

**BYLAWS OF THE
FLORIDA COMMISSION ON COMMUNITY SERVICE**

ARTICLE I.

NAME

SECTION 1. Name

- 1.1 The name of this organization shall be: The Florida Commission on Community Service, hereinafter referred to in this document as the "Commission."

ARTICLE II.

MISSION AND PURPOSE

SECTION 1. Mission

- 1.1 The mission of the Commission is to strengthen communities in Florida through volunteer service. The Commission's mission statement shall further articulate the ways the Commission shall achieve its mission. The Commission's mission statement shall be reviewed from time to time by the Commission and amended if necessary.
- 1.2 To achieve its mission, the Commission will promote coalitions and collaborative efforts among the general public, private organizations, nonprofit organizations, state agencies, and local agencies, in order to advance community service programs and activities, as well as to promote volunteerism in communities throughout the state.

SECTION 2. Purpose

- 2.1 The purpose of the Commission is to carry out the provisions of section 14.29, Florida Statutes, provide a means by which the State may develop a coordinated, unified response to the National and Community Service Trust Act of 1993, as well as to advance and support community service, service learning, and volunteerism among Floridians of all ages, incomes, abilities and ethnic origins by providing knowledge, resources, encouragement and coordination.
- 2.2 The Commission shall establish and develop policy communicated through a unified State plan and deliver an annual report to the Governor, with copies to the President of the Senate and the Speaker of the House of Representatives.
- 2.3 The Commission shall serve as an advisory board to the Governor and Cabinet, the Legislature, and appropriate state agencies and entities on matters relating to volunteerism and community service.
- 2.4 The Commission may establish a direct-support organization (The

Foundation) to operate under written contract with the Commission. The Commission shall approve the bylaws, annual budget, and members of the direct-support organization and after review, shall annually certify that the direct-support organization is operating in a manner consistent with the goals and purposes of the Commission and in the best interests of the state.

ARTICLE III.

MEMBERSHIP

SECTION 1. Appointed Members

- 1.1 The Commission shall consist of no less than 15 and no more than 25 voting members to be appointed by the Governor and confirmed by the Senate. Any number of non- voting members may be appointed by the Chair of the Commission.
- 1.2 Commission members have a fiduciary responsibility to the organization and members' actions should be limited to that which falls within that role. Actions by a member outside of the fiduciary responsibility to the organization may result in the members' removal from the Commission.
- 1.3 Appointed members shall have voting privileges and shall have the right to hold an office on the Commission.
- 1.4 Members shall include but not be limited to representatives of the following categories:
 - 1) A representative of a community-based agency or organization.
 - 2) The Commissioner of Education or designee thereof.
 - 3) A representative of local labor organizations.
 - 4) A representative of local government.
 - 5) A representative of business.
 - 6) An individual between the ages of 16 and 25, inclusive, who is a participant in or a supervisor of a service program for school- age youth, or of a campus-based or national service program.
 - 7) A representative of a national service program.
 - 8) An individual with expertise in the educational, training, and development needs of youth, particularly disadvantaged youth.
 - 9) An individual with experience in promoting service and volunteerism among older adults.

Many other "categories" of people are included on the list of people that Commissioners may include as voting members. The number of

state employees or officers who are allowed to be voting members of the Commission is limited to 25%. The membership of the Commission must be diverse as to gender, age, race, ethnic origin and political affiliation and reflect the demographic diversity of the State. No potential member shall be disqualified based upon religion, disability or sexual orientation. Not more than 50% plus one of the Commission members may be from the same political party.

SECTION 2. Ex-Officio Members

2.1 The Commission Chair may appoint non-voting Ex-Officio members who may not hold office on the Commission.

SECTION 3. Term

3.1 A term for a Commission member shall be three (3) years.

3.2 Members of the Commission shall serve without compensation, but members shall be reimbursed for per diem and travel expenses in accordance with Section 112.061, Florida Statutes.

3.3 A Commission member is expected to attend a minimum of 75 percent of the regularly scheduled meetings annually. Failure to comply will be reviewed by the Executive Committee and may result in the member being asked to resign from the Commission.

3.4 A Commission member may send a representative in his/her place if unable to attend a meeting; however, the representative may not vote. The participation of the representative in the meeting shall be at the discretion of the Chair.

SECTION 4. Resignation

4.1 A Commission member may resign at any time by giving written notice to the Office of the Governor and the Chief Executive Officer of the Commission. A vacancy shall be filled for the remainder of the unexpired term in the same manner as the original appointment.

SECTION 5. Vacancy

5.1 A vacancy on the Commission may be filled, for the remainder of the unexpired term, by the Governor, upon recommendation of the Commission.

ARTICLE IV.

OFFICERS

SECTION 1. Composition

1.1 The officers of the Commission shall consist of the Chair, one Vice-Chair, and a Treasurer. The Chair, one Vice-Chair, Treasurer, the past Commission Chair, and no less than one (1) other Commissioner, who shall be selected by the Chair and confirmed by a majority vote of the

full Commission, shall serve as the Executive Committee. If the Past Chair is serving as the Vice Chair or Treasurer, no less than two (2) other Commissioners shall serve on the Executive Committee. There shall be no more than five (5) members of the Executive Committee.

SECTION 2. Selection

- 2.1 Officers shall be elected annually by members of the Commission for a term of one (1) year commencing July 1. Commission Chair, Vice Chair, and Treasurer may hold an office for no more than two (2) consecutive years. Following at least one year out of office, persons who have served as officers are eligible for re-election to an office formerly held on the Commission.
- 2.2 Nominations for the Commission Chair, Vice Chair, and Treasurer shall be taken from the floor during the annual meeting. Candidates for the Commission Chair, Vice-Chair, and Treasurer who garner a majority of votes cast shall be declared the duly elected officers of the Commission. In the event that no clear majority of votes are cast in favor of a single candidate, the two candidates who have received the most votes shall run against each other. Balloting shall continue until one of the finalists receives a majority of votes cast.
- 2.3 In order to be considered for appointment to the Executive Committee, a Commissioner must be a member of the Commission for a minimum of two (2) years and in good standing (including strong attendance history).
- 2.4 Commission staff members shall serve as Chief Executive Officer and Secretary and shall attend all full Commission meetings. Other Commission staff may attend at the discretion of the Chief Executive Officer.

SECTION 3. Resignation

- 3.1 Any officer may resign his/her office at any time by giving written notice to the Chief Executive Officer of the Commission.

SECTION 4. Vacancy

- 4.1 A vacancy of any office may be filled, for the remainder of the unexpired term, by majority vote of the Commission. Nominations shall be taken from the floor during the next meeting after a vacancy has been created. The officer so selected shall serve until the next regular annual meeting, at which time a successor shall be elected. In the event the vacancy is the Chair, the Vice-Chair shall serve as pro tem Chair until the next regular annual meeting of the Commission.

SECTION 5. Duties of the Office

- 5.1 The Chair shall have general charge of the entire business of the Commission. The Chair may delegate any of his/her powers to the Vice-Chair or other members of the Commission. The Chair shall be an Ex Officio member of all committees with the exception of a Nominating Committee should one be established.

- 5.2 In order to assure continuity, the Vice-Chair shall have the same powers and duties as the Chair in the event of the latter's absence.
- 5.3 The Chair shall have the authority to establish ad hoc committees in order to carry out the business of the Commission. The chair and members of established committees shall be appointed by the Chair.

ARTICLE V.

MEETINGS

SECTION 1. Regular Meetings

The word "meeting" as used in these bylaws means "session" and covers all regular meetings, special meetings (including conference calls), annual meetings, and adjourned meetings. "Meeting" does not include a committee meeting.

- 1.1 There shall be at least two regular meetings of the Commission per year. Succeeding meeting times, dates and locations shall be determined prior to the conclusion of each meeting. A quorum is required to conduct business of the Commission.
- 1.2 One regular meeting shall be known as the annual meeting. The annual meeting shall generally be held during June or July. At this meeting, election of officers will take place and annual reports of committees shall be made in addition to regular Commission business.
- 1.3 If a quorum is not present at a regularly scheduled or special meeting and an emergency requires action be taken, the action must be ratified at the next regular business meeting.

SECTION 2. Quorum

- 2.1 A quorum shall be established when a simple majority of the voting members of the Commission are present, and the affirmative vote of a majority of a quorum is necessary to take official action.

SECTION 3. Special Meetings

- 3.1 Special meetings may be called between regularly scheduled meetings by the Chair or at the request of three (3) members. Notice of the meeting must be sent to all members of the Commission at least one (1) week in advance of the meeting.

ARTICLE VI.

THE EXECUTIVE COMMITTEE

SECTION 1. Composition

1.1 The Executive Committee shall be as stated in Article IV, Section 1.

SECTION 2. Powers

2.1 The Executive Committee shall have general supervision of the affairs of the Commission between its business meetings, make recommendations to the Commission and shall perform such other duties as are specified in these bylaws. The Committee shall be subject to the orders of the Commission and none of its acts shall conflict with action taken by the Commission.

ARTICLE VII.

COMMITTEES

SECTION 1. Committees

1.1 The Commission may form committees as necessary to conduct its required business. Membership of committees shall consist of members of the Commission and such other interested persons appointed by the Chair. All committees will be chaired by a member of the Commission. The following committees, among others, may be created either on an ad hoc or standing committee basis: Finance Committee, Program Committee, Human Resources Development Committee.

ARTICLE VIII.

CHIEF EXECUTIVE OFFICER

SECTION 1. Appointments

1.1 The Chief Executive Officer shall be employed by the Commission and report directly to the Commission Chair. The position shall be full-time.

SECTION 2. Duties

2.1 The Chief Executive Officer shall be the chief administrative officer of the Commission and shall be responsible for appointing all employees and staff members of the Commission, who shall serve under his/her direction and control.

ARTICLE IX.

PARLIAMENTARY AUTHORITY

SECTION 1. Authority

1.1 The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the Commission in all cases to which they

are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Commission may adopt.

ARTICLE X.

FISCAL YEAR

SECTION 1. Authority

1.1 The Fiscal Year of the Commission shall be from July 1 to June 30.

ARTICLE XI.

AMENDMENT OF BYLAWS

SECTION 1. Review

1.1 The Executive Committee will review the Bylaws at least annually and make recommendations for appropriate changes to the Commission.

SECTION 2. Amendments

2.1 These bylaws may be amended by a vote of a majority of the members of the Commission. A quorum is required at a regular Commission meeting in order to consider amendments to the bylaws. A minimum notice of fourteen (14) days is required to be sent to all Commissioners prior to the vote.

2.2 Proposed amendments to the bylaws must receive a two-thirds majority vote of those Commission members in attendance in order to be adopted.

ARTICLE X.

DISSOLUTION

SECTION 1. Dissolution

1.1 Upon dissolution any assets of the Commission will be transferred to any organization chosen by majority vote of members of the Commission which shall have exemption from taxation under section 501(c)(3) of the Internal Revenue Code.

Adopted: _____

Date

Chair