



**ADMINISTRATIVE PROCEDURES**

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

**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.