

BYLAWS
SOUTH COUNTY COMMUNITY COUNCIL
Juvenile Welfare Board of Pinellas County

ARTICLE I NAME

The name of the three advocacy bodies of the Juvenile Welfare Board of Pinellas County (JWB) shall be the Community Councils (Council). The geographic region of this Council shall be South County, as set forth in the attached Community Councils ZIP Code Boundaries.

ARTICLE II PURPOSE

The Community Council is established to maximize community participation by identifying community strengths and needs. The Council also works on developing potential solutions consistent with the JWB Strategic Plan that will improve the quality of life for children and families in South County.

ARTICLE III OBJECTIVES

The Objectives of the Council 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 Juvenile Welfare Board's Board of Directors 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
- D. Engage and promote public awareness of the mission of JWB, purposes of the South County Council, and the critical issues impacting children and families.

ARTICLE IV MEETINGS

Section (1) Regular Meetings

The Council shall schedule at least nine meetings within the JWB fiscal year. Meetings will be held on the first Thursday of each month at a time and place agreed upon by the Council. Alternate dates or times, as well as the cancellation or rescheduling of meetings, may be approved by a majority vote of the Council during a regularly scheduled meeting. In the case of an emergency, the Chairperson may summarily cancel any meeting upon notice to all members. 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 Council membership. For example, if there are fourteen members on a Council, 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. Meetings will be open to the community and to the general public in accordance with applicable *Florida Government in the Sunshine* laws. Meeting agendas will be posted one week prior at the JWB office building and meeting sites. Visitors will not vote during meetings but are encouraged to participate in discussion in accordance with the agenda.

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

- A. The membership of the Council shall not exceed 25 members who reside or work in South County. At least 3 members should consist of youth and young adults between the ages of 14-24.
- B. The application process consists of individuals completing an application for membership, interviewing with the JWB Staff Liaison (also known as Senior Planner), and undergoing a background screening as prescribed by JWB. The Applicant must meet the member qualifications (as described in Article V, Sections 4 and 5) and be recommended by the Council, with input of the JWB staff. Once the Council has recommended a candidate, the JWB staff will present the candidate to the JWB Board for approval. The applicant may apply and be appointed at any time during the year.
- C. The membership of the SCCC 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.
- D. Members of the 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) Conflict of Interest

- A. Conflict of Interest is defined as any situation in which an individual or corporation (either private or governmental) is in a position to exploit a professional or official capacity in some way for their personal financial benefit. In accordance with Florida Statute 112.3143, members of the Council shall declare a conflict on any issue that may influence continued or initial funding that involves any entity in which they participate as an employee or member of the governing authority. In such cases, a conflict of interest statement will be filed with the Council Secretary.
- B. Members of the 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.

- C. The foregoing requirements will not be construed as preventing the member from briefly stating his/her knowledge of the issue under consideration. All members at the inception of their term will complete and sign a Volunteer Application, which includes an acknowledgement of the South County Community Council conflict of interest disclosure: as a member, he/she will never use his/her authority to benefit him/herself.

Section (3) Term of Service

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

Section (4) 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 their 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 Council as well as the JWB Strategic Plan
- E. Commit to a two-year fiscal term upon approval of nomination by the JWB Board

Section (5) 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 (6) Responsibilities of JWB Staff Liaison

- A. Serve as the JWB liaison of their respective geographic region
- B. Coordinate the monthly Council 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 four regular meetings within the fiscal year shall be deemed to have resigned as a member. Because of the great importance of Joint Council meetings, a member may satisfy his or her attendance requirements in part by attending Joint Council meetings. The Executive Committee may dismiss, by majority vote, any member whose behavior disrupts or subverts the work, mission, and activities of the Council or its reputation and good standing in the community (as referenced in the Policies and Procedures for JWB Committees). However, any dismissed member may be reinstated by a majority vote of the Council membership after being given an opportunity to present their position to the Council.

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

Officer vacancies occurring in the Council may be filled by a majority vote of the Council 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 60 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 Council Executive Committee shall consist of a Chairperson, Vice Chair, Secretary, the Immediate Past Chairperson, and a Community Recognition Representative (Cooperman-Bogue KidsFirst Awards Committee and Corporate Recognition Awards Committee).
- B. The Executive Committees of the three Community Councils may meet jointly as needed to enhance communication and develop a stronger collaboration among the Councils.

Section (2) Term of Service

Each elected Officer shall serve a two-year fiscal term. No individual shall serve more than two (2) consecutive terms or up to four (4) years in the same office. Elected Officers shall serve until their successor has been installed. Officers shall adhere to the fiscal year established by the Board, which is October 1 – September 30.

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 Council 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. Provide a copy of the draft meeting minutes to the Chairperson, Vice-Chair and JWB Staff Liaison within two weeks following the meeting

Section (6) Duties of the Community Recognition Representative

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

Section (7) Conduct of Meetings

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. 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

The Nominating Committee shall consist of three or five members of the Council who are not seeking an office of the Council. This Committee shall also carry out the election process. The members of this Committee shall prepare a slate of officers by August for the ensuing election. The Committee shall meet at the call of its Chair to nominate a candidate for each office. The members of the Council may also make suggestions for nominations. Officer nominees shall adhere to the duties of that position as set forth in Article VI of the Bylaws and shall be presented to the Council meeting in the election month by a majority vote of the members.

Section (2) Bylaws Committee

The Bylaws Committee shall consist of at least three members of the Council and the JWB Staff Liaison, who shall not have a vote. This Committee shall review the bylaws from time to time as determined by the Council but no less than every five years and make recommendations to revise the bylaws. The recommendations will be presented in writing to the Council no less than one week prior to adoption.

Section (3) Ad Hoc Committees

- A. The Ad Hoc Committees may be established for the Council or for all three Councils jointly, as needed. These Committees will abide by Article IV Meeting section of the Bylaws.
- B. The Support Committee shall be a standing Ad Hoc Committee of the Council, and it shall consist of volunteer members appointed by the Council. There shall be no limit to the number of members of the Support Committee. Support Committee members are not subject to the attendance requirements of these bylaws, and the Support Committee may convene at the request of the Council Chairperson. The purpose of the Support Committee is to provide advice and information to the Council and to aid the Council in the execution of its mission. The Support Committee members shall support the work of the Council, without voting privileges, but are open to participate in any meeting, event or project of the Council. Support Committee members shall receive regular updates and information via email and can be called upon for supportive and short-term work.

ARTICLE VIII BYLAWS AMENDMENTS

These bylaws may be amended by a majority vote of the Council by adhering to the process of the bylaws, Article VII Section 2. Written notice of the Amendment shall be sent to the Council members no less than one week prior to the meeting at which it will be adopted.

Figure 1, Community Councils ZIP Code Boundaries

