

# **KANSAS GRAIN SORGHUM COMMISSION BYLAWS**

**As established by K.S.A. 2-3001 *et seq.*, and amendments thereto,  
House Bill No. 2674 Session of 2000  
Amended on February 5, 2015**

## ***ARTICLE I***

### **Purpose**

The purpose of the Commission shall be to conduct a campaign of grain sorghum promotion and market development through research, education, and information. Also to administer the other duties, authorities and powers listed in K.S.A. 1999 Supp. 2-3005.

## ***ARTICLE II***

### **Administration**

#### ***Section 1. Name and Offices***

Pursuant to the law, the name shall be the Kansas Grain Sorghum Commission and is referred to herein as the Commission. The principal office of the Commission shall be at such location designated by the Commission. Other offices may be established or designated at such places as the Commission may determine.

#### ***Section 2. Meetings***

The annual meeting of the Commission shall be held at a time and place determined by the Commission. The Commission shall hold other meetings as necessary at a place and time to be fixed by the Commission. Special meetings may be called by the chair or by at least three members of the Commission by delivery of written notice to the Chairperson. All meetings and requirements shall be pursuant to the open meetings act.

#### ***Section 3. Quorum***

A majority of members of the Commission shall constitute a quorum.

#### ***Section 4. Robert's Rules of Order***

Robert's Rules of Order shall govern the conduct of all meetings.

#### ***Section 5. Fiscal Year***

This Commission shall operate on a fiscal year from October 1 through the following September 30.

## ***ARTICLE III***

### **Definitions**

#### ***Section 1. Terms and Procedures***

For purposes of conducting the business of the Commission, terms and procedures as outlined in K.S.A. 1999 Supp. 2-3001, 2-3002, 2-3003, 2-3005, 2-3008, and 2-3009, will be followed.

#### ***Section 2. Powers and Duties***

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The Commission shall have the powers per K.S.A. 2-3005, and exercise such to accomplish the objectives and purposes of the Commission.

### ***Section 3. Ex Officio Members***

Per the law, the Secretary of the Kansas Department of Agriculture and the Dean of the College of Agriculture of Kansas State University shall be ex officio nonvoting members of the Commission.

## ***ARTICLE IV***

### **Votes**

**Section 1.** Each Commissioner shall be entitled to cast one vote for any issue presented to the Commission. A simple majority of commissioners voting shall suffice for any issue voted upon unless otherwise noted in these bylaws.

**Section 2.** A motion to adopt or amend any budget, or to authorize any disbursement of funds, which would exceed any, adopted or amended budget, shall require the affirmative vote of a simple majority of all Commissioners.

**Section 3.** In lieu of holding a special meeting of the Commission, any question affecting the welfare of the Commission or its members shall be submitted to the Commissioners for a ballot by regular or electronic mail, telephone, or fax when such action is approved by the Chairperson or a majority of the members of the Commission. In such event, the question to be acted upon shall be submitted to each Commissioner with sufficient notice to be provided the opportunity to vote. Any action so taken shall have the same force and effect as though such action had been taken at regular or special meetings of the Commission.

## ***ARTICLE V***

### **Officers**

#### ***Section 1. Officers***

At the first meeting of the Commission and at the first meeting of each term year (April), the chairperson, vice-chairperson, and secretary-treasurer for the ensuing year shall be elected to serve one-year terms from the voting members of the Commission. All officers shall serve until their successors have been selected. Vacancies, caused by resignation, removal, death or for any other reason may be filled by the Commission at any time, from the voting members of the Commission, to serve the remaining portion of the term.

#### ***Section 2. Executive Committee***

The Executive Committee shall consist of **the chairperson, vice chairperson and secretary-treasurer** and shall have full power of the Commission between meetings.

#### ***Section 3. Duties of the Chairperson***

The Chairperson shall be the principal elected office of the Commission and subject to the control of the Commission and shall supervise and control all of the business affairs. The Chairperson shall, when present preside at all meetings of the Commission, and may sign any documents on behalf of the Commission. He/She shall perform all duties incident to the office of Chairperson and such duties that may be assigned by the Commission from time to time.

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## ***Section 4. Vice Chairperson***

The Vice Chairperson shall conduct meetings in the absence of the Chairperson. In the absence, death, or inability of the Chairperson to perform the duties of the Chairperson, and when so acting he/she shall have all the powers of and be subject to all the restrictions upon the Chairperson and shall have such other duties as may be assigned to him/her by the Commission from time to time.

## ***Section 5. Secretary-Treasurer***

The Secretary-Treasurer shall be the chief financial officer of the Commission and shall keep, or cause to be kept, the commission's accounts, books and records. He shall sign all instruments required by law to be signed by such an officer. The Secretary Treasurer shall be responsible for the minutes of all meetings of the Commission. He/She shall in general perform all duties incident to the Office of Secretary-Treasurer and shall have such other duties as may be assigned to him/her by the Commission from time to time.

## ***ARTICLE VI***

### **Committees of the Commission**

#### ***Section 1. Executive Committee***

The Commission shall have an Executive Committee, which shall be responsible for the day-to-day operation of the Commission with the policies established by the Commission. The Executive Committee shall consist of the Chairperson, the Vice-Chairperson, and the Secretary-Treasurer. When in the opinion of the Chairperson an emergency exists, the Executive Committee is authorized to approve the expenditure of funds within individual program levels approved by the Commission. Such funding authority shall exist only until the next scheduled Commission meeting.

#### ***Section 2. Other Committees***

The Chairperson may appoint commissioners to such other committees from time to time as he/she deems necessary and appropriate for the proper functions of the Commission in such numbers and for such terms and functions as he/she designates.

#### ***Section 3. Ratification***

Actions of any committee shall be subject to ratification of the Commission.

## ***ARTICLE VII***

### **Agents of the Commission**

The Commission may employ administrative staff or personnel or may contract with others for such functions as administrative staff, accountants, and special consultants from time to time as it may deem necessary or advisable to enable the Commission to analyze the current and proposed budgets and programs to be administered under contract.

## ***ARTICLE VIII***

### **Amendments**

It shall require the affirmative votes of two-thirds of all voting Commissioners to adopt or amend these bylaws. Written notice of the time and place of any meeting of the Commission during which proposed bylaw amendments will be discussed, along with an agenda describing such proposed amendments, shall be sent to each member of the Commission by any conveyance at least 20 days prior to the date of the meeting.