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Community Executive Committee (CEC) for the Palmer Munroe Youth Center Bylaws

Article I: Name

The name of the committee shall be the Community Executive Committee (CEC) for the Palmer Munroe Youth Center

Article II: Purpose

The purpose of the Community Executive Committee is:

1. To provide strategic direction to the selected operations and management partner regarding Center programming.
2. To establish policies and procedures for the overall administration of the Youth Center activities
3. To develop goals and objectives as necessary
4. To identify key elements to success in accomplishing stated goals and objectives
5. To establish funding priorities and identify resources
6. To help mobilize the community for activities sponsored by the Center
7. To assist in Center public relations through linkages with civic, business and other community representatives
8. Provide an opportunity for community stakeholders to have quality input
9. To provide feedback and a performance review of the Center programs to ensure effectiveness in meeting established goals and objectives
10. To work closely with Center and community youth on programming and activity selection and implementation

Article III: Members

The committee shall be made up of no more than thirteen (13) members, and shall consist of two (2) representatives appointed by the each of the following organizations: the City of Tallahassee, Leon County, the Leon County School District, the Department of Juvenile Justice, and the Youth Advisory Board. The remaining members shall be the following or their designee: the Public Defender, the State Attorney, and the Chief Judge of the 2nd Judicial Court.

Article IV: Membership Guidelines

1. Members shall be appointed once every three years, and serve a three (3) year term.
2. The committee year shall be from October 1st to September 30th.
3. Members shall attend bi-monthly meetings at a date and time specified by the CEC membership.
4. Members shall serve on a standing committee or ad hoc committee.
5. Members shall have one vote, and only members may vote. Proxy and electronic voting is permitted.
6. Members may resign at anytime by notifying the chair or co-chairperson, in writing.
7. Any member of the CEC shall fully disclose any relationship with an individual or with members of other organizations, which represents or has the potential to represent a conflict of interest or result in

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- personal financial gain. A conflict of interest shall be defined as any alliance with a business, organization or employer that prohibits a member from freely executing the purposes of the CEC. Personal gain shall be defined as directly soliciting business for monetary purposes from the CEC.
8. A person filling a vacancy shall serve the remainder of the regular three (3) year term.

Article V: Officers

1. Chairperson
 - a. The Chairperson presides at all meetings of the CEC.
 - b. The Chairperson shall serve as an ex-officio member of all committees except the nominating committee.
 - c. The Chairperson shall prepare an annual written report for the City of Tallahassee, Leon County, the Leon County School District, the Department of Juvenile Justice, and the Youth Advisory Board.
 - d. The Chairperson may delegate roles or responsibilities to voting members, ad hoc and standing committees.

2. Vice Chairperson
 - a. The Vice Chairperson shall perform the duties of the Chairperson in his or her absence, or at the Chairperson's request. If the Chairperson resigns or is unable to perform their duties the Vice Chairperson shall assume said duties until another Chairperson is elected.

3. Secretary
 - a. The Secretary shall keep the minutes of all CEC and Executive Board Meetings.
 - b. The Secretary shall take the role of attendees and keep attendance records.
 - c. The Secretary shall review and update CEC membership lists annually.

4. Term of Office
 - a. The Chairperson, Vice Chairperson, and Secretary shall serve a term of three (3) years beginning October following an election.

Article VI: Executive Board

The Executive Board shall consist of the Chairperson, Vice Chairperson, and Secretary, immediate past Chairperson and Subcommittee Chairpersons. It shall meet at least once a month to conduct committee business in addition to regular full committee meetings. Ad Hoc Committee Chairpersons shall be invited to attend Executive Board meetings.

Article VIII: Meetings

Members shall attend bi-monthly meetings at a date and time specified by the CEC membership.

1. In case of an emergency, the Executive Board may re-schedule a regular meeting with a minimum of three (3) days notification.
2. Sub-committees shall schedule work sessions as needed.
3. Special meetings may be called either by the Chairperson or a majority of the members.

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4. A simple majority of voting members present at any meeting shall be sufficient to pass motions and to conduct business.
5. The meetings of CEC shall be open to the general public.
6. CEC meetings shall be conducted according to Robert's Rules of order newly revised.

Article IX: Elections

At the regular June meeting, the Chairperson shall solicit a nominating committee consisting of an odd number of Advisory Committee members. This nominating committee shall present a slate of at least one nominee for each office at the regular August meeting.

1. Election of officers shall take place at the regular October meeting.
 - a. Prior to ballots being cast, members of the CEC may make nominations for officers from the floor.
 - b. All elections shall be by ballot and a majority of those members present and voting shall be required for election.
 - c. When necessary, run-off elections shall be held among the nominees receiving the two highest numbers of votes.
 - d. When only one candidate is nominated for an office, election may be by voice vote.
2. At the regular October meeting at large members of the CEC shall be approved or at any time of the year as deemed advisable by the committee.
3. Special Elections
 - a. A special election shall be held at the next regular meeting following the occurrence of a vacancy in any executive board office.
 - b. The members shall be notified at least five days prior to the regular meeting that a special election is to be held.
 - c. All nominations shall be made from the floor.
 - d. The election shall be held in accordance with item one (1) of this article.

Article X: Subcommittees

The CEC shall have the authority to create standing or ad hoc subcommittees as necessary to conduct its business.

1. The CEC shall establish subcommittees for the following year at its regular October meeting.
2. Subcommittee membership shall be limited to members of the CEC.
3. Subcommittees may seek consultation from qualified individuals who are not members of the CEC.
4. The Chairperson of the CEC shall appoint chairpersons of CEC subcommittees.
5. Chairpersons of subcommittees shall keep the recording secretary apprised of changes in its membership.
6. Subcommittees shall prepare and submit a work plan annually to the CEC Committee Secretary.
7. Work sessions shall be scheduled monthly or as needed.
8. An annual report shall be presented to the CEC orally and in writing in September or earlier if appropriate.

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Article XI: Amendments

1. Proposed amendments to CEC bylaws shall be submitted in writing to the members at least 30 days prior to a vote during a general meeting.
2. Amendments must be approved by a vote of two-thirds of the members present and voting.
3. Upon ratification, these articles will go into effect.

Article XI: By-laws review

The Executive Board shall review the bylaws every two years. The Chairperson shall submit them with or without changes to the general membership for review and final approval. The Chairperson shall present the by-laws to the general membership one-month prior to the vote of approval.

_____ (Signature)
Secretary, _____ Community Executive Committee for the Palmer Munroe Youth Center

Adopted: _____ (date)

Revised: _____ (date)