



**City of Killdeer, North Dakota**  
Community Development Advisory Board  
Bylaws

**Article I – Name and Purpose**

The name of this body shall be the City of Killdeer Community Development Advisory Board (“the Board”). The purpose of the Board is to advise the Killdeer City Commission and the Community Development Director on matters related to community and economic development. The Board shall work to identify opportunities for business growth, housing, business retention and expansion, workforce, community enhancement, entrepreneurship, and recruitment. Through collaboration and community engagement, the Board supports initiatives that strengthen and enhance the City of Killdeer as a vibrant place to live, work, and visit.

**Article II – Membership**

Section 1. Composition – The Board shall consist of not fewer than seven (7) and not more than eleven (11) members.

Section 2. Appointment – Members shall be appointed by the Killdeer City Commission.

Section 3. Representation – Appointments shall reflect a diverse cross-section of the community, including residents, business owners, and representatives from local organizations, institutions, or other sectors that contribute to community development.

Section 4. Terms of Service – Members shall serve for a term of three (3) years. Terms shall be staggered to promote continuity. Members may be reappointed.

Section 5. Vacancies – Vacancies shall be filled by the City Commission for the unexpired portion of the term.

Section 6. Attendance and Removal – Members are expected to attend all meetings. The City

Commission may remove a member for cause, including excessive absences or conduct detrimental to the purpose of the Board.

### **Article III – Officers**

Section 1. Election and Terms – At its first regular meeting each calendar year, the Board shall elect a Chairperson, Vice Chairperson, and Secretary. Officers shall serve one (1) year and may be re-elected.

Section 2. Duties – Chairperson: Presides over meetings and serves as spokesperson. Vice Chairperson: Acts in Chairperson’s absence. Secretary: Maintains accurate minutes and records.

### **Article IV – Meetings**

Section 1. Frequency – The Board shall meet monthly or more frequently if deemed necessary by the Chairperson or Community Development Director.

Section 2. Quorum – A quorum shall consist of a majority of the appointed members.

Section 3. Public Access – All meetings shall comply with the North Dakota Open Meetings Law (NDCC Chapter 44-04).

Section 4. Voting – Each appointed member shall have one (1) vote. A majority vote of those present shall be required for action.

Section 5. Staff Liaison – The Community Development Director shall serve as the staff liaison without voting rights.

### **Article V – Duties and Responsibilities**

The Board shall:

1. Advise the City Commission, City Administrator, and Community Development Director on community and economic development matters.
2. Identify and prioritize community improvement projects.
3. Encourage local business and residential engagement.
4. Support identification and application for grants.
5. Provide input on long-range planning and revitalization.
6. Promote cooperation among public, private, and nonprofit sectors.
7. Provide monthly updates to the City Commission and City Administrator through the Community Development Director.

**Article VI – Conduct and Ethics**

Members shall uphold public trust and transparency. Conflicts of interest must be disclosed, and members shall abstain from participation or voting where personal or financial interests exist.

**Article VII – Amendments**

These bylaws may be amended by majority vote of the Board, provided written notice of the amendment was given at least one meeting prior, subject to City Commission approval.

**Article VIII – Effective Date**

These bylaws shall become effective upon approval by the Killdeer City Commission.

Approved by the Killdeer City Commission on \_\_\_\_\_

\_\_\_\_\_  
Chairperson, Advisory Board

\_\_\_\_\_  
Commission President, City of Killdeer