

## **BYLAWS**

### **NORTH COUNTY COMMUNITY COUNCIL**

#### **Juvenile Welfare Board of Pinellas County**

#### **ARTICLE I      NAME**

The North County Community Council (NCCC) serves as the advocacy body of the JWB Children's Services Council of Pinellas County (JWB) representing the North Pinellas County geographic region. (See Figure 1, Community Councils ZIP Code Boundaries).

#### **ARTICLE II      PURPOSE**

The Community Councils are established to maximize community participation by identifying community strengths and needs. The Councils also work on developing potential solutions consistent with the JWB Strategic Plan that will improve the quality of life for children and families in their respective geographic region.

#### **ARTICLE III      OBJECTIVES**

##### **Section (1) Objectives of the NCCC shall be to:**

- A. Participate in needs assessments of key social indicators in identified targeted neighborhoods in conjunction with the JWB staff;
- B. Inform the JWB Board and staff of current identified needs and recommend solutions;
- C. Coordinate and facilitate advocacy projects to address community needs and trends impacting children and families; and
- D. Promote public awareness of the mission of JWB and the critical issues impacting children and families

#### **ARTICLE IV      MEETINGS**

##### **Section (1) Regular Meetings**

The NCCC shall schedule at least six monthly meetings within the JWB fiscal year. Meetings will be held on the first Thursday of each month from 5:30 – 7:00 PM at a place in North Pinellas County agreed on by the Council. Alternate dates or times can be approved by a majority vote of the NCCC. Meetings cancelled due to special circumstances may be rescheduled or postponed until the next regular meeting.

##### **Section (2) Quorum**

A quorum is defined as the minimum number of people who must be present to pass a motion or conduct business. The purpose of a quorum is to allow for formal decision making as it relates to a formal course of action. A quorum shall be 50 percent plus one of the membership. For example, if there are fourteen members on the NCCC, a quorum consists of eight or more present members.

### **Section (3) Open Meetings/Public Notice**

Meetings are open and accessible to the general public. Public notice of these meetings is the responsibility of the JWB staff. In the event that the Chairperson is unable to attend, the Vice Chair will act as temporary chair. In the event the Vice Chair is also unavailable, the Secretary will act as temporary chair. If Officers are not present, JWB Staff Liaison/ Senior Planner will assume responsibility of the meeting.

Meetings will be open to the community and to the general public in accordance with applicable *Florida Government in the Sunshine* laws. Meeting agendas and minutes will be posted on the JWB website. Visitors will not vote during meetings but are encouraged to participate in discussion in accordance with the agenda. Any member may submit, in writing, proposed items for inclusion of the agenda at the direction of the Chairperson and/or JWB Staff Liaison.

### **Section (4) Parliamentary (Authority) Procedure**

The rules contained in *Roberts Rules of Order Revised* shall be used as guidelines to conduct business meetings of the Council.

## **ARTICLE V MEMBERSHIP**

### **Section (1) Membership**

The membership of the NCCC shall not exceed 25 members who reside or work in the North Pinellas County region. The NCCC shall endeavor to have at least one member between the ages of 18-21.

The application process consists of individuals completing an application for membership, interviewing with the JWB Staff Liaison and undergoing a background screening as prescribed by JWB. The Applicant must meet the member qualifications (as described in Article V, Sections 3 or 4), be recommended by the JWB Staff, and ultimately be appointed by the Board. The Applicant may apply at anytime during the year and shall serve for two fiscal years upon original appointment.

The membership of the NCCC will consist of diverse persons from the geographic region as defined by the JWB Pinellas County Region map. These groups shall have representation from youth, residents, and the professional community. Categories include Community Representatives, Education, Business, Government, Civic Organizations, and Youth/Young Adults. The Council will work with JWB to achieve equal representation among all categories for the Council. The Council shall not recommend to the JWB Board additional members of the Council representing a specific category if the additional member will cause such category to exceed 50 percent of the total membership of the Council.

Members of each Community Council will make every effort to ensure that a potential conflict of interest, either direct or indirect, will be declared. In addition, the member will refrain from influencing any discussion and abstain from voting on the issue. The declaration of any conflict of interest shall be stated in the minutes of the meeting.

## **Section (2) Term of Service**

Upon appointment by the JWB Board, each member shall serve until his or her resignation or removal pursuant to these bylaws.

## **Section (3) Qualifications of Members & Officers**

- A. Successfully complete the application process, including background screening
- B. Knowledge of and the commitment to the needs of children and families of respective communities
- C. Willingness to actively participate in the execution of the work plan and council initiatives
- D. Support the mission and vision of the NCCC as well as the JWB Strategic Plan
- E. Commit to a two-year fiscal term upon approval of nomination by the JWB Board
- F. May not be a member or officer if an employee of a JWB funded program. This includes staff, lead agencies, sub-contracts, and consultants paid for by JWB funding (effective upon ratification of the bylaws) and
- G. May not serve as an Officer or designee spokesperson if related by blood or marriage to a JWB staff member or member of the JWB Board of Directors.

## **Section (4) Qualifications of Youth Members**

- A. Successfully complete the youth application signed by the parent or legal guardian;
- B. Receive at least two letters of recommendations – one from school and one from an unrelated adult community source and
- C. Willingness to actively participate in the execution of the work plan, council initiatives, and special projects

## **Section (5) Expectations of All Members**

- A. Regularly attend monthly meetings. When unable to attend, it is expected that members notify the JWB Staff Liaison and/or follow-up afterwards.
- B. If members are not able to attend monthly, it is recommended that they send another representative, who may also serve as a liaison.
- C. Participate in at least one (1) NCCC sponsored event annually.

## **Section (6) Responsibilities of JWB Staff Liaison**

- A. Serve as the JWB liaison for the NCCC
- B. Coordinate the monthly NCCC meetings
- C. Provide technical support
- D. Facilitate the timely execution of the Council's work plan
- E. Post meeting agendas and minutes on the JWB website.

## **Section (7) Dismissals**

Any member who is absent for 4 consecutive meetings within the fiscal year without prior notification to a JWB Staff Liaison shall be deemed to have resigned as a member. The number of absences will be noted in the minutes/sign in sheet. The NCCC may, by majority vote, dismiss any member whose attendance is unsatisfactory, behavior disrupts or subverts the work, mission, and activities of the NCCC or its reputation and good standing in the community. However, such

member may be reinstated by a majority vote of the NCCC membership, after presenting a case to the Council regarding his or her behavior.

### **Section (8) Resignation**

A Member and/or Officer may resign at any time by giving written notice to the JWB Staff Liaison. Unless otherwise specified in the notice, the resignation shall take effect upon receipt of the notice.

### **Section (9) Vacancies**

Vacancies occurring in the Council Officers may be filled by a majority vote of each of the NCCC members. An Officer elected to fill a vacancy caused by a resignation shall hold office for the unexpired term of his or her predecessor or until October of that fiscal year; whichever comes first. An Election Process shall occur within sixty (6) days of notice of resignation to fill the vacancy (as referenced in Article VII, Section I).

## **ARTICLE VI EXECUTIVE COMMITTEE AND DUTIES OF OFFICERS**

### **Section (1) Executive Committee**

- A. The NCCC Executive Committee shall consist of a Chairperson, Vice-Chair, Secretary, and Community Recognition Representative (Cooperman-Bogue KidsFirst Awards); and
- B. The three Executive Committees of the Regional Community Councils may meet jointly as needed to enhance communication and develop a stronger collaboration amongst the Councils.

### **Section (2) Term of Service**

Each elected Officer shall serve a two-year fiscal term. No individual shall serve more than two consecutive terms or up to four years in any one office. After one year in an Ex-Officio status, an individual may be eligible for re-election in the same office. Officers shall adhere to the fiscal year established by the Board, which is October 1 – September 30. Officers may continue in office until their successors have been elected, qualified, and sworn in.

### **Section (3) Duties of the Chairperson**

- A. Meet with the JWB Staff Liaison to develop advocacy efforts, work plans, and agendas
- B. Convene the monthly meeting and preside
- C. Serve as liaison between the NCCC and JWB
- D. Serve as spokesperson to the Board or appoint his/her Designee.

### **Section (4) Duties of the Vice-Chairperson**

- A. Assume responsibility of the Chair upon his/her absence
- B. Assist the Secretary with duties, and attendance
- C. Other responsibilities as delegated by the Chair

### **Section (5) Duties of the Secretary**

- A. Record minutes of all meetings
- B. Keep attendance records

- C. Submit minutes and sign in sheet draft to the JWB Staff Liaison at the end of the meeting, or within 7 business days following the meeting via email.
- D. In the absence of Secretary, the Chairperson may appoint an acting secretary to serve during any Council meeting.

### **Section (6) Duties of the Community Recognition Representative**

- A. Represent each Council on the Cooperman-Bogue Awards Committee and Corporate Recognition Awards Committee
- B. Attend the meetings
- C. Provide input into the selection of the award recipient

### **Section (7) Conduct of Meetings**

In the event that the Chairperson is unable to attend the meeting, the Vice Chair will act as temporary Chair. In the event the Vice Chair is also unavailable, the Secretary will assume responsibility of the meeting. If officers are not present, the JWB Staff Liaison will assume responsibility of the meeting. Any member may submit, in writing, proposed items for inclusion in the agenda at the direction of the Chairperson and/or JWB Staff Liaison.

## **ARTICLE VII STANDING COMMITTEE PROCEDURES**

### **Section (1) Nominating Committee**

Shall consist of the full NCCC, with each member working directly with the JWB Staff Liaison (in accordance with Sunshine Law) to refer potential nominees. The JWB Staff Liaison will contact each nominee to confirm acceptance of their nomination and will prepare a slate of officers by September for the ensuing year. The slate of officers will be shared with the current Chair prior to the September meeting, and he/she will carry out the election process.

### **Section (2) Bylaws Committee**

Shall consist of two members of the NCCC. This Committee shall work with the JWB Staff Liaison to review the Bylaws every two years and make recommendations for revisions. The recommendations will be presented in written form at a NCCC meeting, and approved prior to adoption.

### **Section (3) Friends of the NCCC**

Shall consist of those who support the work of the Council, without voting privileges, but open to participate in any meeting, event or project of the NCCC. Shall receive regular updates and information via e-mail and can be called upon for supportive and short-term work.

### **Section (4) Ad Hoc Committees**

Shall be regional and/or joint and will be established as needed. This Committee will abide by Article IV Meeting section of the Bylaws.

## **ARTICLE VIII BYLAWS AMENDMENTS**

These Bylaws may be amended by a majority vote the NCCC by adhering to the process of the Bylaws, Article VII Section 2. Written notice of the Amendment shall be sent to the NCCC members prior to the regular monthly meeting.

**Updates:**

Reviewed/Updated by Staff Liaison upon legal feedback for COA (7-25-17)

Reviewed/Updated by Staff Liaison at request of NCCC Executive (4-12-17)

Reviewed/Updated by Staff Liaison for standard formatting (12-28-17)

Figure 1, Community Councils ZIP Code Boundaries

