



## KEEP MANSFIELD BEAUTIFUL COMMISSION BY-LAWS

### ARTICLE I.

**Section 1. Name.** The name of the organization is “Keep Mansfield Beautiful”: hereinafter referred to as the “Commission.” For the purposes of communication to the general public, Keep Mansfield Beautiful is understood to be a Commission of the City.

**Section 2. Creation.** The Commission was duly organized as a result of Resolution No. 230 adopted by the City Council on March 10, 1986, which resolution adopted the “Keep America Beautiful System.”

**Section 3. Duties.** The duties of said Commission shall be to promote public interest in the general improvement of the physical environment of the City of Mansfield and to initiate, plan, direct, and coordinate programs for litter control and beautification in conjunction and in cooperation with citizens, government, businesses, and industries within the city limits of Mansfield.

### ARTICLE II.

**Section 1. Structure.** The Commission shall consist of eleven members. Members of the Commission shall serve without compensation. A Coordinator of the Commission, appointed by the City Manager or his/her authorized representative, shall be the non-voting liaison for the Commission.

**Section 2. How Appointed.** Commission members shall be appointed by the City Council. The Commission shall meet annually in October to select a Chairperson and Vice Chairperson.

**Section 3. Committees.** The Commission shall organize sub-committees as needed to achieve the objectives of the organization.

**Section 4. Voting Rights.** All members of the Commission except the City representative shall have one vote equal in weight. All voting shall be by voice vote however, the Chairperson of the Commission may, at his/her discretion, call for a call vote or secret ballot.

### ARTICLE III.

**Section 1. Regular Meetings.** Meetings shall be held at least once a quarter on the date and time designated by the Commission members at the previous meeting. Notice of a meeting must be posted in a place readily accessible to the general public at all times at least 72 hours preceding the scheduled time of the meeting.

**Section 2. Special Meetings.** Special meetings of the Commission will be held when called by the Chairperson of the Commission or by any three (3) Commission members.

Procedures for notice of meeting shall be handled in the same manner prescribed in Article III, Section 1.

**Section 3. Open Meetings.** All meetings shall be open to the public; however, the Commission may elect to meet in Executive Session by a majority vote of those present.

**Section 4. Quorum.** Six Commission members shall constitute a quorum for the transaction of business.

**Section 5. Transaction of Business.** Every act or decision made by a majority of the Commission members present at a duly held meeting at which a quorum is present shall be regarded as the act of the entire Commission.

**Section 6. Time Duration.** Meetings shall commence promptly at the time designated by the Commission members. A meeting shall not last longer than two hours from the time it commences, unless a majority of the Commission members present at a duly held meeting vote to allow such meeting to continue for longer than the two hour time duration.

**Section 7. Rules of Procedure.** All meetings shall be conducted according to Roberts Rules of Order, Current Edition. It shall be the responsibility of each Commission member and the Parliamentarian, if appointed, to observe that these rules are followed and the meeting is conducted in accordance therewith.

#### **ARTICLE IV.**

**Section 1. Tenure.** Members of the Commission shall be appointed by the City Council for two-year terms. Continuity on the board is to be maintained by ensuring that some members' terms overlap those of other members. To implement this structure, four members' terms shall expire in an odd year and the five members' terms shall expire in an even year. In addition one alternate shall also be appointed by the City Council. The alternate's term shall expire in odd years.

**Section 2. Resignation and Removal.** Any member may be removed from office after having missed three consecutive meetings by a majority vote of the City Council. Additionally, any member may be removed from office if participation in beautification activities within the City is determined to be inadequate as indicated in the Section 4. Duties for Board members.

Any member may resign at any given time by giving written notice to the City Council. Such resignation will take effect on the date of receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**Section 3. Vacancies.** A vacancy on the Commission shall be filled in the manner prescribed in Article II, Section 2. The member appointed to such vacancy shall serve for the remainder of the term of the member replaced.

**Section 4. Duties.** The duties are as follows:

Chairperson. The Chairperson shall serve as the Chief Executive Officer of the Commission; shall act as public spokesperson for the Commission at public functions; shall serve as ex-officio member of all committees; shall appoint the Chairperson of all sub-committees upon the advice and consent of the Commission; shall appoint additional committees upon the direction of the Commission; may appoint a Parliamentarian; and shall perform all other duties as the Commission elects.

Vice Chairperson. The Vice Chairperson shall act in the place and instead of the Chairperson in the event of his/her absence or inability or refusal to act, and shall exercise and discharge such other duties as may be required of him/her by the Commission.

Treasurer. The Treasurer shall be selected by the Commission members and shall keep accurate record of funds, debits, expenses, and donations of the Commission. The Treasurer shall have check signing privileges.

Secretary. The Secretary shall be selected by the Commission members and shall keep accurate record of meeting minutes and develop meeting agendas for the Commission. The Secretary shall work with the Coordinator to have minutes and agendas input to the City's electronic records system.

Board Member. All board members shall attend a minimum of three sponsored events per year, or provide volunteer hours to the sponsored events in an equivalent to attendance of the sponsored event.

Coordinator. The Coordinator shall be the non-voting liaison for the Commission and selected by the City Manager or his/her authorized representative. He/she shall input all minutes and records into the City's electronic records system, place meeting notices and perform such other duties as the Commission may deem necessary and consistent with both the responsibilities of the Commission and his/her responsibilities to the City of Mansfield through the City Manager or his/her authorized representative. The Coordinator shall work under the supervision and control of the City Manager or his/her authorized representative for the purpose of implementing the provisions as stated in the resolution.

## **ARTICLE V.**

**Section 1. Management of Funds.** The Commission will have the power to receive and disburse funds within the limitations of appropriations, gifts and grants, and in connection with projects of undertakings consistent with Article I, Section 3. Within the same limitation, the Commission shall be empowered to contract with any private or public agency to the extent required for its proper operation. The Commission shall present its proposed budget in accordance with the schedule determined by the City's Finance Department to become effective by October 1 in its current year, indicating its anticipated revenues and expenditures and the source of its anticipated revenues. The Commission shall keep such records as will enable it to make such reports and accounts and the same will be subject to verification and examination by the City Treasurer and/or auditors of the City.

## **ARTICLE VI.**

**Section 1. Amendments.** These by-laws may be amended by a majority vote of the Commission members present at any regular meeting provided: 1) a quorum is present; 2) notice of the meeting was posted as prescribed in Article III, Section 1. Amendments to the by-laws shall become effective upon approval of the City Council.

## **ARTICLE VII.**

**Section 1. Conflicts.** In the case of any conflict between any ordinance and/or resolution and these by-laws, the ordinance and/or resolution shall prevail.

**Section 2. Majority.** As used in the by-laws, the term “majority” shall mean those votes totaling more than 50% of the total vote of members present or the group designated. Unless otherwise stated, all decisions will be by a majority vote.