

**BYLAWS of the [INSERT NAME OF COMMISSION]
Effective [Insert Date]**

ARTICLE I: PURPOSE

These Bylaws are adopted to facilitate the duties of the [Insert Name of Commission] (hereinafter “Commission”) and to provide a framework for the organization, actions, and agenda of the Commission.

ARTICLE II: OFFICERS

SECTION 1: DUTIES OF CHAIR. The Commission Chair shall preside over all full Commission meetings and shall sign all documents requiring an official signature on behalf of the Commission. The decisions, statements, and/or actions of the Chair shall obligate, commit, and/or represent the Commission only insofar as the Commission has specifically authorized.

SECTION 2: DUTIES OF VICE-CHAIR. The Commission Vice-Chair shall perform the duties of the Chair in the absence of the Chair and shall perform such other duties as may be delegated by the Commission Chair.

SECTION 3: NOMINATIONS. At the annual election of officers, the sitting vice chair shall be automatically nominated for the office of chair.

SECTION 4: VACANCY. A special election may be held at any time to fill a vacancy of office. The Chair shall add a special election to an agenda as needed, or upon the timely request of any commissioner. An officer who fails to fulfill the duties of office may be removed from the office by a majority vote of the full Commission at a special election.

ARTICLE III: MEETINGS

SECTION 1: NOTICE OF MEETINGS. Unless otherwise prescribed by statute, the designated City staff member assigned to the commission shall provide commissioners written notice of meetings, which notice shall state the date, hour, and location thereof, and shall further state the purpose of the meeting, business to be transacted, and/or agenda. The designated City staff member assigned to the commission shall provide shall issue notice to the Commission not less than forty-eight (48) hours, nor more than thirty (30) days prior to the meeting.

SECTION 2: QUORUM. A majority of currently appointed commissioners shall constitute a quorum.

SECTION 3: CONDUCT OF MEETINGS. The Commission shall operate generally under the precepts of Robert’s Rules of Order. The order of business for meetings of the Commission shall be as follows: 1) call to order; 2) roll call; 3) approval of the agenda; 4) approval of minutes of previous meeting; 5) old business; 6) new business; 7) reports, presentations, subcommittee reports, staff reports; 8) next meeting; 9) adjournment. Notwithstanding the foregoing, the order of business may be modified by the Commission Chair as needed.

SECTION 4: AGENDA. The agenda for all meetings of the Commission shall be prepared by the designated City staff member assigned to the commission shall provide in consultation with the Commission Chair. Agenda items may be proposed by the Commission Chair or any commissioner and shall be placed on the agenda at the discretion of the Commission Chair, provided that agenda items are proposed seven (7) days in advance of a regular meeting, or forty-eight (48) hours in advance of a special meeting.

SECTION 5: PUBLIC APPEARANCES AND REQUESTS. Scheduling of appearances before the Commission or requests to the Commission shall be at the discretion of the Chair. The Chair may set rules to maximize efficiency and productivity of meetings, including setting a reasonable time limit for presentations and/or comments to the Commission.

SECTION 6: MINUTES. Minutes and/or records of the business conducted at all meetings of the Commission or any subcommittee thereof shall be prepared by the designated City staff member assigned to the Commission and shall be open for public inspection. City staff shall forward the minutes of each meeting to the Commission not less than forty-eight (48) hours, nor more than thirty (30) days prior to the meeting at which such minutes are subject to approval by the Commission.

SECTION 7: SUBCOMMITTEES. The Commission Chair, with the Commission's approval, may establish such subcommittees as necessary or helpful to assist or advise the Commission in the performance of its functions and/or furtherance of its mission. Meetings of subcommittees shall comply with any and all applicable public meetings laws. Each subcommittee shall consist of at least two (2) commissioners. Unless a subcommittee chair is appointed by the Commission Chair, each subcommittee shall elect a chair to preside at subcommittee meetings and present the findings and/or recommendations of the subcommittee to the Commission. The Commission Chair shall appoint commissioners or city public officials to serve as members of subcommittees. The Commission Chair or Subcommittee Chair may invite non-commissioners to assist the work of the subcommittee.

SECTION 8: VOTING. Each commissioner shall be entitled to one (1) vote on any matter before the Commission. Except as otherwise designated herein or by law, decisions shall be made on the vote of the majority of the members present at any meeting at which a quorum is present. The Commission Chair shall be a voting member. Voting shall be audible; written, anonymous, and proxy voting shall not be permitted.

ARTICLE IV: AMENDMENT OF BYLAWS

As provided in Meridian City Code, the Commission may recommend to the Mayor and City Council that these bylaws be altered, amended, added to, or repealed.

ARTICLE V: ADOPTION AND EFFECTIVE DATE

The Commission adopted the foregoing bylaws at its regular meeting on [Insert Date]. These bylaws shall be effective upon their ratification by resolution of the City Council of the City of Meridian.