

Sangamon County Regional Leadership Council

Bylaws (approved October 23, 2013)

ARTICLE I. NAME AND PURPOSE

Section 1. Name. The name of this organization is the Sangamon County Regional Leadership Council (hereinafter "Council").

Section 2. Purpose. The Council is a voluntary collaboration of the leaders of local governments in Sangamon County region established to provide a forum through which chief elected local officials or their representatives may cooperatively plan, act jointly and develop consensus on public policy issues affecting the region.

Its goals include, but are not limited to: expanding cooperation among and between the local units of government in the county; reducing the unnecessary duplication of services; improving communication among municipalities and other units of government; sharing information and increasing administrative capacity; and through interaction, increasing the capacity of municipal leaders in Sangamon County to solve local and regional problems and make effective use of new opportunities.

ARTICLE II. MEMBERSHIP

Section 1. Constituent Members. Membership in the Council shall be available to all mayors and presidents of cities and villages in Sangamon County and the Chairperson of the Sangamon County Board. Membership shall be established upon request by an eligible party.

Section 2. Additional Members. The membership may be expanded, upon approval of Council members at one of its regular meetings, to include mayors of other communities that express an interest in participating. The membership may also be expanded to include as Associate members representatives from other units of local government, including the executive officers of special districts.

Section 3. Voting. Each constituent member shall have one (1) vote. Constituent members may also designate an alternate representative who shall have full rights and privileges in the absence of said member. Associate members shall not have voting rights. A quorum shall be designated as a majority of the Constituent Members. The majority of a quorum shall rule.

ARTICLE III. OFFICERS AND EXECUTIVE BOARD

Section 1. Officers. The officers of the Council shall include a Chairman and Vice Chairman, a Secretary, and a Treasurer. These officers shall constitute the Executive Committee of the Council.

A. Nomination. Officers will be nominated by the membership at large from among its members and approved by the Constituent membership.

B. Term. Officers shall be elected for two-year terms. Each may serve up to a maximum of two consecutive terms. Their terms of office shall begin with the first meeting of the Council after May 1.

C. Vacancies. Should a vacancy occur in any office of the Council, the remaining members of the Executive Committee shall appoint a replacement from *among the membership*, subject to approval of the Constituent membership. Partial terms shall not count against the maximum for the office.

Vacancies shall be deemed to exist if the incumbent no longer holds an official position with his or her municipality, formally resigns his or her position with the Council, or is deemed unable to serve by the Constituent membership due to deteriorating health or similar reasons.

Section 4. Powers and Duties of the Chairman. The Chairman shall preside over all meetings of the Council. The Chairman may designate the Vice Chairman to act on his or her behalf.

Section 5. Powers and Duties of the Executive Committee. The Executive Committee shall have general oversight of the Council's operations.

Section 6. Powers and Duties of the Secretary and Treasurer. The Secretary shall: (a) be custodian of the corporate records of the Council; (b) record the minutes of the Executive Board and Council meetings; (c) see that all notices are duly given in accordance with these bylaws; and (d) perform all duties incident to the office of Secretary as from time to time may be assigned by the Executive Committee. The Constituent members may provide for a recording secretary to assist the Secretary.

The Treasurer shall, as deemed necessary and appropriate by the Council: (a) sign with the Chairman any contracts or other instruments which the Executive Committee has authorized to be executed, according to the requirements of the form of the instrument, except when a different mode of execution is prescribed by the Executive Committee or these bylaws; (b) be responsible for the maintenance of any adequate books of accounts for the Council; (c) oversee the receipt and disbursement of any funds of the Council; and (d) perform all duties incident to the office of Treasurer as from time to time may be assigned by the Executive Committee.

Section 7. Staff Support. The Executive Committee, upon approval of the Council at large, may retain staff to support the goals and objectives of the Council.

ARTICLE IV. FUNDING

The Council may seek, allocate and administer appropriate funding from local, state, federal and private sources to support the accomplishment of its goals. These funding sources may include, but are not limited to: grants, direct allocations, appropriations, donations, or other sources as approved by the Council.

ARTICLE IV. COMMITTEES

By majority vote of members, the Council may from time-to-time create standing or ad hoc committees or task forces, the duties, responsibilities, size and leadership of which shall be determined by the Executive Committee.

ARTICLE V. MEETINGS AND DECISION MAKING

Section 1. Council Meetings. The Council shall meet at least quarterly, one meeting to be designated the Annual Meeting. The Annual Meeting shall be held no later than June 1 of each year. The time, place and program shall be recommended by the Executive Committee. Special meetings of the Council may be called by the Executive Committee after reasonable notice. Any three members of the Council may request to call a meeting with the approval of the Chair, a majority of a quorum may request to call a meeting with or without chair approval. Proper notice of Council meetings may be considered 14 calendar days.

Section 2. Executive Committee Meetings. The Executive Committee will meet at least three times a year. The date, time, place and location shall be determined by the Chairman.

Section 3. Decision Making. As a collaborative body that brings together local leaders from throughout the Sangamon County area to address issues of mutual concern, the Council's decision making process shall be two-thirds of a quorum for any policy positions which are taken by the Council as a whole. As such the decisions of and positions taken by the Council shall be advisory to its members, with its recommendations to be acted on by individual leaders and the participating local governments as they see fit.

Section 4. Open Meetings. The Council shall function in accordance with the Illinois Open Meetings Act.

ARTICLE VI. FINANCIAL MATTERS

Section 1. Fiscal Year. The fiscal year of the Council shall be from TBD 1 to TBD 31, inclusive.

Section 2. Annual Budget. [Reserved.]

Section 3. Fees. [Reserved.]

Section 4. Annual Audit. [Reserved.]

ARTICLE VII. AMENDMENTS

Section 1. These bylaws may be amended at any Council meeting. Proposed amendments to these bylaws shall be provided to Council members at least twenty-one calendar days in advance of the meeting at which they will be addressed. To be approved, a proposed amendment must receive a two-thirds majority vote of the participating constituent members.

ARTICLE VIII. PARLIAMENTARY PROCEDURE

Section 1. Except as provided in these bylaws, and such official rules and procedures for the conduct of meetings as may be adopted by the Council, the most current edition of *Robert's Rules of Order* shall prevail on parliamentary procedure.

ARTICLE IX. MISCELLANEOUS PROVISIONS

Section 1. [Reserved.]