

**SAMPLE BY-LAWS FOR COMMUNITY PARTNERSHIP BOARDS  
FOR SERVICES TO CHILDREN AND YOUTH**

**Article I - Name**

The name of the organization shall be the Community Partnership Board for Services to Children and Youth of \_\_\_\_\_ Counties, hereinafter called the Board.

**Article II - Object**

The object of the Board shall be to carry out the duties and functions pursuant to 10 O.S. OSCN 2000 §601.11 and 601.12.

**Article III - Members**

Section 1. Membership shall be as prescribed by law 10 O.S. §601.11 (OSN 2000)

Section 2. Members of the Board shall serve for a term of two (2) years, and may be reappointed.

Section 3. Retention of membership requires attendance at regularly scheduled Board meetings. Failure to attend three (3) consecutive scheduled meetings or a total of four (4) meetings in a fiscal year may result in the Board recommending to the Commission that a revocation of appointment, assignment of a designee, or change, or change of designee be made.

**Article IV - Officers**

Section 1. The officers of the Board shall be the Coordinator, Assistant/Vice Coordinator, and Secretary/Treasurer:

— The Coordinator shall preside at all meetings of the Board, delegate responsibilities, and coordinate the work of the Board.

— The Assistant/Vice Coordinator shall preside in the Coordinator's absence and assist with the work of the Board.

— The Secretary/Treasurer shall record and certify the minutes and financial records of the Board.

Section 2. The officers shall serve for two (2) years.

Section 3. The officers shall be elected from members of the Board. Officers are not eligible to serve more than two (2) terms of office in the same position. Any vacant officer position shall be filled by the Executive Committee of the Board to serve the

unexpended term.

## **Article V - Meetings**

- Section 1. There shall be at least four (4) meetings of the Board per year and additional meetings can be called by the Coordinator. All meetings are required to be open to the public.
- Section 2. A quorum shall consist of a simple majority of the current membership. The Board shall act by a majority vote of the members present at any meeting.

## **Article VI - Committees**

- Section 1. Committees shall be established by the Executive Committee. Committee chairpersons shall be appointed by the Coordinator.
- Section 2. Standing committees include (examples):
- A) Executive/Steering Committee to coordinate the work of the Board;
  - B) By-law Committee to review the Board by-laws;
  - C) Member Development Committee to recruit new members and train and retain existing members;
  - D) Public Awareness Committee to promote the mission and work of the Board in the community; and,
  - E) Special Projects Committee to design and implement projects planned by the Board.
- Section 3. A Nominating Committee shall be appointed by the Coordinator. The Nominating Committee shall recommend at least one nominee for each open office prior to the annual election. This action shall not preclude nominations from the floor.

## **Article VII - Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall guide the Board in all cases in which they are applicable and consistent with the by-laws or the laws of the State of Oklahoma.

## **Article VIII - Amendments**

By-laws may be amended by a two-thirds (2/3) majority vote of the members present. Proposed changes to the by-laws must be submitted to the membership at a regular meeting and then voted upon at the next regularly scheduled meeting