

Bylaws template for Marion County advisory boards

Required components include:

1. **Name of board**
2. **Mission statement**
3. **Purpose of board**
 - a. statute (if applicable)
 - b. board order (if applicable)
 - c. goals
 - d. guidelines and/or parameters
4. **Membership**
 - a. representation
 - b. appointment/reappointment terms
 - c. duties/expectations
5. **Termination**
 - a. meeting attendance requirements
 - b. resignation
 - c. reasons for dismissal
6. **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)
7. **Officers**
 - a. selection process
 - b. length of terms
 - c. duties of each office
 - d. filling vacancies
 - e. removal from office
8. **Subcommittees**
9. **Revision or amendment of bylaws**