

## **ARTICLE 1 – NAME**

This document shall constitute the By-Laws of the Hillsborough County Citizen Corps Council.

## **ARTICLE 2 – PURPOSE AND GOALS**

The purpose of the Hillsborough County Citizen Corps Council is to enhance public safety by the integration of public safety, government, community, business and industrial groups in support of emergency and public health operations.

## **ARTICLE 3 – MEMBERSHIP**

The council acknowledges participants as members.

- I. Qualifications to be a member.
  - A. Individual representatives of first responder organizations, disaster relief groups, and community safety and health organizations. Representatives may include but are not limited to members of local law enforcement, fire, emergency medical services, community public health organizations, representatives from neighborhood watch and Home Owners Associations, and the four stages of emergency management: prevention, mitigation, response and recovery efforts.
  - B. In the event a member shall cease to meet the qualifications defined in these by-laws due to relocation or employment changes, he or she may continue to participate with council, subject to a majority vote of the council.
  - C. No council member shall be removed without cause until a motion for removal has been placed on the floor and seconded. It will take a majority vote of the council members present at the meeting for such removal. The entire presentation must be recorded in the minutes for that meeting.
  - D. Council membership shall require participation in one or more committees.

## **ARTICLE 4 – MEETINGS**

- I. Hillsborough County Citizen Corps Meetings
  - A. The Hillsborough County Citizen Corps Meeting will be held once each quarter of the year or as directed by the Chairperson at a place decided

upon by the council members.

- B. The agenda for the meeting will be published to the membership at least five days in advance of the meeting date.
- C. The election of Council Officers will be held at the first council meeting of the calendar year.

II. Election Procedure

- A. The election of officers will be conducted at the first council meeting of the calendar year.
- B. The slate of officers shall be presented to the membership, no less than 15 days prior to the first council meeting of the calendar year. A member may apply for only one available position.

**ARTICLE 5 - VOTING**

Each council member will be allowed one (1) vote per each agency council representative present at the meetings. There will be no proxies.

**ARTICLE 6 – QUORUM**

The Hillsborough County Citizens Corps Council will acknowledge the majority of authorized voting member program representatives present as a majority. The vote of the majority of authorized voting members present at a meeting is necessary for the adoption of all matters voted on.

- I. The Council Chairperson shall be permitted to cast a vote only in the event of a tie.

**ARTICLE 7 – OFFICERS**

I. Officers

- A. The officers of the council shall be known as the Executive Committee.
- B. The officers shall be vested with the powers to manage the business and affairs of the Hillsborough County Citizen Corps Council subject to the Laws of the State of Florida, and the By-Laws of this organization.

- II. The Executive Committee shall consist of:
  - A. Chairperson
  - B. Vice Chairperson
  - C. Secretary
  - D. Treasurer
  - E. Sergeant at Arms
  
- III. Terms of Office
  - A. All officers will serve a two (2) year term, with elections for Chairperson, Secretary and Sergeant at Arms held during odd years; Vice Chairperson and Treasurer held during even years.
  - B. Should an officer find it necessary to resign, he/she will do so in writing.
  - C. The vacancy will be filled according to the By-Laws of this council.
  
- IV. Vacancy of Office
  - A. Should an officer of this council resign prior to the expiration of his/her term of office, the Chairperson may appoint a member to complete the unexpired term.
  - B. The person appointed must meet all requirements to be appointed to the position as stated in the council By-Laws.

#### **ARTICLE 8 – DUTIES OF THE OFFICERS**

- I. A. The Chairperson shall be the Chief Executive Officer of the council.
- B. The Chairperson will preside at all meetings.
- C. The Chairperson shall be the official spokesperson of this council. The Chairperson may also appoint a person to serve as spokesperson.
- D. The Chairperson may select Committee Chairs if necessary.

II. Vice Chairperson

- A. The Vice Chairperson shall serve at the direction of the Chairperson.
- B. The Vice Chairperson shall act as the Chairperson in his or her absence.
- C. The Vice Chairperson shall oversee all appointed Committee Chairs.
- D. The Vice Chairperson shall serve as the official spokesperson of the organization whenever the Chairperson or his/her designee is not available.

III. Secretary

- A. The Secretary shall take and transcribe minutes of all meetings, conferences, and council meetings. The minutes shall be distributed within twenty-five days of the last day of the council meeting.
- B. The Secretary shall maintain the By-Laws of this council including copies of all correspondence.
- C. The Secretary shall make available any and all reports of the organization, membership, or committees upon request. The only documents that will not be given out are those deemed confidential by Florida Law.

IV. Treasurer

- A. The Treasurer must possess a strong background in financial affairs, accounting, and organizational skills.
- B. The Treasurer will handle all banking, accounting, disbursements of funds, and all fiscal requirements of the Hillsborough County Citizen Corps Council.
- C. The Treasurer will complete reports to provide to Tallahassee as required regarding financial expenditures, activities and training.

V. Sergeant at Arms

- A. The Sergeant at Arms, under the direction of the presiding officer, will help to maintain order and decorum at the meetings.
- B. He/she shall attend all meetings and carry out the orders of the presiding officer in keeping order, presenting guests, preparing the ballots.

- C. The Sergeant at Arms also serves as the Parliamentarian for the organization.

## **ARTICLE 9 – COMMITTEES**

### I. Standing Committees

- A. There shall be standing committees to manage the following areas:

- 1. Public Awareness
- 2. Training and Education
- 3. Volunteer Services

### II. Committee Structure

The Chairperson may appoint Committee Chairs if necessary. The members of the committee will come from the general membership of the council.

### III. Nominations/Screening Committee

- A. The Chairperson shall appoint a Nominations/Screening Committee of three members.
- B. This committee shall be responsible for presenting a slate of officers to be voted on by the council meeting during the first council meeting of the calendar year.

### IV. AD-HOC Committees

The Chairperson may create ad-hoc committees as needed. The committee will be appointed at the sole discretion of the Chairperson for a specific purpose and time.

## **ARTICLE 10 – AMENDMENTS**

The power to alter, amend, or repeal the By Laws of the council is vested in the council. Amendments or changes may occur by a majority vote of the council present at any regular meeting.

## **ARTICLE 11 – PARLIAMENTARY PROCEDURES**

**Robert's Rules of Order** shall govern all matters not specifically covered by these By-Laws or Florida Law.

## **ARTICLE 12 – POLITICAL POSITION**

The Hillsborough County Citizen Corps Council will not become involved in any political endorsements of any candidates. This council may become involved in legislative issues that will improve the mission and goals of the council.