

BYLAWS

Each Advisory Council should develop their own set of Bylaws if they haven't already done so. These Bylaws should contain:

1. The purpose of the Advisory Council.
2. Number of members on the Council, their qualifications and duties, composition of Council (number of elderly, minorities, etc.), how elected or selected, length of term of office, and number of consecutive terms each may serve.
3. Requirements of attendance.
4. Officers' titles, terms of office, time and manner of election or appointment, qualifications, powers, and duties.
5. Staff assistance.
6. Rules of removal, including the appeals process.
7. Method of filling vacancies.
8. Provision for reimbursement, if any, for out-of-pocket expenses related to the costs of participation on the Council.
9. Requirements regarding meeting notices; procedures for calling special meetings.
10. Time and frequency of meetings.
11. The number of members that constitute a quorum.
12. Specifications of standing committees, procedures, requirements for the establishment of special committees, including election or selection of chairperson.
13. Minutes – who's responsible for taking and distributing.
14. Exclusions (who cannot serve on Council).
15. Conflict of interests statements.
16. Requirements for Annual Report.
17. Rules for amending the Bylaws.