

# **Bylaws of the Bloomington Community and Family Resources Commission**

## **ARTICLE I.**

### **Members.**

Section 1. Appointment. Bloomington Municipal Code (BMC) Section 2.23.050 (1) or its successors specifies the appointment mechanism. BMC Section 2.08.020 (5) or its successors specifies filling of vacancies.

Section 2. Qualifications. In addition to the qualifications stated in BMC Section 2.23.060 (2) or its successors, members are expected to attend regular monthly meetings and contribute to all programs and projects of the Commission.

Section 3. Attendance. BMC Section 2.08.020 (4) or its successors specifies attendance requirements. Members shall give prior notice to the Chairperson or the City of Bloomington, Liaison from the Community and Family Resources Department if they are unable to attend a regular or special meeting. A member may be asked to resign from the Commission if he/she misses without just reason three consecutive meetings, or three meetings in a five month period.

Section. 4. Resignation. Resignations shall be in writing by the resigning member, and shall be conveyed to the Chairperson and the appointing office of the resigning member.

## **ARTICLE II.**

### **Officers.**

Section 1. Positions. Officers of the Commission shall include but not be limited to the Chairperson, the Vice-Chairperson, the Secretary, and/or whatever the Commission determines best carries out the functioning of the Commission. A liaison from the Community and Family Resources Department to the Commission is not a member of the Commission.

Section 2. Eligibility. All officers shall be members of the Commission; no member shall hold more than one office at a time; and no member shall be eligible to serve more than two consecutive terms in the same office. The Chairperson and Vice-Chairperson shall have been a member for at least six months prior to becoming Chairperson and Vice-Chairperson.

Section 3. Election. All officers shall be elected at the annual meeting by a majority of the current membership of the Commission.

Section 4. Term. Officers shall be elected to serve for one year or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected. Officers shall deliver to their successors all accounts, papers, records, and other commission property within two weeks of their expired term.

Section 5. Removal. An officer may be removed for cause, provided a member or members of the commission submit(s) a signed statement outlining the charges to the Commission and, following the proper procedure, cause is established. Proper procedure includes distribution of the statement to all Commission members; a written response within ten days of receipt of the stated causes from the officer in question; decision as to removal will be made by majority vote at the next scheduled meeting. Removal from office is not a vote for dismissal from the Commission.

Section 6. Vacancies. If an office becomes vacant, the term shall be filled by election at the next regular meeting. If the officer resigns from the office giving advance notice, the election shall take place at the next regular meeting after the resignation is submitted.

Section 7. Chairperson duties. The Chairperson should prepare an agenda for all meetings, preside over all meetings (except when she/he designates the Vice Chair or another person); the Chair shall appoint a nominating committee prior to the annual election of officers; the Chair should prepare and distribute an annual report of the previous year's activities.

Section 8. Vice Chairperson duties. The Vice Chairperson shall serve as the Chairperson in the absence of the Chairperson; shall perform all duties that may be delegated by the Chairperson; shall aid the Chairperson on request; and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Commission.

Section 9. Secretary duties. In addition to the duties stated in BMC Section 2.08.020 (10) or its successors, the elected Secretary shall be responsible for overseeing and maintaining the minutes of all meetings and handling correspondence of the Commission. The Secretary shall ensure that copies of all minutes, committee reports, and other correspondence are recorded within one week of meetings, distributed for review, and recorded so they may be kept on file in the Community and Family Resources Department of the City of Bloomington.

Section 10. Liaison from the Community and Family Resources Department duties. City of Bloomington, Liaison from the Community and Family Resources Department will provide notice of all Commission meetings as required by IND. CODE 5-14-1.5-1 through 7 or its successors; and provide other support for Commission activities as agreed to by the Director of Community and Family Resources.

### **ARTICLE III.**

#### **Meetings.**

Section 1. Regular meetings. Regular meetings of the Commission shall be held monthly.

Section 2. Annual meetings. The regular meeting in January shall be known as the annual meeting and shall be to elect officers and for any other business that may arise. The Chairperson will prepare and distribute an annual report of the previous year's activities during the annual meeting.

Section 3. Special meetings. BMC Section 2.08.020 (11) or its successors specifies requirements for calling special meetings. Notice of special meetings must be given in advance and the purpose of a special meeting shall be set forth in the notice thereof.

Section 4. Notice. Notice of each regular meeting shall be conveyed to Commission members one week before each meeting and shall include the agenda. The news media shall also be notified in accordance with IND. CODE 5-14-1.5-1 through 7 or its successors.

Section 5. Quorum. BMC Section 2.08.020 (7) or its successors specify requirements for a quorum.

Section 6. Votes. Each member shall be entitled to one vote. All business of the Commission shall be conducted by majority vote of those present except where otherwise specified in these bylaws.

### **ARTICLE IV.**

#### **Parliamentary Authority.**

BMC Section 2.08.020 (8) or its successors specifies requirements for Parliamentary Authority. This is consistent with Robert's Rules.

### **ARTICLE V.**

#### **Amendment of Bylaws.**

Changes to bylaws shall be reviewed yearly. They shall be amended and voted on at this time. A quorum is required to approve changes.