

**BYLAWS
COMMUNITY COUNCILS
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. The geographic regions shall be the North County, Mid-County, and South County. (As shown in the official zip code boundary map maintained by JWB).

ARTICLE II PURPOSE

The Community Councils were 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 regions.

ARTICLE III OBJECTIVES

Section (1) Objectives of the Councils 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 Councils shall schedule at least ten monthly meetings within the JWB fiscal year. Joint Councils and JWB Board meeting and trainings shall be considered as meetings under this section. Meetings will be held at a time and place agreed upon by the respective 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 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 for a later day in that month.

Section (2) Quorum

The purpose of a quorum is to allow formal decision making as it relates to a formal course of action. A quorum shall be 50 percent + 1 of the Community Council membership. 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 discussions 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.
- C. If logistically possible, under extenuating circumstances and only if a quorum is present in person, Council members may participate in a meeting virtually or by conference call as permitted by law and JWB Board Policy. Remote and virtual participation shall constitute the presence of that member at the meeting but shall not count towards quorum.

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 and any committees where specific rules are not established.

ARTICLE V MEMBERSHIP

Section (1) Membership

- A. The membership of each Community Council shall not exceed 25 members who reside or work in their regional area. Each Council shall endeavor to have at least one member between the ages of 18-21.
- B. The application process consists of individuals completing an application for membership, meeting with the JWB Staff, 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 any time during the year and shall serve for at least two fiscal years upon original appointment.
- C. The membership of the Community Council aims to consist of persons from the geographic regions as defined by the JWB Pinellas County Region. These groups shall represent residents, and the professional community. Categories from which members will be drawn include Community Residents, 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 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 body. In such cases, a conflict-of-interest statement will be filed with the JWB Staff liaison.
- 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 an issue that the member has a conflict of interest. The declaration of any conflict of interest shall be stated in the minutes of the meeting. The foregoing requirements will not be construed as preventing the member from briefly stating his/her knowledge of the issue under consideration.
- C. No Member may serve as an officer or designated spokesperson of a Council if related by blood or in relationship with or married to a JWB staff member or member of the JWB Board of Directors.
- D. All members at the inception of their term and at other times as determined by JWB will complete and sign a Volunteer Application, which includes an acknowledgement of the Community Council conflict of interest disclosure including that as a member of the Community Council, he/she will never use his/her membership on the Community Council 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 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. Provide technical support including facilitating the posting of required information on website.
- D. Facilitate the timely execution of the Council's work plan.
- 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 from three consecutive meetings within the fiscal year without prior notification to the JWB Staff Liaison 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. 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 member may be reinstated by a majority vote of the Council membership after presenting an appeal to the Council regarding his or her behavior.

Section (7) Code of Conduct

All Community Council Members shall uphold to the highest standards of ethical and professional behavior. To that end, members shall:

- A. Hold paramount the safety, health, and welfare of the public when carrying out their duties.
- B. Report to the JWB Staff Liaison any violation or suspected violation of a law, policy, rule, or regulation committed by the Community Council Member, or any other individual who is engaging in relations with the Community Council. Report no later than 5 days any arrest of the Community Council Member or the conviction or guilty plea or plea of no contest by the Community Council Member to any crime.
- C. Any Council member breaking the Code of Conduct may be dismissed from 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

Vacancies occurring in a Council's Officers may be filled by a majority vote of that Community Council's 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 the 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.
- 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. After one year of not serving as an Officer, 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 the 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 at a meeting, the Chairperson may appoint an acting secretary to act as the Secretary 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

- A. Record minutes of all meetings.
- B. Keep attendance records.
- C. Provide a copy of the draft meeting minutes to the JWB Liaison within two weeks following the meeting.

Section (6) Duties of the Community Recognition Representative

- A. Represent the Council on any Community Recognition Committee.
- B. Attend the Community Recognition Committee meetings.
- C. Provide input into the selection of any Community Recognition Committee award recipient(s).

Section (7) Conduct of Meetings

In the event that the Chairperson is unable to attend the meeting, the Vice Chair will act as the Chair. In the event the Vice Chair is also unavailable, the Secretary will act as the Chair. In the absence of the Chair, Vice Chair and Secretary, the Community Recognition Representative will act as the Chair. If officers are not present, the JWB Staff Liaison will assume responsibility for the meeting or appoint an acting member to facilitate the meeting.

ARTICLE VII STANDING COMMITTEE PROCEDURES

Section (1) Nominating Committee

The Nominating Committee shall consist of at least two members of the Council who are not seeking an office of the Council. The Council approves the nominating committee. 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 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, and officer nominees are elected by a majority vote of the members.

Section (2) Ad Hoc Committees

Ad Hoc Committees will be established as determined by each Council and rules may be established for each committee.

ARTICLE VIII BYLAWS AMENDMENTS

Section (1)

The Bylaws may be amended by a majority vote each Community Council by adhering to the process of the Bylaws, Article VIII Section 2. Written notice of the Amendment shall be sent to each Council member prior to the regular monthly meeting.

Section (2) Bylaws Committee

The Bylaws Committee shall consist of one representative of each Council. This Committee shall work with the JWB Liaison 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 each Council prior to adoption.

