

# Community Council of Lehigh Acres ByLaws

## **Article I. ORGANIZATION**

**Section 1.01** The Community Council shall be made up of twenty one (21) elected members and twenty (20) appointed members.

**Section 1.02** The purpose, objectives, and territorial jurisdiction of the Council shall be clearly defined in Articles II and III of the organization's Articles of Incorporation.

**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 by a council vote of a two-thirds majority of the council present and voting.

### **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

# Community Council of Lehigh Acres ByLaws

and October 15 with elections to be held no earlier than November 1 and not later than November 30.

- (b) Elected member applications must be accompanied by a petition of no less than twenty (20) registered voters of Lee County, Florida residing in Lehigh Acres.
- (c) Valid nominees shall appear on the ballot for election. The ballots shall be printed in a widely circulated newspaper at least on two occasions no earlier than November 1 and before November 15 and may be available on our website during the month of November.
- (d) Blank ballots may be duplicated.
- (e) Ballots may be cast in the following ways:
  - 1 Mailed and postmarked no later than November 30.
  - 2 Sent via secure method to our website by midnight, November 30.
  - 3 Deposited in a secure box placed at a designated area(s) as mentioned in the newspaper and on the website. Boxes will be picked up at the close of business day on November 30.
- (f) Ballots will be retained by the election committee for tabulation during the first week of December at the Executive Board meeting.
- (g) The format for the ballots to be printed in the newspaper and on the website is as diagramed below:

<b>COMMUNITY COUNCIL OF LEHIGH ACRES, INC OFFICIAL 2008 BALLOT</b>		
<input type="checkbox"/> I certify that I am a registered voter of Lee County Florida and a resident of Lehigh Acres.		
My Voter Registration ID Number: _____		
My District for: Congress # _____ St. Senate # _____ St. House # _____		
<b><u>Vote for a Maximum of seven (7) candidates:</u></b>		
<input type="checkbox"/> John Doe	<input type="checkbox"/> Jane Jenkins	<input type="checkbox"/> Clark Kent
<input type="checkbox"/> Joe Smith	<input type="checkbox"/> Debbie Hall	<input type="checkbox"/> Charlie Rose
<input type="checkbox"/> Vickie Brown	<input type="checkbox"/> Jake Plummer	
Only one ballot may be cast per voter.		
<b>Ballots must be postmarked or deposited at secured sites by November 30.</b>		
<b>Blank Ballots Only May Be Reproduced</b>		
Mail To: Community Council of Lehigh Acres P.O. Box 725 Lehigh Acres, FL 33970		
<b>Any Duplicated Filled-Out Ballots Will Be Null and Void</b>		

# Community Council of Lehigh Acres ByLaws

**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.

**Section 2.06** Members with expiring terms can be re-elected 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 offices.

**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 with more than two unexcused absences in a calendar year shall 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 tardies shall 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 attached 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 other 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 filled by appointment as

# Community Council of Lehigh Acres ByLaws

described in section 12 of this Article.

- (c) A vacancy need not be filled if the majority of the duly elected and appointed members shall make a quorum and so choose not to fill the vacant seat by two-thirds vote.
- (d) 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 by that specific club, organization, and governmental agency in accordance with section 2.03 of this Article:

1. Lehigh Acres Chamber of Commerce
2. Lee County Sheriff's Department (East zone)
3. Lehigh Acres Fire and Rescue District
4. East County Water Control District
5. Lehigh Acres Lighting District
6. Lehigh Acres Veterans organization
7. International civic organization in Lehigh Acres
8. Lehigh Acres Senior Citizen Center, Inc.
9. Religious Community in Lehigh Acres Representative
10. Social service organization serving Lehigh Acres
11. Building, real estate, or development community in Lehigh Acres
12. Medical community serving Lehigh Acres
13. School District of Lee County (East zone)
14. Lee County Code Enforcement serving Lehigh Acres
15. Lee County Zoning Representative
16. Lee County Department of Transportation, Metropolitan Planning Organization, or its sub committees
17. Lee County Parks and Recreation (East Zone)
18. Youth Services Organizations
19. A liaison member from
20. A liaison member from

# Community Council of Lehigh Acres ByLaws

**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 on the third Monday 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** Ten of the duly elected and appointed members shall make a quorum. A quorum is necessary to hold a meeting. 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 non-members 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 elect a nominating committee at the November meeting. It shall consist of five members excluding the President and any Council member whose term on the Council expires at the end of the fiscal year.

### **Section 4.02 Nominations:**

- (a) The Nominating Committee shall submit nominees for the offices of President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, Recording Secretary, Corresponding Secretary and Treasurer for the ensuing fiscal year at the regularly scheduled meeting in

# Community Council of Lehigh Acres ByLaws

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 re-election 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. Non-members may be appointed to serve in an advisory capacity to 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 Youth Council
- 3 Code Enforcement
- 4 Constitution, Bylaws & Election
- 5 Beautification
- 6 Publicity

# Community Council of Lehigh Acres ByLaws

**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 Parks and Recreation
- 2 Health, Education and Welfare
- 3 Roads and Transportation
- 4 Council Sponsored Events
- 5 Fundraising and Membership

**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.

# Community Council of Lehigh Acres ByLaws

**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.

## **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 VIII of the Constitution.

## **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 minimum once per year.

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

1. Community Development
2. Youth Council
3. Code Enforcement
4. Constitution, Bylaws and Election
5. Beautification
6. Publicity

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

1. Parks and Recreation
2. Health, Education and Welfare
3. Roads and Transportation
4. Council Sponsored Events
5. Fundraising and Membership

**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.

# Community Council of Lehigh Acres ByLaws

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, the chairman of the board, one additional elected member, and one additional appointed member who each shall be elected by the full membership at the annual meeting. 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. And 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** Such complaints or requests for action shall be assigned by the President to the appropriate committee for action and a report of such action shall be sent to the individual presenting the complaint or request as expeditiously as possible with a full written report being made at the next Council meeting.

## **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** All purchases in excess of two hundred and fifty dollars (\$250) by the Council shall solicit at least three bids. One of which may be selected by the membership.

**Section 9.03** All checks drawn on council funds shall require two (2) signatures, one of which must be the treasurer.

**Section 9.04** 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

# Community Council of Lehigh Acres ByLaws

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 9.05** Each year in November, the President shall appoint an audit committee, consisting of the vice presidents, the chairmen 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 from time to time consider taking action and support positions with appropriate parties that would be 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.
- (d) Cause the News Media to take notice of the petition, resolution, or course of action taken.
- (e) Take any other specific action as members may deem appropriate.

# Community Council of Lehigh Acres ByLaws

**Section 10.03** Once approved by a two-thirds majority vote of the membership present and voting, 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 \_\_\_\_\_ day of \_\_\_\_\_ 2008. (This version has been updated for corrections and format and supercedes and replaces in total the signed copy of May 8, 2008)

\_\_\_\_\_  
(Elected)

\_\_\_\_\_  
(Elected)

\_\_\_\_\_  
(Elected)

\_\_\_\_\_  
(Elected)

\_\_\_\_\_  
(Elected)

\_\_\_\_\_  
(Elected)

\_\_\_\_\_  
(Elected)

\_\_\_\_\_  
(Elected)

# Community Council of Lehigh Acres ByLaws

---

(Elected)

---

(Elected)

---

(Elected)

---

(Elected)

---

(Lehigh Acres Fire and Rescue)

---

(Lehigh Acres Chamber of Commerce)

---

(Lehigh Acres Senior Center)

---

(East County Water Control District)

---

(Lehigh Acres Lighting District)

---

(Joint Veterans Association)

---

(Community Services)

---

(Presidents Club)