

# ANTI-POVERTY TASK FORCE BYLAWS

## Article I. Name

The official name of this organization shall be the "City of Jackson Anti-Poverty Task Force," also known as the "Anti-Poverty Task Force."

## Article II. Objectives

The mission of the Anti-Poverty Task Force (hereafter known as "The Task Force") is to develop strategies for reducing poverty, inequality, recidivism, and addressing other quality of life concerns among all low-income and vulnerable populations in Jackson, TN. The Task Force will work in partnership with the Mayor's Office and City Council to implement policies and programs that will further this mission.

The duties of the Task Force shall be to study, develop, recommend, implement, and evaluate plans for improving the health, wellbeing, safety, educational and economic outlook of the citizens of Jackson. The Task Force will work closely with the City of Jackson and external social service agencies to address poverty and other quality of life concerns in the City and otherwise promote public wellbeing in the City. Nothing herein, however, shall be constructed to abridge or change the powers and duties of other commissions, departments, boards and like agencies of the City of Jackson.

## Article III. Membership

### Section 1 Task Force Members

- A. The Task Force shall consist of a minimum of 8 community members with a maximum of 12 members, to be appointed by the Mayor and approved by the City Council from a slate presented to them by the Nominating Committee.
- B. The City of Jackson Staff Coordinator shall be an Ex-Officio member and will not be included in the number of community members.

### Section 2 Responsibilities of the Board

- A. Shall not miss more than four meetings annually, and shall not miss two or more consecutive meetings, unless due to emergency/extenuating circumstances to be reviewed and approved by the Mayor.
- B. Participate in one standing committee and attend 75 percent of scheduled committee meetings.

- C. Attend at minimum one annual event sponsored or co-hosted by the Task Force.

### Section 3 Terms of Office

Members shall serve three year terms with 1/3 of the members to be replaced each year. Members can be re-elected for an indefinite number of terms. Of the original board members, 1/3 shall serve a one-year term, 1/3 shall serve a two-year term, and 1/3 shall serve a three-year term. Membership will correspond with the fiscal year July 1 to June 30.

### Section 4 Meeting and Voting

- A. The Task Force shall meet monthly for a minimum of ten times a year. The regular meetings shall be held at such time, date and place as the Task Force may determine.
- B. Special meetings may be called at the request of the Chair or at the request of five or more members of the Board. All special meetings shall be given at least three days' notification prior to the meeting.
- C. Business shall be transacted by a majority of members present. A quorum shall consist of those members in attendance at the meeting.
- D. All meetings shall be conducted in accordance with Roberts Rules of Order or by any procedure acceptable to the Board.

### Section 5 Absences and Vacancies

Absence of any Board member from five meetings within a fiscal year shall be construed as a resignation. Vacancies by resignation, or for other reason, in the Board may be filled by the Mayor with recommendations from the Board for the remainder of the unexpired term. Serving an unexpired term shall not disqualify a person from election to a full three-year term.

## **Article IV. Staff Coordinator**

The Staff Coordinator shall be selected and supervised by the Mayor. The Staff Coordinator serves as the liaison between the Task Force and the Mayor's Office, City Council, and other City of Jackson Departments.

## **Article V. Officers**

### Section 1 Number

- A. The officers of the Task Force will be Chairman, Vice-Chairman, and Secretary. The Task Force has the option to elect a Treasurer if funding opportunities are pursued or made available by the Mayor and City Council. They shall be installed at the Annual Review Meeting which shall be in June of each year. The officers will serve for a term of one year. No officer shall serve in that capacity for more than three consecutive years. Special elections may be held outside of the Annual Review Meeting to fill vacancies or upon the creation of new executive positions.
- B. Vacancies in the office of Chairman shall be filled by a designation by the Mayor and with approval by majority vote of the Task Force. Vacancies in the office of Vice Chairman and Secretary shall be filled immediately by regular election procedures. Those appointed or elected shall serve until the Annual Review Meeting.
- C. The Chairman shall preside at all meetings. The Vice-Chairman shall act in the absence, and with the same powers, of the Chairman. The Secretary shall keep the minutes of the meeting, keep up-to-date copies of those minutes and take care of all correspondence of the Commission. The Treasurer is responsible for tracking and reporting all fundraising activities and account balances, if applicable, and will work directly with the City of Jackson Accounting Department.

### Section 2 Duties

The duties of the officers shall be such as usually pertain to their respective offices or prescribed and assigned to them respectively by the Task Force.

## **Article VI. Committees**

### Section 1 Executive Committee

The Executive Committee shall consist of the officers, staff coordinator, and immediate past Chairman and shall serve terms of one year. It may meet monthly between meetings of the Task Force, or as needed. It shall have and exercise in the intervals between meetings of all the powers of the Task Force.

### Section 2 Nominating Committee

The Task Force shall appoint the Nominating Committee for a term of one year. The Committee shall entertain suggestions for officers and members of the Task

Force for the following terms and propose candidates for either election or appointment.

### Section 3 Standing Committee

The standing sub-committees shall be reflective of the following areas of the community: employment and business opportunities, education/skills training, quality, affordable housing, thriving neighborhoods, and health and wellness. Other topical sub-committees may be determined as needed.

A special committee for the programming of volunteer and fundraising events shall be determined by the Task Force and their members as needed.

The Chairman of each special and sub-committee shall be appointed by the Chairman of the Task Force.

## **Article VII Reporting**

### Section 1 Fiscal Year

The fiscal year shall begin July 1 and end June 30.

### Section 2 Financial Reports

Financial reports shall be made to the Task Force as needed or requested.

## **Article VIII Funding**

All funds shall be administered in accordance with the City Ordinance to establish to establish this organization, or any subsequent Ordinance that grants the Task Force fundraising and financial administration powers.

## **Article IX Amendments**

The City of Jackson Anti-Poverty Task Force may amend these bylaws by a vote of the majority of the membership present at a regular meeting as long as it is not inconsistent with the provisions of the Ordinance. The proposed amendment shall be brought before the members at the preceding regular meeting and a written notice of the proposed amendment shall be sent to all members at least 15 days before the regular meeting at which the amendment shall be voted upon.