which is necessary and related to program operations or decision-making.
 - c. No information learned at Board/Council meetings, or while conducting Board/Council business may be discussed or used in any way outside of Board/Council activities

unless required by law.

- c. Board Members will support and participate in a TEAMWORK approach to decision making
- d. Board Members will be respectful to each other and remain sensitive to the fact that each member is an ambassador for the Paola Recreation Commission
- e. Board Members must have an interest and concern for children and their families
- f. Board members shall not accept gifts or any type of gratuity except as may be authorized by the Board in compliance with the rules and regulations of PRC, USD #368, or the City of Paola, as those rules may apply to the Board, or in accordance with Kansas law
- g. Board Members are prohibited from using their position on the Board for purposes that are, or may give, the appearance of being motivated by a desire for private gain for themselves or others, such as those with family, business, or other relationships to the Board.
- h. Board Members must not make public statements under the auspices of any agency title without the approval of the Board.
- i. Board members will follow all PRC general operating procedures
- j. Board Members will respect and uphold the legal authority of the Board to establish, review, or revise the standards of conduct for individuals participating on the Board
- k. Board members will adhere to all City, State, and Federal laws

ARTICLE IV: COMMITTEES

The PRC may create committees to perform functions as designated by the Board. Committees shall be created through a resolution approved by a majority of the PRC Board present and voting. Said resolution may also designate the members of the Committee.

Standing Committees

Purpose

The purpose of Standing Committees shall be to advise the Board and to carry out delegated responsibilities. Such Standing Committees shall prepare recommendations and reports for the Board based upon thorough review of relevant matters. The committee is made up of PRC board members and PRC personnel.

Appointment of Standing Committee Chairperson

The Chairperson of the Board shall appoint a Committee Chair (PRC Board Member) for each Standing Committee no later than the regular August meeting of each year, or upon the creation of a new committee. The Committee Chair will be an PRC Board Member.

Committee Composition

Each Standing Committee shall consist of at least one (1) PRC Board Member. Staff representation shall include the Director, or a staff person or persons acting as the Director's designee.

The Chair of each Standing Committee may appoint additional members from the public (patron liaison) who shall serve a two (2) year term commencing September 1 and ending August 31 of each year. Standing Committees shall be composed of an odd number of members with a minimum of five. A patron liaison so appointed may resign at any time by submission of a letter of resignation to the Chair of applicable committee. At any time, the PRC can remove a patron liaison with or without cause.

Committee Authority: Limitation

Each Standing Committee may exercise such power of the PRC as is lawfully delegated by resolution adopted by the Board. The development of subcommittees shall be subject to approval of the Board.

Establishing Administrative Procedures

Each Standing Committee shall have the authority to establish administrative procedures, in coordination with the Director, for conducting its meetings and performing its duties. Authority shall include:

- a. Compiling the meeting agenda;

- b. Establishing procedures for coordinating information;
- c. Preparing reports to the PRC;
- d. Undertaking detailed review of Committee responsibilities;
- e. Recommending the continuation, modification, or termination of the Committee;
- and f. Fiscal responsibility governed under PRC policies.

Committee Meetings

The Standing Committees shall hold monthly meetings at a time and place as determined by the Committee Chair, provided, however, such monthly meetings may be canceled from time to time by the Committee Chair with approval of another member of the committee.

Report to PRC

Each Standing Committee shall report to the Board at each regular meeting of the Commission.

Filling of Vacancies

If a Board vacancy occurs on a Standing Committee, the Chairperson of the PRC shall appoint a successor.

Advisory Councils

Creation, Governance, Purpose, Name

Any advisory or support organization, subgroup, board, committee, or council not established as a standing committee, or a subcommittee thereof, shall be governed by this. For purposes of identification, these will be referred to as "Advisory Councils." Each Advisory Council will support the PRC and its staff in areas requiring programming recommendations, administrative review, or as determined by the Board, as appropriate and necessary. Such Advisory Councils may be organized for a specific purpose and then discontinued once that purpose has been served. The Advisory Councils may serve a continuing role but must perform a function that fits with the purpose approved by the Board in creating the Council or approving the funding.

Commission Liaison

A PRC Board Member or Board Members shall be appointed as liaison(s) to Advisory Councils. The liaison(s) will review activities and reports from the Advisory Council, and report to the Board. Such reports may be made orally or in the form of minutes of the regularly held meetings of such Advisory Council. The liaison is not required to attend all meetings of the Advisory Councils. Matters for consideration by the Board as a whole shall be brought as an agenda item by the liaison. A liaison may serve on more than one Advisory Council or Board Members may be appointed separately to serve on different Advisory Councils.

Council Composition and Terms

Advisory Councils shall be composed of an odd number of members with a minimum of three. The size of each Advisory Council shall be determined by the PRC, according to the task and scope of the assignment for which the Advisory Council has been established. Terms are for three (3) years and shall have a specified term of January 1 through December 31.

Authority and Responsibilities

The authority and responsibilities of each Advisory Council will be reviewed and approved by the PRC at the time of creation of the Advisory Council, and at least annually thereafter. The Board shall retain authority to review, approve, disapprove, or modify any actions, planned activities, recommendations, or finding of the Advisory Councils. The Board may delegate authority for review to the liaison.

Responsibilities include, but are not limited to:

- a. Assisting in the promotion of the activity;
- b. Conducting interviews and selecting established positions for PRC programs;
- c. Deliberating and acting on formal protests;
- d. Assisting with respective activities including registration, meetings, and special activities;
- e. Reviewing rules, policies, pre/post evaluations and surveys and recommending action of special requests from parents/participants concerning program changes; and
- f. Conducting hearings on "incidents," as defined by PRC Official Rules and Policies currently in effect for the program, and recommending appropriate actions, according to the following guidelines: • As

soon as is practical following an incident, a First Hearing, consisting of a quorum of the Advisory Council, shall be held to hear only from those who participated and/or witnessed the event. At the conclusion of the proceeding, considering only the facts of the specific incident, a majority of a quorum of the Advisory Council may impose a suspension of participant(s)/player(s), fan(s), and/or instructor(s)/coach(es) of up to a maximum of three (3) days/classes/games. Due to constraints of time and schedule, there will be no appeal of a one (1), two (2), or three (3) day/class/game suspension and such suspension will carry over to the following season if applicable.

- If a majority of a quorum of Advisory Council members is in agreement that further sanctions may be justified, either due to the severity of the specific incident or the added weight of past incidents, then a Second Hearing shall be scheduled.
 - The Second Hearing shall be scheduled no sooner than three (3) days and no later than then (10) days following the First Hearing. No Second Hearing shall be scheduled which does not provide a minimum of forty-eight (48) hours advance notice to the individual(s) whose further sanction will be considered. At the Second Hearing the Advisory Council will consider any written or oral statements which are pertinent to the continued participation of the individual(s) whose actions are in question. The liaison shall be present at this hearing.
- At the conclusion of the Second Hearing, the Advisory Council, acting upon the concurrence of a majority of a quorum, shall forward to the Director a recommendation for further sanction. This recommendation will then be considered and acted upon by the program/team manager, the Director, and the liaison.
- Appeal Process: There will be no appeal for suspensions of three (3) games or less. Upon notification by the program/team manager of a suspension which is greater than three (3) games, the individual(s) will have (10) working days to file an appeal to the Board. The appeal shall be heard by the Board at a meeting duly convened and within sixty (60) days of such meeting. The individual shall promptly be informed of the final decision.
- Should an instructor/coach, participant/player, or fan be suspended from instructing/coaching, playing, or attending a program(s)/game(s) in one program sponsored by the PRC, the suspension, if the Commission deems appropriate, will apply to all Commission programs.

ARTICLE V: FINANCIAL

Fiscal Year

The fiscal year for PRC shall mirror the fiscal year of the taxing authority.

Budget

The PRC shall adhere to all applicable budget requirements set forth in the Act and amendments thereto and the General Statutes of Kansas. The PRC shall prepare an annual budget for the operation of the Commission and its recreation system. Prior to the certification of its budget to the Board of Education, the Board shall meet for the purpose of answering and hearing objections of taxpayers relating to the proposed budget and for the purpose of considering amendments to such proposed budget. The PRC shall give at least ten (10) days' notice of the time and place of the meeting by publication in a weekly or daily newspaper having a general circulation in the taxing district. The public hearing required to be held herein, shall be held not less than ten (10) days prior to the date on which the Commission is required to certify its budget to the Board of Education. After such hearing the budget shall be adopted by the Board and submitted to the Board of Education for approval in accordance with the Act.

Disbursements and Purchasing Policy

Development of Procedures and Policy

The Board shall have the authority to develop procedures for review and approval of disbursements, including purchasing procedures. This duty may be carried out in coordination with the Director. Additional and more specific procedures shall be provided, in written form, to the Board and to staff by the Director.

Any procedures developed by the Director shall be supplemental and not superseding these policies and procedures. Any modifications to the procedures outlined below must be brought before the Board for approval.

Guidelines

Guidelines for procurement shall be set forth by the Board. Factors that will be considered in purchasing decisions include, but are not limited to:

- Quality and service;
- Local buying;
- Cost/quantity buying efficiency; and
- Best terms.

All reasonable, foreseeable expenses must be presented and approved as part of the budget.

Increase Tax Levy

The Board may adopt a resolution requesting that the taxing authority authorize an increase in the tax levy.

ARTICLE VI: EMPLOYMENT OF DIRECTOR

Appointment of the Director

The Board shall employ a Director who will be responsible for the day-to-day operations of PRC. The Director shall not be a member of the Board and shall have no vote on PRC matters. The Director shall, however, attend all Board meetings and may participate fully in all discussions at such meetings. The Board shall conduct an annual review of the Director.

Appointment of Special Officers and Agents

The Board may employ any firm, person, agent, or advisor deemed necessary by the Board for the efficient operation of the day-to-day operations of PRC or as necessary to allow the Board to carry out its responsibilities as required by law.

ARTICLE VII: GENERAL PROVISIONS

Indemnification

The Board shall, pursuant to K.S.A. Section 75-6109 and amendments thereto, and subject to the terms and limitations contained therein, defend and indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, by reason of the fact that such person is, or was, a director, officer, employee, volunteer, or Board Member of the Commission, if acting within the scope and course of their employment or duties.

Any defense or indemnification of such person in connection with any such action, suit or proceeding shall include indemnification against expenses, judgements, fines, and amounts paid in settlement of such actions, suit or proceeding, including attorney fees, provided, however, no settlement for which indemnification is sought shall be made without Board approval.

Risk Management

PRC is committed to establish, maintain, and effectively manage a comprehensive recreation program for Paola School District Residents, which is offered in a safe environment with qualified and properly trained employees.

Political Activity

The PRC organization shall not endorse, sponsor, or publicly support any candidate for an elective public

office. PRC Board Members and staff may participate in political activity, including becoming a candidate for elected office, outside of their official PRC capacity and responsibility, during their personal time.

Conflict of Interest

The following applies to Conflict of Interest:

- Board Members cannot accept compensation from PRC in their role as Board Member
- Board Members cannot enter into contracts or contractual relationships with PRC
- Board Members family or business is prohibited from entering into contracts or contractual relationships with PRC
- Contractual relationships include, but are not limited to:
 - Full-time or part-time employment
 - Product sales
 - Services provided
 - Fee-based consulting
 - Leases and facility use agreements
- No Board Member shall be employed by PRC
- Upon full disclosure to all members of the commission and majority vote of the members of the Commission, the Commission may permit the provisions of this policy to be waived, in a specific circumstance. However, no Commissioner affected by the matter under consideration for which a waiver of the policy is being considered shall participate in the discussion regarding the proposed waiver or the vote of the Commission.

Travel and Expense Policy

Expense Reimbursement

Board members will be allotted/reimbursed for the following travel expenses when attending approved professional meetings, conferences, and conventions:

- Allowances and reimbursement for meals, lodging, and transportation will be according to the schedule adopted by PRC, and amended from time to time as adjusted for cost of living increases in accordance with accepted practices of the Internal Revenue Service
- Expense reimbursement will not be made until adequate documentation of expenses incurred has been submitted

If significant variation from the policies is required, prior approval for the trip and expenditures shall be obtained by the Board.

ARTICLE VIII: AMENDMENT

These Bylaws and Policies may be amended at any Board meeting by a majority vote of the entire Board provided that previous notice of the nature of the proposed amendment is given at the preceding regular Board meeting unless such notice is waived by unanimous consent of the Board.