



ADMINISTRATIVE PROCEDURES

TITLE: Bylaws of Advisory Boards		PROCEDURE #: 209-A
DEPT: Board of Commissioners		PROGRAM: Volunteer Services
EFFECTIVE DATE: 11/06	REVIEWED:	REVISED: 9/18

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

REFERENCE: Policy #209

POLICY STATEMENT: Each Marion County advisory board must have bylaws to direct and clarify its actions, procedures, and organization. Bylaws are the guidelines by which a board functions and should include expectations of members. Issues such as attendance, responsibilities, and discipline should be addressed in the bylaws.

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

PROCEDURES:

1. Bylaws shall be written in accordance with the attached bylaws template, in compliance with statutory requirements as they apply.
 - 1.1. The bylaws template is available on the county intranet Volunteer Management Resources page http://intra.co.marion.or.us/BS/VOL/Pages/Vol_Mgmt_Res.aspx
2. New and revised bylaws shall be submitted to the Board of Commissioners for review and approval by board order.
 - 2.1. Advisory board staff shall arrange for review of new or revised bylaws per the process outlined in Policy 201 and Procedure 201-A, Placing Business Before the Board of Commissioners <http://apps.intra.co.marion.or.us/BS/APAP/policy.aspx?p=policy&pid=201>
 - 2.2. Management Update:
 - 2.2.1. Management update meetings are regularly held Monday at 9:00 a.m. Generally, the board does not take formal action during management update meetings; however, this is an opportunity for staff to communicate with the board and seek guidance on advisory board topics.
 - 2.2.2. Bylaws should be taken to a management update meeting for review by the board of commissioners prior to seeking formal approval.
 - 2.3. Board Session:
 - 2.3.1. Board sessions are held Wednesdays at 9:00 a.m.
 - 2.3.2. Advisory board staff is responsible for presenting bylaws to the Board of Commissioners for approval. The advisory board chair or designee may also be present.