

# **JORDAN VALLEY ADVISORY COMMITTEE BYLAWS**

*Adopted July 23, 2009*

## **ARTICLE I – NAME**

The name of this committee shall be the Jordan Valley Advisory Committee, hereinafter referred to as the JVAC.

## **Article II – PURPOSE**

The JVAC shall operate under the auspices of the Springfield Greene County Park Board (Park Board) to advise in developing Jordan Valley, and to that end, review plans, accept public input, and make recommendations.

## **ARTICLE III – MEMBERSHIP**

### **Section 1. Appointment of Members**

The Park Board will appoint members of the JVAC. JVAC members are nominated by the JVAC membership committee, which sends its recommendations to the full JVAC. Upon consideration of the needs of the JVAC and the Park Board, JVAC will forward nominations for appointment to JVAC to the Park Board.

### **Section 2. Composition**

To provide for a balance of membership on the committee, it is recommended that members be representative of groups which have demonstrated an interest in the success of the Jordan Valley Park and its surrounding area. Membership from the following groups should be encouraged with representation balanced among the various groups, with no one group being guaranteed a seat on the committee: Drury University, Missouri State University, Ozark Technical Community College, Ozark Greenways, the West Central Neighborhood Association, Commercial Street Historic District, adjacent property owners, entities with headquarters in and around the Park itself, persons who have provided service on other City of Springfield Boards, Springfield Area Chamber of Commerce, persons who participate in or show a great interest in the activities taking place in Jordan Valley, Vision 20/20 participants, Convention and Visitors Bureau, persons demonstrating civic leadership, persons with an interest in conservation and soil management, and persons who have demonstrated a knowledge about, interest in, or experience in the downtown area or Jordan Valley, or who bring needed expertise in a specific area. In addition three members will be appointed to represent the Park Board by the Park Board.

### **Section 3. Restrictions**

There shall be at least 15 members of the committee. Members may serve during good behavior and as long as they maintain attendance as required in these bylaws and meet the expectations of JVAC members as adopted under Section 4 of this Article.

### **Section 4. Requirements of Membership**

Members of JVAC shall be expected to attend meetings on a regular basis. Members shall attend at least seventy-five percent of the regular meetings of JVAC. If a member

fails to meet the seventy-five percent attendance standard the member's attendance may be remanded to the executive committee.

## **ARTICLE IV – EXECUTIVE COMMITTEE AND OFFICERS**

### **Section 1. Executive Committee**

The Executive Committee shall be comprised of all officers of JVAC and the immediate past Chair of JVAC. Other persons may be invited to serve at the discretion of the present Chair. The executive Committee shall meet at the call of the Chair.

### **Section 2. Officers**

The Officers of the JVAC shall be a Chair, and a Vice-Chair. The duties of the Officers shall be such as usually pertaining to their respective offices; or as prescribed and assigned to them by JVAC or the Executive Committee. The Chair may assign other officers additional duties.

### **Section 3. Chair**

The Chair shall preside at all meetings of the committee and shall submit such agenda, recommendations, and information at meetings that are reasonable and proper for the conduct of the business affairs and policies of the committee. The Chair may vote on all matters before the committee. The Chair shall sign all recommendations, approved minutes, and other documents generated by the committee. The Chair may prepare and file an annual report on the committee's activities with the City, after submission of any report to the committee and adoption of same by a majority of the members. The Chair shall act as the Sergeant-at-Arms at all meetings of the committee.

### **Section 4. Vice Chair**

The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In the event of the death, resignation, or removal of the Chair, the Vice-Chair shall assume the Chair's duties until the committee is able to elect a new Chair.

### **Section 6. Term of Office**

Officers shall serve for a term of two years and be elected at the first regular meeting of JVAC of a calendar year. Any member of the committee may be elected to any position for multiple terms, however the Chair shall not serve consecutive terms.

### **Section 7. Vacancies**

Vacancies of office shall be filled as they occur in accordance with Article III, Section 1.

## **ARTICLE V – STANDING COMMITTEES**

### **Section 1. Membership Committee**

In addition to the Executive Committee, there shall be a membership committee comprised of at least six members of JVAC and the Vice-Chair. All terms on committees except the Executive Committee shall be for a two-year term and be appointed by the Chair. The membership committee shall be responsible for obtaining a list of persons eligible to serve on JVAC as outlined in Article III, Section 2 of these Bylaws.

### **Section 2. Officer Nominating Committee**

The officer nominating committee shall be appointed by the Chair. It shall consist of two members from the membership at large and the immediate past Chair. The nominating committee shall be appointed not less than 90 days prior to the first regular meeting of the calendar year for JVAC and should submit the list of nominees at the last meeting of the calendar year of JVAC. Additional nominations to the slate may be made from the floor at either meeting.

#### **Section 4. Ex officio Members**

The Chair and Vice-Chair shall serve as ex officio members of all committees.

#### **Section 5. Additional Committees**

In addition, the Chair may appoint additional standing, special, ad hoc, or sub-committees as needed.

### **ARTICLE VI – MEETINGS**

#### **Section 1. Regular Meetings**

Regular meetings of JVAC shall be monthly with a minimum of 4 meetings per year. The Chair shall designate the time and place of the regular meetings. The regular monthly meeting may be cancelled if not necessary.

#### **Section 2. Special Meetings**

Special Meetings may be called at the written request to the Chair by any three members or as the Chair deems necessary to conduct the business of JVAC.

#### **Section 3. Quorum**

A quorum of at least seven of the minimum 15 JVAC members shall be in attendance in order to conduct business.

#### **Section 4. Sunshine Law**

The JVAC will comply with the Sunshine Law by giving no less than 24 hours notice (excluding weekends and holidays) of all meetings. In addition, JVAC members will be given advance notice of all meetings and cancellations thereof by the City staff liaison or the Chair.

### **ARTICLE VII - FISCAL YEAR**

The fiscal year of the Jordan Valley Advisory Committee shall be July 1 through June 30.

### **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

Proceedings of JVAC meetings shall be governed and conducted according to the latest edition of *Robert's Rules of Order Newly Revised*, unless the JVAC adopts different rules for special circumstances.

### **ARTICLE IX – AMENDMENT PROCEDURES**

#### **Section 1.**

These Bylaws can be amended by the membership at any regular meeting or at a special meeting by majority vote of those members present and voting, provided that the

amendment has been submitted to the membership in writing at least 20 days before the meeting.

**Section 2.**

These Bylaws shall be reviewed on an as needed basis by a Bylaws Committee, to be appointed by the Chair, and a draft of proposed changes submitted to the JVAC for approval.