Annual Board of Examiners Meeting

January 14, 2025
4:30 PM
Town Council Chambers
Chair: Kasey Mateosky

I. OPENING

A. Call to Order

B. Roll Call

II. PUBLIC COMMENT

This section is reserved for public comment about items not included in this agenda. Public comment is limited to 3 minutes. The Board does not discuss, debate, or act on issues raised under public comment. The Board may or may not discuss an issue raised under Public Comment later in the meeting during Matters from Board at their discretion. If you would like to communicate with the Board during the meeting about an item on the agenda, please wait until public comment has been called for that item.

III. CONSENT CALENDAR

All matters listed in this section are considered to be of routine nature by the Board and will be enacted in one motion, unless it is removed from the consent calendar and considered separately by the Board. Public comment may be given on any item.

A. Meeting Minutes

1. October 23, 2024 Special Board of Examiners Meeting

IV. DISCUSSION ITEMS AND/OR POSSIBLE ACTION ITEMS

A. Rules and Procedures

B. Election of Officers

C. Building Better Boards Invitation

V. MATTERS FROM THE BOARD

VI. TIME AND PLACE OF NEXT MEETING

A. January 13, 2026 at 4:30pm the Jackson Town Hall, 150 East Pearl Avenue

VII. ADJOURN

Please note that at any point during the meeting, the Chair may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.

Minutes
Special Board of Examiners Meeting
October 23, 2024
Town Council Chambers
Chair: Kasey Mateosky
UNAPPROVED

The Board of Examiners and Appeals met in a special meeting on October 23, 2024, in the Town Council Chambers located at 150 E. Pearl Ave. in Jackson, at 4:30 P.M. This meeting was held in-person.

Upon roll call the following were found to be present:

BOARD: Kasey Mateosky, Katie Wilson, Tyson Slater, Michael Mielke

STAFF: Lea Colasuanno, Paul Anthony, Logan Probst

PUBLIC COMMENT: None.

CONSENT CALENDAR: None

DISCUSSION ITEMS AND/OR POSSIBLE ACTION ITEMS

A. **ELECTION OF OFFICERS:** Discussion took place about roles and responsibilities and those willing to serve in officer positions. A motion was made by Katie Wilson to nominate Kasey Mateosky to the office of Chairperson. The motion was seconded by Michael Mielke. A vote was called and showed all in favor, the motion carried.
   A motion was made by Katie Wilson to nominate Michael Mielke to the office of Vice Chairperson. The motion was seconded by Tyson Slater. A vote was called and showed all in favor, the motion carried.
   A motion was made by Katie Wilson to nominate Tyson Slater to the office of Secretary. The motion was seconded by Michael Mielke. A vote was called and showed all in favor, the motion carried.
B. **BYLAWS – CONSIDER AMENDMENTS:** Lea Colasuanno, the town attorney, presented to the board an updated bylaws document for their consideration. It was conveyed that the current bylaws were dated and needed corrections. The proposed updates were approved and adopted by the Board of Examiners and will be sent to the town council for final approval/adoption.

C. **TITLE 15 CONTRACTOR LICENSING OVERVIEW OF PREVIOUSLY APPROVED ORDINANCE:** Lea Colasuanno, the town attorney as well as Logan Probst, the town senior building inspector, presented the Town's adopted Title 15.36 Contractor Licensing Ordinance. This education was meant to assist the board in their roles and facilitate community education. No actions were taken.

MATTERS FROM THE BOARD:

TIME AND PLACE OF NEXT MEETING: The next meeting will be held on January 14, 2025, in the Town Council Chambers located at 150 E. Pearl Ave. in Jackson, at 4:30 P.M. This meeting will be held in-person.

Adjournment: A motion was made by Katie Wilson to adjourn the meeting. Kasey Mateosky seconded the motion. A vote showed all in favor, the motion carried.

Rules and Procedures of the
Board of Examiners
Of
The Town of Jackson

Adopted and Effective January 14, 2025

Contents

CHAPTER I GENERAL PROVISIONS

Section 1. Adoption of Robert's Rules of Order.

The Board of Examiners of the Town of Jackson ("Board") hereby adopts "Robert's Rules of Order" as its guideline for parliamentary procedure. The rules of parliamentary procedure should be adhered to whenever possible for the proper and orderly conduct of Board meetings. Where there is a conflict in procedure between that set forth in the Wyoming Statutes and that contained in "Robert's Rules of Order," the procedures established by law take precedence.

Section 2. Suspension of Rules.

The Board has the right to suspend such rules as it has the power to adopt, including any rules contained in Robert's Rules of Order. When the Board acts in violation of such rules as it has the authority to suspend, the rules are deemed suspended thereby and its actions are not invalidated by failure to comply with such rules.

Section 3. Precedence of Rules.

The following is a compilation of both applicable parliamentary laws and those parliamentary rules and procedures that have been adopted by the Board. Any rules herein that conflict with Robert's Rules of Order shall take precedence and shall be considered as amendments to Robert's Rules of Order.

CHAPTER II RULES AND PROCEDURES

Section 1. Types of Meetings.

Board Meetings may be of the following kinds:

a. *Annual Meeting*. The annual meeting of the Board will be the regular meeting of the year each year.
b. *Regular Meeting*. The regular meeting of the Board shall be held once a year on the second Tuesday of January at 4:30pm to deal with matters properly before the Board and elect officers for the year.
c. *Special Meeting*. Special meetings may be called by the Chairperson by giving verbal, electronic, or written notice of the meeting to each member of the Board and to each newspaper of general circulation, radio, or television station requesting the notice. The notice shall specify the time, place and business to be transacted, and no other business shall be conducted other than that noticed.
d. Pursuant to Wyoming State Statute Board meetings may take place by electronic means or any other form of communication, however, the Board will make all reasonable efforts to hold in-person meetings. Notwithstanding the foregoing, in the event a public emergency or natural disaster makes the holding of an in-person meeting unlawful, unsafe, or impossible, the Board may conduct its meetings by electronic or other remote access means as reasonably necessary for the duration of the emergency or disaster; provided that such virtual meeting shall comply with Wyoming State Statutes and that the Board shall use its best efforts to implement any such virtual meetings with full regard for the need to maintain as much as possible accessibility for the public, including those with disabilities and those who lack access to technological tools.

Section 2. Notice of Meetings.

Notice of the Annual and Regular meetings shall conform to state law.
Notice of Specials Meetings shall conform to state law. The notice for Special Meetings shall state the business to be transacted. No other business may be considered at a Special Meeting.

Section 3. Quorum.

A majority of the Board is sufficient to do business, and motions may be passed 2-1 if only three (3) Board members account for a quorum and are present, except where Wyoming Statute provides otherwise. Board members may virtually participate, vote, and be counted for purposes of the quorum for no more than 2 meetings in a one-year period, whether regular or special meetings, without the approval of the Chair. The ability for a Board member to virtually participate, vote, and be counted in the quorum of the Board beyond the 2 occurrences in the one-year period shall be allowed only with the approval of the Chair for each individual meeting where such a request is made.

A member who recuses themself from discussion and action on a particular item is no longer counted towards a quorum being present for the item for which they recuse themselves.

Section 4. Order of Business.

a. The Chairperson, or in the absence thereof, the Vice Chairperson shall act as chairperson at all meetings.
b. The Chairperson shall introduce each matter on the agenda in its proper order, unless said order is suspended by a majority vote of the Board in order to take up a matter on the agenda out of its regular order. The procedure to follow for each type of item is as follows:
    1) Opening
        i. Call to Order
        ii. Roll Call
    2) Public Comment
        i. Chairperson opens public comment time
    3) Consent Agenda
        i. Approval of Minutes
    4) Discussion and/or Action Items

i. Agenda Item is read by Chairperson
ii. Presentation by staff
iii. Board questions of staff
iv. Applicant, or appellant, presentation if any
v. Public comment
vi. Motion and second
vii. Board discussion
viii. Vote

5) Matters from the Board
6) Adjournment

c. The regular order of business may be suspended at any time by a majority vote of a quorum of the Board in order to take up a matter on the agenda out of its regular order.

<u>Section 5. Rules of Debate.</u>

a. In obtaining the floor, every Board Member shall first address the Chairperson, gain recognition by the Chairperson, and shall confine themself to the question under debate, avoiding personal and indecorous language.
b. Staff members, after recognition by the Chairperson, shall hold the floor until completion of their remarks or until recognition is withdrawn by the Chairperson.
c. No Board Member shall be allowed to speak more than once upon any particular subject until every other Board Member desiring to do so has spoken. No Board Member shall be allowed to speak longer than five (5) minutes the first time or three (3) minutes the second or subsequent times on any one particular subject, except by majority vote of the Board. No Board Member shall be allowed to speak more than three (3) times on the subject without the express consent of the Chairperson.

<u>Section 6. Addressing the Board.</u>

a. Each person desiring to address the Board either under the public comment or for a particular item shall, whether via a virtual platform or the lectern in-person, state their full name for the record; state the subject they wish to discuss; state whom they represent, if they represent an organization or other person(s); and, unless further time is granted by the Chairperson or by majority vote of the Board, limit their remarks to three (3) minutes.
b. All remarks shall be addressed to the Board as a body and not to any individual member thereof.
c. No question shall be asked of a Board member or the staff without the permission of the Chairperson. After permission of the Chairperson, a question may be asked, but neither staff nor the Board member to whom the question is directed shall answer the question during the public comment period.

<u>Section 7. Rules of Decorum.</u>

a. *Decorum*. Board proceedings shall be conducted in an orderly manner to ensure the public has a full opportunity to be heard and the deliberative process of the Board is always retained. The Chairperson shall be responsible for maintaining the order and decorum of proceedings.
b. *Rules of Decorum*. While any proceeding of the Board is in session, the following rules of order and decorum shall be observed.
    i. Board members must preserve order and decorum. Board members shall not, by conversation or otherwise, delay, disrupt, impede, or interrupt the order of the Board proceedings, interrupt any other member while speaking, or refuse to obey the orders of the Chairperson.
    ii. Staff members shall observe the same rules of order and decorum as are applicable to the Board.
    iii. Persons addressing the Board in person or virtually shall not engage in conduct that disrupts or impedes the proceedings of the Board.
    iv. Persons in the audience attending Board proceedings in person or virtually shall not engage in conduct that disrupts or impedes the proceedings of the Board.

Section 8. Motions.

When a motion is made and seconded, it shall be stated by the Chairperson or staff before voting. A motion shall not be withdrawn by the mover without the consent of the seconder. No motion is before the Board until it has been seconded. If the question contains two or more divisible propositions, the Chairperson may, or upon the request of any Board member, divide the motion into its two or more constituent parts.

Section 9. Voting.

On the passage of every motion, the vote shall be taken and entered in the record by staff.

a. Every Board member should vote unless disqualified by a conflict of interest.
b. The failure of a Board member to voice their vote will be considered as their having cast an affirmative vote on the motion.
c. Board members may recuse themselves based on a conflict of interest by publicly stating the reason for the disqualification. When it has been determined that a Board member has cause for recusing themself from voting on a particular matter then before the Board, said Board member shall not remain in their seat during the debate and vote on such matter, but shall step down and leave the meeting chamber. A Board member recusing themself shall not be counted as part of a quorum and shall be considered absent for the purpose of determining the outcome of any vote on such matter. Stepping down from the Board for an item shall be so noted in the minutes of that meeting.

Section 10. Board Minutes.

The minutes are the responsibility of staff. The minutes shall be kept pursuant to Wyoming Statutes.

Section 11. Agendas and Materials for Meetings.

Agendas and materials for meetings shall be prepared by the staff. Agendas and materials for meetings shall be published one week before the meeting in accordance with applicable law.

Section 12. Official Correspondence from the Chairperson or Members of the Board

The Chairperson is designated and authorized to represent the Board and author letters on only those issues supported by a majority vote of the Board. Individual Board members shall refrain from using their position as a Board Member to send official letters on Board letterhead in support of or in opposition to issues without a vote of approval from the Board.

Suggested Motion

I move to approve the Rules and Procedures of the Board of Examiners of The Town of Jackson.