BYLAWS

Metropolitan Advisory Council

This council was formed on the ___ day of February, 2001, as a multi-governmental council by memorandum of understanding; the following Bylaws were adopted this ___ day of April, 2001.

WITNESSETH:

ARTICLE I

NAME

The name of this organization shall be:

Metropolitan Advisory Council
(Hereafter, Council)

ARTICLE II

PURPOSE

To improve the quality of life and economic viability of the Central Iowa region by providing a forum for governmental bodies to engage in dialogue and pursue common purposes and objectives which make the region stronger, more competitive and a better place to live.

ARTICLE III

STRUCTURE

Section 1. Memorandum of Understanding. Each participating entity must adopt and file with the Council a standard agreement called a Memorandum of Understanding (MOU) accepting the purpose, principles, and structure of this organization, as well as a process for appointment and must formally designate its representatives in order to participate.

ARTICLE IV

MEMBERSHIP

Section 1. Eligible Entities. All cities and counties in the region (Polk, Dallas, Warren, Madison, Jasper, and Story Counties) are potential members and shall be invited to participate.

Section 2. Eligible Representatives. Representatives eligible to be appointed to the Council shall be the elected officials of the participating City Councils and County Boards of Supervisors which have agreed to participate in the Council by adopting the Council’s Memorandum of Understanding.
Section 3. Council Members. The affairs of the Council shall be governed by its members consisting of two representatives from each participating entity. Council members must be a Mayor or Board Chair from each participating community and one other member of the elected Council or Board.

Section 4. Appointment of Alternate Members. Each respective City Council or County Board that is a member of the Council shall appoint alternates to serve in the absence of its regular Council members.

Section 5. Terms of Office. Council members and alternates shall serve at the pleasure of their respective boards or councils for one-year terms with no limitation on the number of terms that can be served.

ARTICLE V
MEETINGS

Section 1. Regular Meetings. The Council shall hold regular meetings on the 2nd Tuesday of each month.

Section 2. Special Meetings. The Chairperson of the Council and or the Executive Committee may, and upon a request from 25% of the membership shall immediately call a special meeting of the Council with proper notice and with the purpose of the meeting stated with the transmittal of the meeting notice.

Section 3. Quorum. At any meeting of the Council, called with proper notice, a quorum for the transaction of any business shall be a simple majority of those present.

Section 4. Proper Notice. 48 Hours shall constitute proper notice for the purpose of conducting business.

ARTICLE VI
OFFICERS

Section 1. Officers. There shall be a Chairperson and Vice-Chairperson elected to serve as the Officers of the Council. Each officer shall be elected by majority vote of those present at the first regular meeting of the calendar year for a one-year term or until their successors are duly elected. The officers are eligible to serve for no more than two consecutive one-year terms. Officers shall be members of the Council and shall be considered to have resigned as officers upon withdrawal or otherwise terminating as a member of the Council.

Section 2. Chairperson. The Chairperson shall call and preside at all meetings of the Council and shall be the Chairperson of the Executive Committee and an ex-officio member of all other committees. The Chairperson shall perform such other duties as may be assigned by the Council from time to time.

Section 3. Vice-Chairperson. In the absence of the Chairperson, the Vice-Chairperson of the Council shall act in the capacity of, and perform such duties as are delegated to the Chairperson and shall perform such other duties as may be assigned by the Chairperson or the Council from time to time.

ARTICLE VII
COMMITTEES

Section 1. Executive Committee. There shall be an Executive Committee, which shall consist of the Chairperson, Vice-Chairperson, one (1) member from each of the four (4) quadrants (North, South, East and West) representing specific geographical areas of the region, and three (3) members to represent the region at large. The Executive Committee shall include one (1) representative from the Des Moines City Council and one (1) representative from the Polk County Board of Supervisors.
In the event that either the Chair and or Vice Chair posts are filled by a representative from Des Moines or Polk County, these designated positions on the Executive Committee shall be filled by representatives from other member communities.

Section 2. Election of Executive Committee. The Council shall elect individuals to serve as members of the Executive Committee. Each member shall be elected by majority vote of those present at the first regular meeting of every calendar year for a one-year term, or until their successors are duly elected.

Section 3. Terms of Office. The first nine months of the Council’s existence shall constitute the first term for all members of the Executive Committee. Thereafter, individuals designated as standing members of the Executive Committee shall serve one-year terms and at-large members shall serve two-year terms.

The members of the Executive Committee shall be eligible for not more than two consecutive terms.

All Executive Committee members shall be members of the Council and shall be considered to have resigned as Executive Committee members upon withdrawal or otherwise terminating as a member of the Council.

Section 3. Responsibilities of Executive Committee. The Executive Committee shall have no authority other than that which is delegated to it by the Council. The Executive Committee shall prepare the agenda for the Council’s regular and special meetings. The Executive Committee shall receive requests for items to be placed on the Council’s meeting agenda by direction of the full Council.

Section 4. Nominating Committee. The Council Chair shall annually appoint a Nominating Committee comprised of no more than three persons that fairly represent the geographic balance of the Council as constituted. No more than one person from any one community shall serve on the Nominating Committee. The Nominating Committee shall select one of the three committee members as chairperson.

Section 5. Responsibilities of the Nominating Committee. The Nominating Committee shall present a slate of candidates at the first regular meeting of every calendar year. The slate shall include candidates for Chair, Vice Chair, and members of the Executive Committee. The Nominating Committee shall present a slate of candidates that fairly represent the geographic balance of the Council as constituted.

In the event of the resignation of the Chair or Vice Chair, the Nominating Committee shall present for consideration of the full Council, a slate for the vacated position that allows for the continued geographic balance of the Council as constituted.

In the event a community wishes to terminate its membership on the Executive Committee the Nominating Committee shall present for consideration to the full Council, the name of a community that allows for the continued geographic balance of the Council as constituted.

Section 6. Special Committees. The Council may form special committees to act on any specific question or undertake specific tasks. Special Committees may be comprised of Council members and non-Council members, including staff members. Upon conclusion of its task, such committees shall dissolve with no further action required.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

“Robert’s Rules of Order, Revised” shall govern all activities of the Council except as limited by the Memorandum of Understanding or these Bylaws. Such rules may be amended at any time by a majority vote of the Council.
ARTICLE IX

AMENDMENT OF BYLAWS

These Bylaws may be altered, repealed, or amended only by the affirmative vote of two-thirds of the Council members at any meeting of the Council providing that notice of such amendment has been mailed to all members not later that ten (10) days in advance of the meeting.

ARTICLE X

APPROVAL AND ADOPTON

These Bylaws shall be effective immediately on the affirmative vote of two-thirds of the members of the Council.

I certify the above Bylaws were duly adopted the date set forth above:

________________________________________
Secretary

ATTEST

________________________________________
Chairperson