

ADVISORY BOARD OR COMMITTEE BY-LAWS

Article I - NAME

The name of this Board/Committee shall be the City of St. Peters Green Team Advisory Board/Committee.

Article II - PURPOSE

The purposes and duties of the above-named advisory committee shall be to:

- Each Advisory Committee shall have a mission statement to include defined activities and events they and the Board of Aldermen support and participate in
- Varies by Committee or Board. Language from Ordinance.
- Advise and report to staff and Board.

Article III - MEMBERSHIP

Section 1. Membership:

1. The Advisory Committee shall consist of 7 members.
2. Members of the Advisory Committee shall receive no compensation for their services as Advisory Committee members.

Section 2. Term of Membership:

1. Members are appointed for a two year term established by the Mayor and Board of Aldermen.
2. Any member may resign from the Advisory Committee by giving written notice to the Mayor. The resignation will be effective immediately upon receipt of such notice.
3. The Mayor may request resignation of an Advisory Committee member.

Section 3. Membership Requirements:

1. The selection of members shall be made without respect to race, color, creed, national origin, age, handicap, sexual orientation, or gender.
2. Members are appointed by the Mayor with the consent of the Board of Aldermen.

3. Members shall reside within the Corporate city limits of St. Peters unless otherwise stated in a Resolution or Ordinance.

Section 4. Attendance:

1. An Advisory Committee member shall lose membership on the Committee if s(he) misses three (3) consecutive regular meetings or 50% of all regular meetings in a twelve (12) month period, unless there is an excused absence.

ARTICLE IV - MEETINGS

Section 1. Regular Meetings

Regular meetings of the Advisory Committee will be held 2nd Tuesday of each month. Meeting dates may be changed by consensus of the Committee. All meetings shall be open to the public.

Section 2. Special Meetings

The Chairperson may call special meetings of the Advisory Committee with a 24-hour minimum notice.

Section 3. Rules

Robert's Rules of Order shall govern all meetings, except as otherwise provided by these by-laws.

Section 4. Quorum

The attendance of three (3) members of an Advisory Board shall constitute a quorum for purposes of conducting the business of the Advisory Board.

Section 5. Voting

Each active member of the Advisory Committee shall be entitled to vote on any issue presented to the Advisory Committee. An appointed alternate in attendance at a meeting may vote if an active member is absent. Youth members cannot vote but are encouraged to offer their opinion and/or support of a vote.

Section 6. Minutes

The Chairperson will designate a person to record and distribute the minutes to all Advisory Committee members. This is typically the Secretary. Minutes should be

distributed via email at least one week and 1 day prior to the next committee meeting, for approval at that meeting

ARTICLE V – OFFICERS

Section 1. Chairperson

The Advisory Committee shall consist of one Chairperson. The Chairperson shall be elected by the members of the Advisory Committee for a term of one year and the Chairperson cannot succeed himself or herself. The Chairperson's duties shall be those usually pertaining to the office set forth in Robert's Rules of Order and such other duties as may be prescribed. The Chairperson shall orientate newly appointed members; and present reports quarterly to the Aldermanic Representative and at Board of Aldermen Work Session meetings.

Section 2. Vice-Chairperson

The Advisory Committee shall consist of one Vice-Chairperson. The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence. The Vice-Chairperson's duties shall be to direct all meetings in the absence of the Chairperson to ensure the development and maintenance of a strong and active Advisory Committee. Succession to Chairperson is not automatic.

Section 3. Secretary

The Advisory Committee shall consist of one Secretary who will keep records of attendance of members at the meetings and take the minutes of the meeting.

Section 4. Ex Officio Members

Ex-officio members shall consist of at least one staff liaison and Aldermanic representative, and are non-voting members. The staff liaison will assist the Chairperson in coordinating the meetings and developing the agenda. The Board of Aldermen shall appoint one of their own members to each Advisory Committee to serve for a term of one year, until their respective successor is duly appointed, or until such time as the person no longer holds the office of Alderman in the City, whichever shall occur first.

Article VI – EXPENDITURES

The expenditures of the Advisory Committee, exclusive of grants and gifts, shall be a city budgeted amount of \$1000 per year and approved by the City Administrator and within the amounts appropriated for specific purpose of the Committee by the Board of Aldermen.

Article VII - AMENDMENTS

The by-laws may be replaced, amended or added to by a two-thirds vote of the Board of Alderman.