

## **BYLAWS**

### **MINNESOTA LAWFUL GAMBLING CONTROL BOARD**

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#### **SECTION 1. NAME**

The Minnesota Lawful Gambling Control Board (hereinafter "the Board") is established pursuant to Minnesota Statutes, chapter 349. The Board is composed of seven members.

#### **SECTION 2. OFFICERS OF THE BOARD**

##### **2.1 Officers**

The Officers of the Board shall consist of a Chair, a Vice Chair, and a Secretary.

##### **2.2 Chair**

The Chair shall be elected from the Board's membership at the first regular meeting in August of each year by a majority vote of the Board members present. The Chair shall hold office for a term of one year or until his or her successor is elected.

The Chair shall preside at all meetings of the Board and shall have such duties and responsibilities as are normally attendant upon that office and as are specifically prescribed by Minnesota Statutes, chapter 349, other relevant laws, and these bylaws. The functions of the Chair shall include, but not be limited to:

- (a) Presiding at meetings of the Board
- (b) Providing notification of regular meetings of the Board and calling special Board meetings as appropriate or necessary.
- (c) Appointing all standing committees as identified in section 3 of these bylaws, any special committees, and related committee chairs.
- (d) Assuring that the work of the Board is organized to carry out the duties and responsibilities of the Board.
- (e) Representing the Board and acting as its official spokesperson where appropriate.
- (f) Performing such other duties as the Board may by resolution direct.

### **2.3 Vice Chair**

The Vice Chair shall be elected from the Board's membership at the first regular meeting in August of each year by a majority vote of the Board members present. The Vice Chair shall hold office for a term of one year or until his or her successor is elected. The Vice Chair shall act as Chair in the absence of the Chair.

### **2.4 Secretary**

The Secretary shall be elected from the Board's membership at the first regular meeting in August of each year by a majority vote of the Board members present. The Secretary shall hold office for a term of one year or until his or her successor is elected. In addition to any duties usually pertaining to the office of Secretary or designated by the Board, the Secretary shall be responsible for the maintenance of the minutes of the Board and shall ensure the accuracy of any written resolutions adopted by the Board.

The Secretary shall be responsible for notifying in writing a Board member who has missed two consecutive meetings after the second consecutive missed meeting, and before the next meeting, that the member may be removed for missing the next meeting. The Chair of the Board shall be notified if the member misses the next meeting.

### **2.5 Vacancies**

A vacancy in an office because of death, resignation, termination, removal, or disability shall be filled for the unexpired part of the term by a majority vote of the Board members present.

## **SECTION 3. STANDING COMMITTEES**

### **3.1 Executive Committee**

The Executive Committee shall consist of the Chair, Vice Chair, and Secretary of the Board, and shall exercise those powers and duties designated by the Board, unless otherwise prohibited by law.

### **3.2 Rules Committee**

The Rules Committee shall consider proposed rules, and amendments thereto, and make recommendations to the Board concerning the adoption of proposed rules.

### **3.3 Legislative Committee**

The Legislative Committee shall consider proposed legislation and make recommendations to the Board concerning the support or sponsorship of proposed legislation.

### **3.4 Compliance Review Group**

The Compliance Review Group shall conduct as necessary informal inquiries into alleged violations of laws and rules governing lawful gambling, and perform such other functions as the Board determines by rule.

### **3.5 Appointment**

The membership and related committee chairs of the standing committees shall be determined by the Chair no later than the first regular meeting of the Board in September of each year. Membership on any standing committee shall continue for one year or until a successor is appointed.

### **3.6 Meetings**

A committee may hold its meetings at such places and times as the committee chair may from time to time direct. Public notice of committee meetings shall be as required by law.

## **SECTION 4. MEETINGS OF THE BOARD**

### **4.1 Regular Meetings**

Regular meetings of the Board shall be held at 10:00 a.m. on the third Monday of every month in a suitable place to be announced by the Chair. Regular meetings of the Board may be changed or canceled by the Chair upon agreement of a majority of the members responding through a telephone poll, in writing, or at a regular meeting of the Board. Notice to Board members and public notice of such a change or cancellation shall be provided in such form and manner as appropriate and as required by law.

### **4.2 Special Meetings**

Special meetings of the Board may be held at any time subject to the notice requirements of section 4.3 upon the call of the Chair or any three members of the Board. No business shall be transacted at a special meeting other than that stated in the notice.

### **4.3 Notice of Meetings**

Notice to the public of all regular and special meetings shall be provided in such form and manner as required by law.

### **4.4 Agendas**

The agenda shall be established by the Chair and only matters on the agenda shall be considered. The tentative agenda for each regular meeting shall consist of at least the following major items:

- (a) Call to Order
- (b) Roll Call
- (c) Adoption of Agenda
- (d) Approval of Minutes
- (e) Chair's Report
- (f) Committee Reports
- (g) Director's Report
- (h) Action Items
- (i) Discussion Items
- (j) Public Comment
- (k) Next Meeting Announcement
- (l) Adjournment

### **4.5 Quorum**

Four voting members shall constitute a quorum for the conduct of Board business. If a quorum is not present on the day fixed for a regular or special meeting, the Board members in attendance, though constituting less than a quorum, may adjourn from time to time so as to notify absentees and procure a quorum for such adjourned meeting. A majority of committee members shall constitute a quorum for the conduct of committee business.

### **4.6 Voting**

Any authorized action may be taken by the Board, or its various committees, upon a majority vote of all members present at any lawfully convened meeting, except as specifically provided for by law or these bylaws. Voting on any matter shall normally be by voice vote, provided that a roll call vote shall be called and recorded on any one issue if requested by one or more members of the Board. Any other mode of voting may be used by the Board for any one issue, provided that such mode is approved by a majority vote of all members present at any lawfully convened meeting. In the case of a tie vote, the question is defeated. There shall be

no voting by proxy, and each member shall be entitled to only one vote on any single motion.

#### **4.7 Conduct of Business**

Board meetings and meetings of its committees shall be governed by "Robert's Rules of Order" as most recently revised, to the extent that they are not inconsistent with state or federal law or these bylaws.

#### **4.8 Public Comment**

The Board shall devote a reasonable portion of each regular meeting to public comment. Members of the public desiring to address the Board shall notify the Director prior to the start of the meeting.

#### **4.9 Open Meetings**

All regular and special meetings of the Board and all meetings of its committees shall be held in compliance with the Minnesota Open Meeting Law, Minnesota Statutes, section 471.705.

### **SECTION 5. COMPENSATION AND EXPENSE REIMBURSEMENT**

#### **5.1 Per Diem**

Each Board member shall be paid per diem compensation as provided by law for each day, or part thereof, spent in attending Board meetings or meetings relating to Board business, unless prohibited by law. Per diem compensation shall not be paid for any meeting, other than a regular or special meeting of the Board, or a lawfully convened meeting of a committee, without the prior approval of the Chair.

#### **5.2 Reimbursement of Expenses**

A Board member shall be reimbursed for all actual and necessary expenses incurred in the performance of his or her duties in the manner and amount prescribed for state employees under the "Commissioner's Plan."