



CITRUS COUNTY COUNCIL

Working together to preserve the quality of life in Citrus County.

www.citruscountycouncil.org

BYLAWS

As amended and approved by Council delegates on January 14, 2004

ARTICLE I -- OBJECTIVES

SECTION 1 The principal objectives of the Council are:

- A. To preserve the desirable qualities of Citrus County, protect its environment and natural resources, and to work for effectively managed growth and high quality education at reasonable cost, with meaningful resident participation;
- B. To seek to ensure that the entities of government function in accordance with their mandates and in the best interests of the residents.

SECTION 2 To these ends, the Council will:

- A. Foster communications and cooperation among the member organizations and between them and other organizations and people interested in these objectives;
- B. Provide a forum for the consideration of issues related to these objectives and for the adoption of relevant forms of action to be carried out by the Council and its member organizations;
- C. Monitor the decisions and actions of governmental officials and agencies and the private sector that have an impact on these objectives and report relevant findings to the member organizations;
- D. Prepare and distribute information related to these objectives to the member organizations and, when appropriate, to the public;
- E. Conduct such other activities related to these objectives as are approved by the membership.

ARTICLE II -- MEMBERSHIP ELIGIBILITY

SECTION 1 Organizations eligible for membership will be not-for-profit, non-partisan organizations whose objectives are consistent with Article 1, and who have at least 20 members who reside in Citrus County.

SECTION 2 Each new organization will be proposed through the Membership Committee. The Committee's recommendation will be presented at a general meeting. The Council will vote upon the recommendation of the Membership Committee. Decision will be by majority of the organizations present and voting.

SECTION 3 Membership dues, as established by the Council, are due and payable in January of each year. Organizations that have not paid by the end of March shall be denied voting privileges. Member organizations that have not paid their dues by April 30th will be notified that they have been dropped from Council membership.

SECTION 4 Each member organization is expected to participate actively in the business of the Council and shall identify one delegate as official spokesman with the authority to vote on all policy and Council corporate issues coming before Council Meetings. All regular delegates shall be permitted to vote on procedural issues. (An Alternate Delegate may vote in place of a Regular Delegate who is absent.)

SECTION 5 By exceptional motion, individuals who have served the Council in an extraordinary capacity may be voted as honorary life-time members without the right to vote and be exempted from paying dues.

SECTION 6 Individuals of good character desiring affiliation with the Council may become Associate Members of the Council upon application and recommendation of at least two Council delegates to whom the prospective Associate Member is personally known. A majority vote of the Council Delegates present at a meeting is required for approval.

- A. Annual dues for Associate Members shall be established by the Council. Dues are payable in January and become delinquent at the end of March. Delinquent Associate Members who have not paid their dues by April 30th will thereafter be notified that they have been dropped from Council membership.
- B. Associate Members may serve on committees, attend Council meetings and be heard but do not have all the rights and privileges of voting delegates.
- C. Associate Members may vote at Council meetings on procedural matters but not on Council issues regarding policy positions or corporate matters.

ARTICLE III -- MEETINGS, QUORUM, VOTING

SECTION 1 General Council meetings will be held at times and places determined by the Council.

SECTION 2 The annual meeting of the Council shall be held in December, at which time the election of officers shall be held. Installation of Officers shall be at the January Council meeting.

SECTION 3 Special Meetings -- The President or three other officers are empowered to call a special meeting of the Council with seven (7) days notice to the membership.

SECTION 4 Quorum -- There will be one quorum for Council meetings and another for the Executive Board.

- A. One-third (1/3) of all member organizations will constitute a quorum at all Council meetings, providing at least two officers of the Council are also present.
- B. A majority of the Executive Board must be present to establish a quorum at meetings of the Council's Executive Board.

SECTION 5 Representation -- There will be a maximum of four delegates designated as Council representatives by each organization. Two alternate delegates may also be designated to attend *and act* in the absence of any of the four regular delegates.

SECTION 6 Voting on Council positions and corporate matters shall be by the official spokesman (i.e., Delegation Chairman) named by each member organization.

SECTION 7 Minutes -- Copies of the minutes of the previous meeting will be provided to each Council member organization with notice of the next Council meeting at least seven days prior to the next meeting. They will be corrected and approved at the next Council Meeting.

ARTICLE IV -- OFFICERS AND EXECUTIVE BOARD

SECTION 1 The officers of this Council, elected from among the delegates, shall be:

President	Treasurer
1 st Vice President	Secretary
2 nd Vice President	

SECTION 2 The Executive Board shall consist of the officers, immediate past President, and the Chairs of the Standing Committees. The Executive Board should meet to conduct business in accordance with established policies between regular meetings of the Council.

SECTION 3 The tenure of the President, and the 1st and 2nd Vice Presidents shall be one year; each officer duly elected and installed will continue in office until the installation of a successor. These officers may be re-elected to the office held the previous year, with two consecutive years in one office being the limit of tenure. This does not prevent any officer from running for another office.

SECTION 4 No delegate will be eligible to hold more than one elected office at any one time except that the Secretary and Treasurer may be the same person. There shall be no limitation on the tenure of the Secretary and Treasurer.

SECTION 5 In the event of a vacancy in any office, the Executive Board shall appoint a delegate to fill the vacant position, subject to the approval of the Council

ARTICLE V -- COMMITTEES

SECTION 1 Standing Committees required to implement Council objectives are as follows:

- A. Governance Committee
- B. Environmental & Natural Resources Committee
- C. Education Committee

SECTION 2 Standing Committee Chairs will be appointed annually by the President at the January meeting, or as soon thereafter as possible, and serve with the approval of the Council. Committee Chairs may be removed from their positions by the President with Council approval, or upon action by the Council as a whole.

- A. Committee Chairs may publicly express Council positions in their areas of responsibility.
- B. Committee Chairs shall select the members to serve on their committees.

SECTION 3 The President may appoint other Committees as he/she deems necessary. All committee chairs shall report to the Executive Board and to the Council any significant results and/or recommendations for consideration and action. These committees may include:

- A. Audit Committee;
- B. Membership Committee;
- C. Public Relations Committee;
- D. Constitution and Bylaws Review Committee; and,
- E. Ad Hoc Committees required for specific tasks assigned by the President as may be necessary from time to time.

SECTION 4 The President shall be an ex-officio member of all committees except the Nominating Committee.

ARTICLE VI -- NOMINATIONS, BALLOTING, ELECTIONS

SECTION 1 Nominations - A Nominating Committee of three persons will be nominated by the Executive Board at the October Council meeting, to be elected by the Council.

- A. The Nominating Committee will recommend a slate of officers to serve for the ensuing year at the November meeting, at which time additional nominations may be made from the floor.
- B. All nominations will be such that all officers will be from separate Member organizations wherever practical.

SECTION 2 Voting for contested offices will be by secret ballot at the December Council meeting.

SECTION 3 Acclamation -- After the nominations are closed, if a single slate of officers is presented to the membership with only one candidate for each office, then the entire slate may be voted into office by acclamation at the December meeting.

SECTION 4 Installation - Installation of new officers at the January meeting will be either by the outgoing President or an invited guest, after certification of the vote.

ARTICLE VII -- CONDUCT OF BUSINESS MEETINGS

SECTION 1 Suggested Order of Business

- A. Call to order, invocation, and pledge of allegiance
- B. Attendance
- C. Introduction of new member organizations and/or delegates
- D. Minutes of previous meeting
- E. Communications
- F. Treasurer's Report
- G. President's Report
- H. Program
- I. Committee Reports
- J. Old Business
- K. New Business and next meeting
- L. Adjournment

SECTION 2 The Rules of Order may be suspended at any meeting by a two-thirds vote of the delegates present; this motion to suspend the rules will be voted without debate.

ARTICLE VIII -- AMENDMENTS

These By-laws and the Certificate of Incorporation may be amended in the following manner:

SECTION 1 The amendment(s) will be sponsored by any member organization.

SECTION 2 The amendment(s) will be referred to the Bylaws Committee for their recommendation.

SECTION 3 The amendment(s) will be read at two successive meetings, and included in the minutes with voting immediately following the second reading after discussion and upon approval of the amendment(s).

SECTION 4 The amendment(s) will go into effect immediately upon being adopted, unless the motion to adopt specifies a time for its going into effect.

SECTION 5 The amendment(s) will be deemed adopted if it/they pass by a two-thirds (2/3) vote of Member organizations present and voting, a quorum being present.

ARTICLE IX -- PROCEDURES

SECTION 1 Robert's Rules of Order will prevail where a specific procedure is not addressed in these By-laws.

SECTION 2 Any portion of these By-laws that proves to be in violation of law is invalid.

ARTICLE X -- DUTIES OF OFFICERS, COMMITTEE CHAIRS & DELEGATES

SECTION 1 The President, or an officer appointed by the President, may publicly express the principles and positions of this Council at public policy meetings when there is insufficient time to obtain Council instructions on the specific issue.

SECTION 2 The President will preside at all Council meetings, prepare agendas, and will preside over the Executive Board. The President will also, in cooperation with the Executive Board, endeavor to develop policies on important issues that will become the Council's platform.

SECTION 3 The Vice-Presidents will have the powers of, and perform the duties of the

immediate superior officer during the absence of that officer. The 1st Vice-President will succeed to the office of President, if vacated, for the unexpired term. The Vice Presidents shall perform such duties as the President may assign from time to time.

SECTION 4 The Secretary will attend all meetings of the Council and will preserve the records, minutes, and give notice of all meetings and communications.

SECTION 5 The Treasurer will receive and disperse all funds. Funds will be deposited in banks approved by the Council, and three signatures will be authorized for withdrawals from any account: 1) President, 2) First Vice- President, and 3) Treasurer. Any two of these signatures are required for any authorized withdrawals.

SECTION 6 The Delegates are the key to the success of the Council. Their responsibilities include the following:

- A. To listen carefully to all sides of each issue being discussed, to contribute their ideas to the discussion, and to transmit as clearly as possible this information with their recommendations back to their home organization in a timely fashion.
- B. To obtain, in a manner determined by the home organization, the decision that will be brought back for inclusion in a Council vote.
- C. To faithfully attend Council meetings and, when possible, serve as Council officer and/or on committees.
- D. To work with the home organization in preparing, in advance, positions on issues that are listed by the Council, or that otherwise might be anticipated to arise.
- E. When time, or other factors, do not permit consultation with the home organization, to make decisions on Council issues, in conjunction with fellow delegates, and vote accordingly.

ARTICLE XI -- ACCOUNTS, BOOKS, AND RECORDS

SECTION 1 Each member organization will be entitled to examine all books and records of the Council under the supervision of the responsible officers.

SECTION 2 An Auditing Committee, appointed by the President at the November meeting, will examine the accounts of the Treasurer and present the audit at the meeting in January.

ARTICLE XII -- DISSOLUTION

SECTION 1 In the event of dissolution, the President will appoint a Special Committee (two officers and three delegates) to audit the books, study reasons for the dissolution, and make recommendations at the earliest subsequent meeting.

SECTION 2 Upon dissolution of this Corporation, all of its assets remaining after payment of all costs and expenses of such dissolution shall be distributed by the Executive Board to organizations that have qualified for tax exemption under Section 501 (c) (3) of the Internal Revenue Code as amended or superseded, or to the Federal Government, or to a State or Local Government for a public purpose.

ARTICLE XIII -- REGISTERED AGENT

SECTION 1 The registered agent will be the Secretary.