



**BYLAWS**  
**SOUTH 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 regions shall be the North County, Mid-County, and South County. (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 regions.

**ARTICLE III                      OBJECTIVES**

**Section (1) 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 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.
- 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 Council shall schedule at least ten monthly meetings within the JWB fiscal year. Joint Council/JWB Board meeting and trainings shall be considered as meetings under this section. Meetings will be held on the third 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**

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 Community Council memberships. For example, if there are 14 members on a Council, a quorum consists of eight or more present members.

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

- A. Meetings are open and accessible to the general public. Public notice of these meetings on the JWB website is the responsibility of the JWB staff.
  
- B. 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 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 on the agenda by submitting them to the Chairperson and/or JWB Staff.

## **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 Community Council.

# **ARTICLE V MEMBERSHIP**

## **Section (1) Membership**

- A. The membership of the Community Council shall not exceed 25 members who reside or work in their regional area.
  
- B. The application process consists of interviewing with a member of the Council Executive Team and JWB Staff, completing an application for membership, 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 Council Members and JWB Staff, and ultimately be appointed by the Board. The applicant may apply at any time during the year and shall serve for two fiscal years upon original appointment.
  
- C. The membership of the Community Council will consist of diverse persons from the geographic regions as defined by the JWB Pinellas County Region. These groups shall represent residents, and the professional community. Categories include Community Members, Education, Business, Government, Civic Organizations, Faith Based, and Youth/Young Adults. The Council will work with JWB Staff 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 (s) will cause such category to exceed 50 percent of the total membership of the Council.

## **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 filled 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. No Member may 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.
- D. 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 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 removal pursuant to these bylaws.

## **Section (4) Qualifications of Members & Officers**

- A. Successfully complete the application process, including background screening and approval of nomination by the JWB Board.
- 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 Council as well as the JWB Strategic Plan.
- E. Commit to an initial two-year fiscal term upon approval of nomination by the JWB Board.

## **Section (5) Responsibilities of JWB Staff Liaison**

- A. Serve as the JWB liaison of their respective geographic region.
- B. Coordinate the monthly Council meetings.
- C. Facilitate the timely execution of the Council's work plan.
- D. Provide technical support to achieve the Council's workplan.
- E. Report and update the JWB Executive Team on all Community Councils matters, initiatives, grievances or concerns.

## **Section (6) Dismissals**

Any member who is absent for four consecutive meetings within the fiscal year without prior notification to a JWB Staff shall be deemed to have resigned as a member. The number of absences will be noted in the minutes, as well as sign up roster. Council members will notify the JWB Staff Liaison and or a member of the executive committee of an absence from a future meeting. The Council may, by majority of the vote,

dismiss any member whose behavior disrupts or subverts the work, mission, and activities of the Council or its reputation and good standing in the community. However, any dismissed member may be reinstated by a majority vote of the Council membership after presenting an argument 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. 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 the Community 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 Community Council Executive Committee shall consist of a Chairperson, Vice-Chair, Secretary, and a Community Recognition Representative (Cooperman-Bogue KidsFirst Award Committee).
- B. The Executive Committees of the three 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-fiscal year term. No individual shall serve more than two consecutive terms or up to four years in any one 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 to develop advocacy efforts, work plans, and agendas.
- B. Convene the monthly meeting and preside.
- C. Serve as liaison between each Council and JWB.
- D. Serve as spokesperson to the Board or appoint his/her Designee.
- E. In the absence of the Secretary, the Chairperson may appoint an acting secretary to serve during any Council Meeting.

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

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

**Section (5) Duties of the Secretary / Co Secretary**

- A. Record minutes of all meetings.

- B. Keep attendance records.
- C. Provide a copy of the draft meeting minutes to the JWB Staff within one week following the meeting.

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

- A. Represent the Council on the Cooperman-Bogue KidsFirst Awards Committee
- B. Attend the meetings.
- C. Provide input into the selection of the award recipient(s) based on feedback from the Council.
- D. Update the Council on award winners.

### **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 will assume responsibility of the meeting.

## **ARTICLE VII STANDING COMMITTEE PROCEDURES**

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

The nominating Committee shall consist of three (3) 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 nominees by August for the ensuing year. 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 each Council meeting in the election month by a majority vote of the members.

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

The Bylaws Committee shall consist of two or more members of the Council. This Committee shall work with the JWB Staff to review the bylaws from time to time or at least every two years and make recommendations to revise the bylaws. The recommendations will be presented in written form for review by the Council prior to adoption.

### **Section (3) Ad Hoc Committees**

Ad Hoc Committees will be established as determined by the Council and rules may be established for each committee. If no rules are established, the committee will default to the rules herein.

## **ARTICLE VIII BYLAWS AMENDMENTS**

These Bylaws may be amended by a majority vote of the Community 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 prior to the regular monthly meeting.

Figure 1. Community Councils ZIP Code Boundaries

