

Proposed Bylaws Outline:

Summary of Board

Reference all controlling documents and Sections of the Code, Charter, Statute, etc.

Article 1 – Authorization

- A. Purpose/Objectives
- B. Powers (decisions of the board are final, in conjunction with, or advisory)
- C. Duties

Article 2 – Organization

- A. Officers (election of Chair for 1 year terms/limit, Vice Chair)
- B. Staff
- C. Membership, number of members, qualifications, residency (serve at the pleasure of Council), Members serve without compensation, take Oath of Office
- D. Terms, Partial Terms and Term Limits (to coincide with Code)
- E. Absences (to coincide with Code)
- F. Removals and Vacancies (removed by 4 or more Council, fill vacancy time requirements)
- G. Personal Conduct (Code of Conduct 2.05)
- H. Application/Compliance with Laws

Article 3 – Procedure

- A. Regular Meetings (include meeting times, Council can make rules for remote attendance)
- B. Special Meetings
- C. Unusual Circumstances of Meetings (power outage)
- D. Notice of Meetings (must comply with open meetings law)
- E. Quorum
- F. Manner of Acting (majority of members must be present)
- G. Minutes and Records
- H. Executive Sessions
- I. Hearing Procedures (order of agenda, public comment)
- J. Parliamentary Authority (Roberts Rules)

Article 4 – Amendments to bylaws

Article 5 – Approvals (date approved by board)