



ADMINISTRATIVE PROCEDURES

TITLE: Bylaws of Advisory Boards	PROCEDURE #: 209-A	
DEPT: Board of Commissioners	DIVISION:	
EFFECTIVE DATE: 11/06	REVIEWED:	REVISED: 7/12

OBJECTIVE: To establish a procedure to ensure consistent content of the bylaws of Marion County advisory boards.

REFERENCE: Policy #209

POLICY STATEMENT: Bylaws of advisory boards will contain the elements of the bylaws template.

APPLICABILITY: All county advisory boards except limited duration committees as defined in Policy 209.

PROCEDURES:

1. Bylaws Template

Bylaws Template for Marion County Advisory Boards

Required components include:

- 1) Name of Board
- 2) Mission Statement
- 3) Purpose of Board
 - (a) Statute (if applicable)
 - (b) Board order (if applicable)
 - (c) Guidelines and/or parameters
- 4) Goals
- 5) Membership
 - (a) Appointment/reappointment terms
 - (b) Representation
 - (c) Duties/expectations

SUBJECT: BYLAWS OF ADVISORY BOARDS

- 6) Termination
 - (a) Removal
 - (b) Resignation
 - (c) Reasons for dismissal
- 7) Attendance
- 8) Meetings
 - (a) Public meeting laws
 - (b) Schedule of regular and special meetings
 - (c) Notice
 - (d) Place of meetings
 - (e) Quorum
 - (f) Decision making procedure
 - (g) Minutes
 - (h) Agendas
- 9) Officers
 - (a) Chair and vice-chair appointments
 - (b) Chair responsibilities
 - (c) Vice-chair responsibilities
 - (d) Filling vacancies or removal of officers
- 10) Subcommittees
 - (a) Appointment
 - (b) Committee responsibilities
- 11) Special Committees
- 12) Conflict of Interest
 - (a) Declaration
 - (b) Potential conflict defined
 - (c) Actual conflict defined
- 13) Revision or Amendment of Bylaws
 - (a) Review every three years
 - (b) Submitted to Board of Commissioners for review and approval
 - (c) Distribution
- 14) Community Relations/Public Input

SUBJECT: BYLAWS OF ADVISORY BOARDS

2. A model bylaws document is available on the Marion County website under Volunteers. A hard copy can be obtained by contacting the Marion County Board of Commissioners' Office.