

## **ADVISORY COUNCIL BYLAWS**

### **ALACHUA COUNTY VICTIM SERVICES & RAPE CRISIS CENTER**

#### **ADVISORY COUNCIL**

##### **ARTICLE I. NAME**

The name of this organization shall be the Alachua County Victim Services & Rape Crisis Center Advisory Council.

##### **ARTICLE II. PURPOSES**

The purpose of this Council shall be: To assist and advise the County on future policies and direction concerning the Alachua County Victim Services & Rape Crisis Center

To assist and advise the County and the Alachua County Victim Services & Rape Crisis Center about policy issues related to sexual assault and violent crime.

To track the progress of the County and Alachua County Victim Services & Rape Crisis Center in the implementation of state legislature and policy related to crime victims.

To provide information to the County and the Alachua County Victim Services & Rape Crisis Center about the needs of the community especially those of the under-served and under-represented population(s).

To advise and assist the county and the Alachua County Victim Services & Rape Crisis Center in the development of outreach activities for the identified under-served and/or under-represented populations.

##### **ARTICLE III. MEMBERSHIP**

Section 1. All members will be appointed by the Alachua County Board of Commissioners and will include nine (9) voting citizen members and one (1) county commissioner and one alternate member.

Section 2. All members shall be citizens of Alachua County and have an interest in the program. Applicants who live in Bradford and Union Counties will be considered for membership as deemed allowable by the Board of County Commissioners. This is to allow input from citizens living in all of the counties the Center serves.

Section 3. The alternate member shall serve in the place of any absent members, and has all the rights and responsibilities of the absent member, including the right to vote. Attendance requirements apply to the alternate members.

Section 4. All appointments shall be for a term of two (2) years. In the event that a

member's term expires and no new appointment has been made, the outgoing member may continue serving until an appointment has been made. There is no limit on the number of terms a member may serve.

#### **ARTICLE IV: RESPONSIBILITIES AND DUTIES**

The responsibilities of the Advisory Council shall be:

- A. To assist the County in promoting community awareness of the purposes and responsibilities of the Alachua County Victim Services and Rape Crisis Center Program.
- B. To engage in an annual review of the Victim Services and Rape Crisis Center Program.
- C. To adhere to the by-laws approved by the Advisory Council.
- D. To elect officers pursuant to the by-laws.
- E. To establish an annual work program for the Advisory Council and present it to the Board of County Commissioners. In addition to this presentation, the Council will make a minimum of one other progress report to the Board of County Commissioners annually.
- F. To conduct a quarterly review of the Victim Services & Rape Crisis Center Program budget.
- G. To conform with Alachua County's policy to prohibit discrimination based on race, color, age, sex, religion, national origin, marital status, disability, sexual orientation, gender identity or expression, the Council shall actively recruit members that will reflect the community at large and the population served.

#### **ARTICLE V. OPERATIONS**

The Advisory Council shall be guided by the by-laws approved by the Advisory Council and the "Guidelines for Boards and Committees" set forth in the Alachua County Commission's Rules of Procedure. The by-laws shall include the following provisions and such other provisions as the Advisory Council may deem appropriate:

- A. Elections. The Advisory Council shall elect one of its members as Chair, and such other officers as the Advisory Council deems necessary to meet its needs. All officers shall be elected on October 1 of each fiscal year or as soon thereafter as practical. The first elections shall be held at the first regularly scheduled meeting after appointment of the Advisory Council. All Advisory Council officers shall be elected by the membership of the Advisory Council. Vacancies in offices shall be filled by election at the next regular meeting following the date the vacancy occurred.

#### **ARTICLE VI. MEETINGS**

Meetings of the Advisory council or any subcommittee will be open to the public and the media and conducted in compliance with the Sunshine law, Section 286.011, Florida Statutes. The Advisory council will conduct all regular meetings, special meetings, and subcommittee meetings in a publicly owned or controlled building that is open to the public.

Special meetings may be called by the Chair or by any three (3) members of the Advisory Council upon forty-eight (48) hours written or electronic notice to all members; the Director of the Victim Services & Rape Crisis Center and/or Director of Community Support Services and to the County Manager or designee. Such notice shall state the reason the meeting has been called, the business to be transacted at the meeting and by whom it was called.

A. Agenda. The Chair shall be responsible for the meeting agenda. The Victim Services & Rape Crisis Center Director and/or a designee will serve as staff liaison to the Advisory Council and shall aid in distributing the agenda prior to the meeting. The Victim Services and Rape Crisis Center director and/or designee may place an item on the agenda by notifying the Chair.

B. Minutes. Minutes will be kept for all the meetings and will be mailed to the members of the Council at least 48 hours before the meeting for their review. The Chair or designee will produce minutes of the meetings, which will be submitted to the Advisory Council for approval.

C. Attendance. The attendance policy for the Advisory Council shall be in accordance with the "Guidelines for Boards and Committees" set forth in the Alachua County Commission's Rules of Procedure.

D. Quorum. A majority of the Advisory Council membership positions filled shall constitute a quorum. Recommendations and decisions of the Advisory Council must be made by a majority vote of those present.

E. Voting. In an effort to build consensus and a shared understanding, prior to voting the Chair will invite each member to share their viewpoint on the topic being discussed before moving to a vote. Each member will be entitled to one vote on each matter submitted to a vote of the Council. This vote may be through an alternate in attendance when the permanent member is excused.

F. Governance. The rules contained in the current edition of Alice Sturgis's Rules of Parliamentary Procedure shall govern the Council in all cases to which they are applicable and in which they are consistent with these bylaws and any special rules of order that the Council may adopt.

G. Absenteeism. Absenteeism resulting in a member not being in compliance with the Alachua County for Advisory Boards and Committees Guidelines will lead to the automatic removal of the member from the Council.

H. The Chair or designee will prepare an agenda for each scheduled meeting listing the items of new and old business to be considered at the meeting. The agenda will be mailed to the Council members at least 48 hours before the meeting for their review.

#### **ARTICLE VII. COMMITTEES**

Various committees that the Advisory Council shall deem necessary to carry on the work of the Council shall be appointed by the Advisory Council or Chair. Members of the Council, who are members in good standing, may be appointed to serve on subcommittees of the Council.

#### **ARTICLE VIII. BY-LAWS**

A bylaws committee shall be formed annually to review the council bylaws, general policies, and operating procedures. The committee shall be elected from the council membership. Any changes to policy, procedure, or bylaws will be presented to the council for approval. The bylaws may be amended by a two-thirds vote at any regular meeting provided the amendment(s) is posted through usual channels a minimum of fourteen (14) days prior to the meeting. Usual channels are defined as written notification, electronic e-mail, and/or BoCC web page.