



"For The Betterment Of Lehigh!"

Bylaws

Article I. ORGANIZATION

Section 1.01 The Community Council shall be made up of a minimum of 30 and a maximum of 41 members. A majority of the seated Council membership shall be elected.

Section 1.02 The purpose, objectives, and territorial jurisdiction of the Council shall be clearly defined in Article II of the organization's Articles of Incorporation which reads in part: The general nature of the objects and purposes of this corporation shall be to serve as a council, to aid, to promote and represent the Community known as Lehigh Acres, Florida on problems and projects affecting the health, welfare, growth and prosperity of Lehigh Acres. These objectives shall be performed through proper liaison with such political and governmental agencies legally empowered to enact laws, rules and regulations.

Section 1.03 The elected and appointed members shall make up the full membership of the Council. A simple majority vote shall be required to approve all matters brought before the Council unless otherwise specified in these Bylaws.

Section 1.04 An Executive Committee shall be established each year in accordance with Article VII, section 7.03 of these Bylaws. This committee shall have specific functions to enable the full Council to conduct its business in an efficient manner. The functions shall also be stated in Article VII section 7.03 of these Bylaws.

Article II. COUNCIL MEMBERSHIP REQUIREMENTS

Section 2.01 Council members must be registered voters and residents of Lehigh Acres, for at least one year prior to the scheduled election date. Council members serving by appointment from government agencies, industry or service organizations may have resident requirement waived.

Section 2.02 Elected Members:

- (a) The term of office for elected members shall be for three (3) years.
- (b) The terms of one third of the members shall expire each year.

Section 2.03 Appointed Members:

- (a) The term of office for appointed members shall be for two (2) years.
- (b) The terms of half of the members shall expire each year.

Section 2.04 Application and Balloting Process:

- (a) Application for membership shall be solicited and received between September 1 and October 15 with elections to be held no earlier than November 1 and not later than November 30.
- (b) The application and election process will be followed as stated in the Policy and Procedure Manual.

Section 2.05 No person shall be seated on the Community Council who has been convicted of, or is under investigation of, a felony crime. Any person presently sitting on the Council who becomes the subject of an investigation of a felonious nature shall be removed temporarily from his/her seat on the Council. Upon completion of the investigation, if found innocent, the person shall be reinstated as a member of the Council in good standing.

Section 2.06 Members with expiring terms can be reelected as provided for in these Bylaws without the requirement of petitions of registered voters. However, no candidate for election shall serve in any capacity in the election process during said election.

Section 2.07 Each year the seven candidates with the most votes shall be elected to fill the expiring seats.

Section 2.08 New members shall be installed at the annual meeting in January as the first order of business before the completion of old business.

Section 2.09 Members will serve without compensation. There are to be no dues, however, each member shall be encouraged to become a Friend of the Council each year as a contribution to the Council's general fund.

Section 2.10 Attendance:

- (a) Members exceeding two unexcused absences in a calendar year may be subject to removal from membership subject to two-thirds vote of the members present.
- (b) Members who arrive late or leave a meeting while in session will be marked as tardy. Members who have more the four recorded tardy meetings may be subject to removal from membership subject to two-thirds vote by the members present.
- (c) Excused absences due to lengthy illness shall be reviewed by the Executive Board and appropriate action will be taken.
- (d) Excused absences will be approved by notifying an attending member within twenty-four hours prior to the meeting. Such notices shall be public and made part of the appropriate meeting minutes.

Section 2.11 Vacancies:

- (a) Vacancies in elected members' seats shall be filled by nominations by any Council member, including the President and approval of the full membership of the Council at any meeting providing proper notice has been provided to all members. Such member shall fill all requirements of Article II Sections 2.05 and 2.09 herein.
- (b) Vacancies in appointed members' seats shall be officially appointed in writing by that specific club, organization, and governmental agency in accordance with section 2.03 of this Article.

(c) If any of the agencies or community groups identified for appointments in Section 2.12, chose not to appoint and send a monthly representative or if any of these agencies or community groups is officially represented by a sitting Council member, then the Council may fill the open appointment with a representative of any agency or community group deemed relevant to our Mission.

(d) A vacancy need not be filled if by two-thirds (2/3) vote of the board decides to leave the seat vacant.

(e) No vacancy shall be filled should the term of the member being replaced will expire in ninety days or less of an election.

Section 2.12 Appointed Members: One member from each of the following clubs, organizations and governmental agencies shall be appointed in accordance with Section 2.03 of this Article:

1. School District of Lee County or a local school representative from the East Zone
2. Lee County Code Enforcement serving Lehigh Acres
3. Lee County Zoning Representative
4. Lee County Department of Transportation, or Metropolitan Planning Organization or its sub-committees
5. Lee County Parks and Recreation (East Zone)
6. Lee County Sheriff's Department (Lehigh Acres)
7. Lehigh Acres Fire and Rescue District
8. East County Water Control District
9. Lehigh Acres Lighting District
10. Lehigh Acres Economic Development Board Member
11. Lehigh Acres Chamber of Commerce Board Member
12. Veterans organization in Lehigh Acres
13. Civic service or Social organization in Lehigh Acres
14. Lehigh Acres Senior Citizen Center, Inc.
15. Religious Community in Lehigh Acres
16. Social service organization serving Lehigh Acres
17. Building, Real Estate or Development Community in Lehigh Acres
18. Medical community serving Lehigh Acres
19. Youth Services organization serving Lehigh Acres
20. At Large Community Liaison appointed by the President for a one year term

Section 2.13 Any person who has been expelled from membership during the past five years for any reason whatsoever shall not be permitted to stand for election or appointment unless a two thirds majority vote of seated Council members shall so approve prior to such election or appointment.

Section 2.14 Provided by November 1 that there are not more than seven (7) candidates who have qualified for the election to the open seats, the remaining requirements and procedures for the elections shall be deemed complete. At the December meeting the recording secretary will cast a vote for each of the qualified individuals thus ending the election.

Article III. Membership Meetings

Section 3.01 Regular meetings of the Council shall be held monthly on a day, time and place as agreed upon by a vote of the majority of Council members.

Section 3.02 The annual meeting shall be held in January. The meeting shall include the installation of the newly elected Council members; nomination, and election of officers for the year, installation of the newly elected members and officers; and the transaction of such other business as may properly come before the Council.

Section 3.03 Special meetings can be called by the President, the Executive Board or any five Council members upon written notice stating the purpose of the meeting to the Recording Secretary not less than five days before the scheduled meeting date.

Section 3.04 A quorum is necessary to hold a meeting. A quorum is established by the attendance of 50% +1 duly elected and appointed members of the Council. A simple majority of members present shall be required to approve Council business and actions.

Section 3.05 All meetings will be conducted according to Robert's Rules of Order parliamentary procedure. During regular meetings, time will be allowed for nonmembers to address the Council. Language of a political nature by the offering speaker will be limited to three minutes.

Article IV. Council Officers

Section 4.01 The Council shall nominate and select a Nominating Committee at the October meeting. It shall consist of five members, excluding any executive board member and any Council member whose term on the Council expires at the end of the fiscal year. The Chair of the Nominating Committee shall be the Chair of the Elections and Bylaws Committee.

Section 4.02 Nominations:

(a) The Nominating Committee shall submit nominees for the offices of President, 1st and 2nd Vice Presidents, Recording Secretary, Corresponding Secretary and Treasurer for the ensuing fiscal year at the regularly scheduled meeting in November to assume office at the annual meeting in January.

(b) Additional nominations for Council Officers may be made from the floor, by any Council member, at that same meeting.

Section 4.03 Requirements and Election for Council Officers

(a) One complete year of membership of the Council is required for election to the office of President and Vice Presidents.

(b) The reelection of any office is permissible; however the office of President shall not be held for more than four (4) consecutive years.

(c) Elections for the officers shall immediately follow the completion of the nomination process.

Article V. Duties of Officers

Section 5.01 The **President** shall preside at all meetings of the Council with the exception of the Executive Board. The President shall appoint all standing and special committees, except the Nomination Committee. Nonmembers may be appointed to serve on any committee. The President shall be an ex officio member of those appointed committees. Upon assuming office the President shall appoint a Chaplin and a Parliamentarian be they members or not. They shall serve a one year term. The President shall perform such duties as are required by the office. Should the office of the President become vacant, the Chairman of the Board shall fill the vacancy until a new election.

Section 5.02 The **First Vice President** shall serve under and in cooperation with the President being aware of all Council activities. The First Vice President shall assume the duties of the President in the absence of the President and the Chairman of the Board. The First Vice President shall coordinate along with the President and all Council objectives and serve as member on the following committees:

- 1 Community Development
- 2 Parks and Recreation
- 3 Code Enforcement
- 4 Health, Education and Welfare
- 5 Beautification
- 6 Roads and Transportation

Section 5.03 The **Second Vice President** shall serve under and in cooperation with the President being aware of all Council activities. The Second Vice President shall assume the duties of the President in the absence of the President and the Chairman of the Board and the First Vice President. The Second Vice President shall coordinate along with the President and all Council objectives and serve as member on the following committees:

- 1 Youth Council
- 2 Articles of Incorporation, Bylaws and Election
- 3 Publicity
- 4 Council Sponsored Events
- 5 Fundraising and Membership
- 6 Website

Section 5.04 The **Recording Secretary** shall record and preserve the minutes and the attendance at all general and special meetings and shall distribute copies of the minutes to members to be received prior to the next meeting date. Likewise an agenda shall be prepared at

the instruction of the President and copies distributed for all general and special meetings of the Council. A permanent file of all documents and records relating to the Council shall be preserved and passed on to each successor. In the absence of the Recording Secretary at a business meeting these duties shall be performed by the Corresponding Secretary.

Section 5.05 The **Corresponding Secretary** shall report to the Council all correspondence received and shall prepare correspondence pertaining to Council matters. A file shall be kept of all correspondence and a current record maintained of the Council Officers and committee members. All records shall be passed on each successor. In the absence of the corresponding Secretary at a business meeting these duties shall be performed by the Recording Secretary. The corresponding Secretary is responsible for the arrangements of the meetings with the exception

of the committee meetings.

Section 5.06 The **Treasurer** shall perform the Council's fiscal functions, maintaining accurate records of receipts, disbursements, and bank balances to date, in accordance with the policy and procedure manual. A report to date shall be included with the agenda for the general Council meeting. The records shall be subject to an annual audit in January by an audit committee appointed by the President and all financial records shall be passed on to each successor. The Treasurer will also be responsible for all State and Federal business and tax filings to preserve the Corporation and its tax exempt status.

Section 5.07 The **Chairman of the Board** shall be the immediate past president of the council and shall serve in this capacity providing the Chairman of the Board is a Council Member until a new president is elected creating a new immediate past president. Should the Chairman of the Board not be a Council Member then the most immediate past president shall hold this office for a term of one (1) year. The Chairman of the Board must meet the full requirements of the office of the President. The Chairman of the Board shall act as Chairman of the Executive Board and in the absence of the President shall fulfill the duties of the President.

Section 5.08 Each Committee shall have a Chair responsible for submitting annual goals for that Committee and a work plan for the year by the regularly scheduled Council meeting in February or March. Committee roles and goals will serve the mission of the Community Council and may expand and contract or change over time.

Article VI. Vacancies

In the event of any vacancy of any elected officers on the Council, an election will be held as soon after notification of the vacancy but no later than sixty days after such vacancy occurs. Nominations must be in accordance with Article II of the bylaws.

Article VII. Standing Committees

Section 7.01 The President shall determine what additional Committees are needed if any, and shall make appointments of Council members to each committee including all of the standing committees each year. Each standing committee is required to meet at least once per quarter and provide written report to the respective Vice President. Committee members may include Council members and non-Council members.

Section 7.02 The First Vice President shall supervise and be a member of the following Standing Committees:

- 1 Community Development
- 2 Roads and Transportation
- 3 Code Enforcement
- 4 Parks and Recreation
- 5 Beautification
- 6 Health, Education and Welfare

Section 7.03 The Second Vice President shall supervise and be a member of the following Standing Committees:

- 1 Youth Council
- 2 Publicity
- 3 Bylaws, Articles of Incorporation and Election
- 4 Council Sponsored Events
- 5 Fundraising and Membership
- 6 Website

Section 7.04 A Youth Council may be formed consisting of a member of each class level from Lehigh Acres' area high schools, and a member of each eighth grade level at Lehigh Acres' middle schools. These students shall elect two co-chairman, one from the high schools and the other from the middle schools, to attend each Council meeting. The purpose of the Youth Council is to advise the Council on matters of interest and concern to the youth and students of the community; to advise the Council of youth and school activities; and, in general, to provide the Council with a link to the youth population of Lehigh Acres.

Section 7.05 The Executive Board shall consist of the six (6) officers and the chairman of the board. The Executive Board shall have the general supervision of the affairs of the Council between the Council business meetings and make recommendations to the Council membership for discussion and action. In the opinion of the Executive Board, any business details that do not require Council attention should be dispatched through action of the Executive Board. It is the Executive Board's function to eliminate any waste of time and effort in the Council's meeting without infringing on the individual Council member's rights and privileges. Minutes of the Executive Board meetings shall be taken by the Recording Secretary and shall be kept in a permanent file and a copy be sent to all members before the next regular meeting of the council. A majority of the members of the Executive Board shall constitute a quorum. The Chairman of the Board shall serve as Chairman of the Executive Board. In the absence of the Chairman of the Board, the President shall fulfill these duties.

Article VIII. Complaint Referrals

Section 8.01 No anonymous complaints or requests will be accepted by the Council. Complaints or requests may be submitted in written form, be brought from the floor or directed to any member of the Council.

Section 8.02 The process for handling complaints is outlined in the Policy and Procedures Manual.

Article IX. Fiscal Policy

Section 9.01 The Council, as such, cannot contribute financially to any political campaign / committee or political candidate for public office, and, cannot lend funds for any purpose.

Section 9.02 The Council may solicit funding for the operation of the business and activities of the Council. Each year the Council may by majority vote establish specific amounts for such funding. The following programs may be instituted:

- 1 Friends of the Council (Individual, Family and Business).
- 2 Corporate sponsors
- 3 Project / activity sponsors

Section 9.03 The President, each year in November, shall appoint an Audit Committee, consisting of the Vice Presidents, the Chairman of the Board, and 2 additional Council members. They shall be tasked with presenting an annual audit report in writing to the full board no later than the February general meeting of each year.

Article X. Support and Action Policy

Section 10.01 The Council shall consider taking action and support positions that are in the best interest of the residents of Lehigh Acres. Such actions shall be approved by a two-thirds majority vote of the membership present and voting at a regular or specially called meeting.

Section 10.02 Once a two-thirds majority vote of the membership present and voting of Council members approve any support or action for any cause, the Council members shall determine which of the following methods it shall take to confirm such support or action:

- (a) Write and present an appropriate Resolution or Petition for the President and Secretary to sign.
- (b) Devise a plan of action or project to be properly implemented addressing such issue.
- (c) Make a Public Presentation of the resolution, petition or course of action taken.
- (e) Take any other specific action as members may deem appropriate.

Section 10.03 Once approved by a two-thirds majority vote of the membership present, it is strongly suggested to the council membership to avoid public or private criticism of the Council action. Should any Council person feel compelled to express descent then such descent should be expressed as a private citizen and not a council member.

Section 10.04 The minutes must record the voting record of all members on any support or action taken and should be attached to any written support or action taken.

Article XI. Amendments

Section 11.01 An amendment must conform to the purpose and objective as stated in the Articles of Incorporation as revised.

Section 11.02 A two-thirds majority vote of the membership present and voting at a general or special meeting is required for any amendment to be approved.

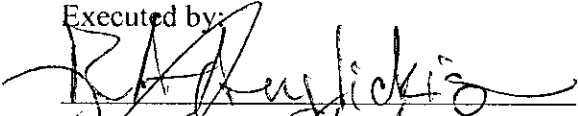


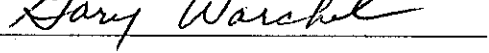



Section 11.03 Council members must receive a copy of the proposed amendment not less than ten days before the meeting at which the vote is taken.

Article XII. Adoption

Section 12.01 These Bylaws shall become effective upon their adoption by the Council.

Section 12.02 Revisions passed and adopted this 18th day of October, 2010.

Executed by:

 _____	Chairman of the Board
 _____	President
 _____	1 st Vice President
 _____	2nd Vice President
 _____	Treasurer
 _____	Recording Secretary
 _____	Correspondence Secretary

We, the above signed, certify that this amendment conforms to the purpose and objective as stated in the Articles of Incorporation, as revised. A two-thirds majority vote of the membership present and voting at today's general meeting was achieved. Council members received a copy of the proposed Bylaw amendments not less than ten days before the meeting at which the vote was taken.