

KEEP JACKSON BEAUTIFUL COMMISSION BYLAWS

Article I. Name

The official name of this organization shall be the “Keep Jackson Beautiful Commission”.

Article II. Objectives

This organization shall strive to change the attitudes of all citizens of the City of Jackson about the disposal of litter through education and motivation. It shall seek effective enforcement of all pertinent ordinances and laws with reference to litter control. It shall encourage volunteer recycling as an alternative to landfill disposal and it shall encourage beautification projects through volunteer organizations.

The duties of the Commission shall be to study, investigate, develop, and recommend plans for improving the health, sanitation, safety and cleanliness of the City of Jackson by beautifying the streets, highway, alleys, lots, yards and other similar places in the City; to aid in the prevention of fires, disease and other casualties by the removal and elimination of trash and other debris from the streets, highways, alleys, lots, yard plots and other similar places; to encourage the placing, planting and preservation of trees, flowers, plants, shrubbery and other objects of ornamentation in the City; to advise and recommend plans with other agencies of the City for the beautification of the City; and otherwise promote public interest in the general improvement of the City. Nothing herein, however, shall be construed 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 Commission Members

- A. The Keep Jackson Beautiful Commission shall consist of 24 members to be appointed by the Mayor and approved by the City Council.
- B. The Mayor and City Council liaison shall be Ex-Officio members and will not be included in the number 24.
- C. The affairs of the Keep Jackson Beautiful Commission shall be governed by a board of commissioners consisting of twenty-four (24) commissioners. Commissioners shall serve three-year terms; of the original directors, six (6) shall be elected for one year, nine (9) shall be elected for two (2) years, and nine (9) shall be elected for a three-year term. Commissioners can be reelected for subsequent terms. All commissioners shall be elected by the City Council upon the recommendation of the Mayor of the city. Commissioners shall serve without compensation. The commissioners shall annually elect one commissioner to serve as chairperson for the ensuing year. In the event a vacancy occurs in such office, the Mayor shall fill such vacancy in the same manner. The Mayor shall be an ex officio member of the commission.

Section 2 Responsibilities of the Commission

- A. Attend 2/3 of all regularly scheduled meetings to include the Annual Meeting.
- B. Participate in a minimum of one standing committee and attend 2/3 of scheduled meetings.

- C. Attend one annual event.
- D. Serve on Committee designated for the purposes of planning and implementing litter cleanup initiatives; and/or organize and independently host at least one community cleanup per fiscal year.

Section 3 Terms of Office

Members shall serve three-year terms. Members can be re-elected for an indefinite number of terms. Membership will correspond with the fiscal year July 1 to June 30.

Section 4 Meeting and Voting

A. The Keep Jackson Beautiful Commission shall meet a minimum of 6 times a year and may meet as offices as once a month. The regular meetings shall be held at such time, date and place as the Commission may determine.

B. Special meetings may be called at the request of the Chair or at the request of 10 or more members of the Commission. All special meetings shall be given at least 3 days notification prior to the meeting.

C. Business shall be transacted by a majority of members present. In order for both Commission and committee meetings to be deemed official, a majority of the members plus one (1) must be present. This number will denote a quorum.

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 Commission 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 for the remainder of the unexpired term. Serving an unexpired term shall not disqualify a person from election to a full three-year term.

Section 6 Resignation

A Commission member may resign at any time by filing a written resignation with the Chair and Coordinator of the Commission.

Article IV. Coordinator

The Executive Coordinator shall be selected by the Mayor and will be supervised by his or her designee.

Article V. Officers

Section 1 Number

A. The officers of the commission will be Chairman, Vice-Chairman, and Secretary. They shall be installed at the Annual Meeting which shall be in May 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.

B. Vacancies in the office of Chairman shall be filled by a designation by the Mayor. 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 Meeting.

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.

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 commission.

Article VI. Committees

Section 1 Executive Committee

The Executive Committee shall consist of the officers and immediate past Chairman and shall serve terms of one year. It may meet monthly between meetings of the commission. It shall have and exercise in the intervals between meetings of all the powers of the commission.

Section 2 Nominating Committee

The Chairman shall appoint the Nominating Committee for a term of one year. The Committee shall entertain suggestions for officers and directors of the commission for the following terms and propose candidates for either election or appointment.

Section 3 Standing Committee

The standing sub-committee shall be reflective of the following areas of the community: business and industry, communications, civic involvement municipal affairs, schools, churches and neighborhoods. A special committee for the programming of volunteer clean-up or recycling events shall be determined by the commission and their members and Chairman shall be appointed by the Chairman and/or Coordinator of the commission.

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 commission as needed or requested. The finances of the commission shall be under the supervision of the City Recorder, whose duty it shall be to establish an account for the Keep Jackson Beautiful Commission and to control and supervise, same as other city funds. The City Recorder must approve all expense vouchers submitted in connection with the Keep Jackson Beautiful Commission.

Section 3 Annual Report

It shall be the duty of the Keep Jackson Beautiful Commission, on the first day on July each year, to file with the Mayor and City Council a written annual report of the work performed, the results accomplished, and the receipt and disbursement of all moneys allotted to and received by such commission

Article VIII Funding

All funds shall be administered in accordance with the City Ordinance to establish to establish this organization.

Article IX Amendments

The Keep Jackson Beautiful Commission 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.