

Bylaws checklist for Marion County advisory boards



Name of board: _____

Staff responsible: _____

<i>Required components</i>	<i>Done</i>	<i>Present, but lacks clarity</i>	<i>Missing</i>	<i>Recommendations</i>
Mission statement				
Purpose of board: a. statute (if applicable)				
b. board order (if applicable)				
c. goals				
d. guidelines and/or parameters				
Membership a. representation				
b. appointment or reappointment terms				
c. duties/expectations				
Termination a. meeting attendance requirements				
b. resignation				
c. reasons for dismissal				

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Meetings				
a. public meeting laws				
b. minutes				
c. schedule of regular and special meetings				
d. decision-making method (put in examples?)				
e. quorum				
f. conflict of interest disclosure process				
g. executive committee membership (if applicable)				
Officers				
a. selection process				
b. length of terms				
c. duties of each office				
d. filling vacancies				
e. removal from office				

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Subcommittees				
Revision or amendment of bylaws				

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