

**BY-LAWS
OF THE
MAYOR'S ADVISORY COUNCIL
ON DOMESTIC AND SEXUAL VIOLENCE
JACKSON, TENNESSEE**

ARTICLE 1

Name

The name of this council is the Mayor's Advisory Council on Domestic and Sexual Violence (the Council).

ARTICLE 2

Mission and Purpose

The mission of the Council is to reduce the incidence of domestic and sexual violence in Jackson, Tennessee by providing a collaborative environment where professionals, academics, and interested members of the Jackson community can meet to discuss domestic and sexual violence in Jackson, its effects on individuals, families, and the community, and its underlying causes.

The purpose of the Council is to identify solutions to domestic and sexual violence in Jackson and to make recommendations to policy makers, community partners, and the community-at-large on modifications that will improve the health and safety of all who live in Jackson. Areas of focus for the Council will include, but not be limited to, the following:

- Batterer Accountability
- Violence against Women on Campus
- Domestic and Sexual Violence Reports Data and Fatality Review
- Protocol Development
- Public and Professional Education

ARTICLE 3

Meetings

Regular meetings of the council shall be quarterly. The time and location of each meeting shall be set by the council at the previous meeting. The council shall be subject to special called meetings by the chairman whenever and wherever the chairman deems necessary.

At the time of taking up or renewing membership, a council member may designate a named individual to serve as his/her proxy at meetings. It is the responsibility of the council member to ensure that the secretary of the council is provided with a current contact address, email, and phone number for his/her proxy. In the event that a member wishes to change his/her designated proxy, the member must deliver written notice to the secretary of the council, identifying (with full contact information) both the original proxy and the new proxy, and stating that voting rights should be transferred from the former to the latter. Such notice shall be given not less than fourteen (14) days before the date of the first meeting in which the member wishes his/her new proxy to be entitled to participate in

meetings and/or vote on the council member's behalf. In the event that a council member has not designated a proxy at least fourteen (14) days before a meeting, the member's vote shall not be cast at that Meeting.

ARTICLE 4

Quorum

The majority of the members shall constitute a quorum.

ARTICLE 5

Attendance

Members (or their proxies) missing two consecutive meetings, without good cause, shall be dropped from the council.

ARTICLE 6

Order of Business

The order of business at the meetings of the council shall be as follows:

- Roll Call
- Approval of Minutes of Last Meeting
- Discussion of Key Issues
- Report of Committees
- Appointments
- Unfinished Business
- New Business
- Adjournment

ARTICLE 7

Election of Officers

At each regular April meeting, the members of the council shall elect from its membership a chairman, a vice-chairman, and a secretary. In case of vacancy, an election shall be held in the first regular meeting following such vacancy.

ARTICLE 8

Duties of Officers

- 7.1 It shall be the duty of the chairman to preside at all meetings of the council; to sign all official papers as are approved by the council; to appoint committees; to call special meetings upon request of two (2) members.
- 7.2 The vice-chairman shall perform the duties of the chairman in the absence of the latter.
- 7.3 The secretary shall notify members of all meetings, keep a record of all meetings, and call special meetings upon request of the chairman. The secretary shall keep the official minutes of the council.

ARTICLE 9

Committees

- 8.1 The chairman shall appoint all committees, unless otherwise provided by special resolution.

- 8.2 The chairman and vice chairman may be ex-officio members of all committees and, as such, notified of all committee meetings.
- 8.3 Special committees shall be appointed for such purposes as the advisory council may determine and may be appointed from within or outside the advisory council.
- 8.4 The fiscal year of the council will close on June 30.

ARTICLE 10

Membership

The Mayor's Advisory Council on Domestic and Sexual Violence shall consist of 26 members, which shall be appointed by the mayor.

ARTICLE 11

Term of Office

Members shall serve three-year terms, after the initial appointee schedule, and can be re-elected for additional terms upon appointment by the mayor. The first appointments to the advisory council will be by the mayor and will take effect on the day of the appointment. The terms for these first appointments will be the period of time between the date of the appointment and April 1, 2014 and then as follows: eight members will serve one year; eight members will serve two years, and eight members will serve the full three years.

ARTICLE 12

Absences and Vacancies

Absence of any advisory council member from any four meetings within a fiscal year shall be construed as a resignation. Vacancies in the advisory council by resignation, or for other reasons, will be appointed by the mayor. Serving an unexpired term shall not disqualify a person from election to a full term.

ARTICLE 13

Amendments

All amendments to these rules and regulations must be proposed in writing at a regular meeting of the advisory council and presented to the mayor.

