

**BY-LAWS**

**OF**

**[INSERT NAME OF BACE HERE]**

**Table of Contents**

[**I.** **PURPOSE** 3](#_Toc470073478)

[**II.** **MISSION AND LIFE OF BACE** 3](#_Toc470073479)

[**III.** **LOCATION AND DESIGNATED BACE CONTACT PERSON** 3](#_Toc470073480)

[**IV.** **STRUCTURE AND POWERS** 3](#_Toc470073481)

[**V.** **GOVERNANCE AND COMPOSITION** 3](#_Toc470073482)

[**A.** **Governing Laws** 3](#_Toc470073483)

[**B.** **Composition** 3](#_Toc470073484)

[**C.** **Appointment/Election of Positions/Members** 3](#_Toc470073485)

[**D.** **Terms of Office** 3](#_Toc470073486)

[**E.** **Termination** 3](#_Toc470073487)

[**F.** **Resignation** 3](#_Toc470073488)

[**G.** **Vacancies** 3](#_Toc470073489)

[**H.** **Compensation** 3](#_Toc470073490)

[**VI.** **MEETINGS** 3](#_Toc470073491)

[**A.** **Regular Meetings** 4](#_Toc470073492)

[**B.** **Order of Business** 4](#_Toc470073493)

[**C.** **Minutes** 4](#_Toc470073494)

[**D.** **Special Meetings** 4](#_Toc470073495)

[**E.** **Legal Construction and Conflicts** 4](#_Toc470073496)

[**VII.** **QUORUM/VOTING PROCEDURES** 5](#_Toc470073497)

[**A.** **Quorum** 5](#_Toc470073498)

[**B.** **Rules of Order and Voting Procedures** 5](#_Toc470073499)

[**VIII.** **REPORTS** 5](#_Toc470073500)

[**IX.** **FUNDING AND BUDGET** 5](#_Toc470073501)

# **PURPOSE**

Insert purpose of BACE and enabling legislation here.

# **MISSION AND LIFE OF BACE**

Insert mission/ goals of BACE here; include anticipated sunset date of BACE once these have been met.

# **LOCATION AND DESIGNATED BACE CONTACT PERSON**

If the BACE has a physical presence, insert those details here. Also, indicate the designated BACE contact person (ie if it is the chair, an officer, executive director, etc.) and what City department will provide staffing/administration support.

# **STRUCTURE AND POWERS**

Insert structure of the BACE here and details on members, if there are officers, if there is an executive director, etc. Note what their powers/authority and duties are.

# **GOVERNANCE AND COMPOSITION**

## **Governing Laws**

Insert details of governing laws and process to change them.

## **Composition**

Insert details of the composition of the BACE, including officers, the number and make-up of members, executive director, and their roles and responsibilities.

## **Appointment/Election of Positions/Members**

Insert appointment process of officers, members, and executive director here.

## **Terms of Office**

Insert details on terms of office of officers, members, and executive director here.

## **Termination**

Insert grounds for termination and that process here.

## **Resignation**

Insert details on resignation process of officers, members, and executive director here.

## **Vacancies**

Insert details on how vacancies will be filled here.

## **Compensation**

Insert details on compensation, if any here.

# **MEETINGS**

***Suggested Language***

*Applicability of Georgia Open Meetings Act and Georgia Open Records Act.  All meetings of the Board, including regular and special called meetings, shall be conducted in accordance with the requirements of the Georgia Open Meetings Act (O.C.G.A. 50-14-1, et seq.).  All records created, maintained and received by the Board, the Administrator, or by individual trustees, during the performance of activities related to the Board are subject to the requirements of the Georgia Open Records Act.  (O.C.G.A. 50-18-70 et seq.).*

## **Regular Meetings**

Insert details of regular meetings here, including location, schedule of meetings, notifications and where agendas can be accessed.

***Suggested Language***

*Public Meetings.  Except as permitted under state law, meetings of the Board shall be open public meetings.*

## **Order of Business**

Insert details of required agenda items and what goals/outcomes can expected to be accomplished at each meeting, including specific goals/outcomes for inaugural meeting of any BACE (ie setting schedule of meetings, etc.)

## **Minutes**

Insert details of by when and where minutes will be made available post-meeting.

***Suggested Language***

*Minutes.  The Administrator shall prepare draft meeting minutes in accordance with the requirements of the Georgia Open Meetings Act.  The minutes shall be considered final on approval by a majority of the Board at their next regularly scheduled meeting. The Administrator shall maintain the official minutes of the meetings.*

## **Special Meetings**

Insert details of special meetings here.

***Suggested Language***

*Executive Session.  The Board may enter into executive session as authorized by the Georgia Open Meetings Act.  The Chair, or other presiding officer, of the meeting at which an executive session occurs shall execute an affidavit as required by law.  Minutes of an executive session shall be recorded but shall not be a public record.*

## **Legal Construction and Conflicts**

Insert details of legal construction and conflicts here.

***Suggested Language***

*Legal Construction.  Nothing contained herein shall be construed in a manner that is inconsistent with any laws of the City of Atlanta, the State of Georgia, or the United States.*

*Conflicts.  If a conflict is determined to exist between a provision of these Bylaws and any law of the City of Atlanta, the State of Georgia, or the United States, the provisions of any such law shall supersede a conflicting provision in these Bylaws.*

# **QUORUM/VOTING PROCEDURES**

## **Quorum**

Insert details of what constitutes a quorum here.

## **Rules of Order and Voting Procedures**

Insert details of how the meeting will be conducted (Roberts Rules of Order, etc.)

# **REPORTS**

Insert details of reports and how often they will be issued.

# **FUNDING AND BUDGET**

Insert details of if City funding is being received for the business of this BACE, what the annual budget is and when annual financial reports will be issued and where they can be found.