

MAPLE LEAF COMMUNITY COUNCIL BYLAWS

ARTICLE I - NAME

The name of this organization shall be the Maple Leaf Community Council or “MLCC.”

ARTICLE II - PURPOSE

Section 1: To unite residents, homeowners, and commercial business within the Maple Leaf community boundaries, to work to improve community welfare, assume the role as the official voice of the MLCC, keep the MLCC informed and aware of community activities, join with other community organizations, pursue activities affect the community, and to promote a good quality of life by making the community’s views and concerns known to city, county, state, and national officials. To provide a meeting place for active community members to participate in a wide variety of issues as a non-political and non-profit organization.

Section 2: The Maple Leaf community is located within geographic boundaries indicated on the “Official Map of the Maple Leaf Community Council” located on the MLCC website at MapleLeafCommunity.org. Map boundary changes constitute a change to these Bylaws and must be approved by the Membership before taking effect.

ARTICLE III - MEMBERSHIP

SECTION 1: Voting Members

- A. Any person making their residence within the geographic boundaries of the Maple Leaf Community is eligible to be a Voting Member.
- B. Eligible persons become Voting Members one of two ways:
 - 1. Paying the annual dues specified from time to time by the Executive Board
 - 2. Declaring in writing he/she wishes to be a Voting Member, but cannot afford the membership fee.
- C. Dues or Declarations must be renewed annually in order to to retain Voting Member status.

SECTION 2: Business Members

- A: Any business with a physical location within the geographic boundaries of the Maple Leaf Community is eligible to be a Business Member.
- B: Eligible businesses become Business Members by paying the annual dues specified from time to time by the Executive Board.
- C: Dues must be renewed annually in order to retain Business Member status.

ARTICLE IV – EXECUTIVE BOARD

Section 1. A MLCC Executive Board, elected by Voting Members of the MLCC, will govern the MLCC. The Executive Board may consist of up to nine (9) members, designated as Positions 1-9. Executive Board members must be Voting Members in good standing at the time of election and throughout their service on the Executive Board.

Section 2. Executive Board members will be elected by simple majority vote of Voting Members to 2-year terms of office at elections held at each April General Meeting

- Section 3. In even numbered years, elections for even-numbered positions will be held. In odd-numbered years, elections for odd-numbered positions will be held..
- Section 4. The Officers of MLCC Executive Board may consist of a President, Vice-President, Secretary, Treasurer, and 5 At-Large Directors. Executive Board Officers are selected by a simple majority of the voting members of the Executive Board at the first Executive Board meeting following the April election.
- Section 5. The Executive Board may appoint any MLCC Voting Member in good standing to serve out the unexpired term of an Executive Board member. The MLCC must confirm anyone appointed by the Executive Board at the next April elections regardless of odd/even position election considerations.
- Section 6. Prospective Executive Board members must attend at least two Executive Board meetings prior to be elected or appointed to the Executive Board.
- Section 7. A quorum of the Executive Board will consist of a simple majority of non-vacant Executive Board positions.
- Section 8: The act of a majority present at a meeting at which a quorum exists is the act of the Executive Board. Each member of the Executive Board shall be entitled to one vote, except for the Business Subcommittee ex-officio member. Meetings of the Executive Board may be called at the discretion of the President on not less than five days notice to Executive Board members. A minimum of 4 Executive Board meetings shall be held each year. The Executive Board shall give a report of MLCC and Executive Board activities to the MLCC general membership at the second quarter general meeting of the MLCC.
- Section 9. All Executive Board meetings are open to the public except when in Executive Session. Taking comments from the public is strongly encouraged.

ARTICLE V – OFFICER DUTIES

- Section 1. President: The President shall serve as presiding officer of the MLCC Executive Board, serve as the MLCC public representative, and serve as ex-officio member of MLCC committees. The President shall also appoint MLCC members to Executive Boardworking committees with approval of the Executive Board. Unless otherwise approved by the Executive Board, the President shall be the sole originator of official correspondence wherein any statement or position of policy or opinion of the MLCC is expressed. The President may serve as a standing committee chair and shall conduct other duties as assigned.
- Section 2. Vice President: The Vice President shall serve in the absence of the President, plan and organize the quarterly general meetings, and chair the Membership Committee. The Vice-President may serve as a standing committee chair and shall conduct other duties as assigned.
- Section 3. Secretary: The Secretary shall keep accurate records of all MLCC and Executive Boardbusiness, maintain a permanent file of MLCC and Executive Boardmeeting minutes, organize clerical services, copy all communications required by the Executive Board, maintain an accurate list of Voting Members and Business Members, and keep a roster of attendance at the General and Executive Boardmeetings to be filed as a part of the minutes

for that meeting. The Secretary may serve as a standing committee chair and shall conduct other duties as assigned.

- Section 5. Treasurer; The Treasurer shall be the custodian for all MLCC moneys, receive moneys due to the MLCC, pay all authorized bills, make the necessary state and federal tax filings, and maintain an accurate accounting of the MLCC finances. The Treasurer shall prepare an annual budget for Executive Board approval. The Treasurer will maintain a list of MLCC members in good standing and coordinate solicitation of advertisers in the MLCC newsletter. The Treasurer will also ensure all financial records are closed and balanced upon termination of office. The Treasurer may serve as a standing committee chair and shall conduct other duties as assigned.
- Section 6. At Large Directors: At Large Directors may serve as standing committee chairs and shall conduct other duties as assigned.
- Section 7. An officer or Executive Boardmember may resign by oral tender of resignation at any meeting of the Executive Board, or by giving written notice thereof to the Executive Board. Such resignation shall take effect at the time specified and acceptance of such resignation shall not be necessary to make it effective.
- Section 8. An officer or Executive Boardmember may be removed, with cause, at a meeting of the Executive Board expressly called for that purpose, by majority vote of the Executive Committee. Any such vote must be announced in writing to Voting Members and Executive Board members at least 30 days in advance of the vote being taken.
- Section 9. An officer or Executive Boardmember may be removed by a majority vote of the Executive Board after three (3) unexcused absences in any given calendar year.

ARTICLE VI. ELECTIONS

- Section 1. Call for nominations to the Executive Board will be placed in the first quarterly newsletter of the MLCC.
- Section 2. The Executive Board will review candidates and determine that they are members of MLCC in good standing prior to the election.
- Section 3. In the event of a tie vote, the tie shall be resolved by vote of the current Executive Board. If, for any reason, the current Executive Board is unable or unwilling to break the tie, a coin flip will be used.
- Section 4. The newly elected Executive Boardmembers shall begin their term of office at the time of election and shall serve until their successors are installed.

ARTICLE VII MEETINGS

- Section 1. MLCC General Meetings shall be held on a quarterly basis. The Executive Board shall approve the time and place of each meeting.
- Section 2. The MLCC Executive Board may meet monthly, but must meet at least quarterly.

- Section 3. Special General Meetings of the MLCC may be called at any time by the President or a simple majority of the Executive Board or by petition to the President signed by 20 percent of the Voting Members of MLCC.
- Section 4. An officer of the MLCC Executive Board shall preside over any meeting of the MLCC.
- Section 5. MLCC Voting Members and Business Members shall be notified of all MLCC General and Executive Board meetings at least fifteen days in advance of the meeting date. The agenda of the meeting will be available prior to the meeting. Communications via membership email lists or the quarterly newsletter are sufficient notification.
- Section 6. Only MLCC Voting Members in good standing may vote at MLCC General Meetings.
- Section 7. There will be no vote by proxy
- Section 8. The MLCC Executive Board shall facilitate the creation and ongoing operation of a MLCC Business Subcommittee. The Business Subcommittee shall provide advice to the Executive Board. The Business Subcommittee may provide one non-voting ex-officio member to the Executive Board. The Business Subcommittee may elect a Business Subcommittee Chairperson by a majority vote of Business Members in good standing.

ARTICLE VIII DUES

- Section 1. Annual dues for MLCC membership become payable on January 1 of each year.
- Section 2. The Executive Board shall set the dues rate.
- Section 3. Dues must be renewed annually for a Voting Member or Business Member to remain in good standing.

ARTICLE IX STANDING OR TEMPORARY COMMITTEES

- Section 1. The Executive Board may establish standing or ad hoc committees as needed. All committees shall report regularly to the Executive Board.
- Section 2. The membership to all committees will be re-appointed annually by the President.
- Section 3. The President is an ex-officio member to all standing or ad hoc committees.
- Section 4. All Standing or Temporary Committee meetings are open to the public except when in Executive Session. Taking comments from the public is strongly encouraged.

ARTICLE X. PARLIAMENTARY PROCEDURES

- Section 1. Robert's Rules of Order revised will be used for all meetings unless waived by a simple majority of members present at any meeting.

Section 2. Executive Board business, including motions, discussions, and votes, may be conducted by email. The Secretary is responsible for recording motions and votes conducted via email in the immediately subsequent Executive Board meeting minutes.

ARTICLE IX. EXECUTIVE SESSION

- Section 1. The Executive Board may decide to enter into Executive Session under the following conditions:
- A. The matter to be discussed is related to pending legal or other highly sensitive matters, in which case a majority of the quorum present must vote to enter Executive Session, or
 - B. The Executive Board has previously voted to enter into negotiations or other agreements subject to binding confidentiality agreements.
- Section 2: Executive Sessions shall be clearly indicated on Executive Board meeting agendas.
- Section 3. The Secretary shall take separate minutes of any Executive Session. These minutes shall be published at the first available opportunity after the matter discussed in the Executive Sessions is no longer deemed highly sensitive by the Executive Board or the binding confidentiality agreement expires.
- Section 4. Prior to entering Executive Session, the President, Chair, or other person running the meeting may instruct non-members of the Executive Board or Subcommittee to leave the room. Exceptions would be invited guests such as experts and legal counsel.
- Section 5. The MLCC wishes to conduct as much of its business in public meetings as possible. Executive Sessions must be used sparingly.

ARTICLE X. AMENDMENTS

- Section 1. These bylaws may be amended or new bylaws adopted by a two-thirds vote of the Voting Members who respond to a ballot.
- Section 2. The MLCC General Membership shall be notified, in writing, of a proposed bylaws change at least 3 months prior to the vote.
- Section 3. The President of the Executive Board shall certify the election results.

Approved by a two-thirds vote of the MLCC on April 24, 2013

I, _____, President of the MLCC Executive Board do certify these Bylaws were approved by a two-thirds majority of MLCC members who responded to a ballot.