

Appendix B

(NAME) BYLAWS¹

Adopted (Date)

Revised (Date)

ARTICLE I NAME

The Committee shall be known as the (Name).

ARTICLE II MISSION

ARTICLE III AUTHORITY

Level of authority (advisory or decision-making body)

ARTICLE IV MEMBERSHIP

- Section 1: Criteria for membership
- Section 2: Terms of membership
- Section 3: Responsibilities of members
- Section 4: Attendance requirements
- Section 5: Selection and termination process

ARTICLE V OFFICERS

- Section 1: Selection/Election of Officers
- Section 2: Officers' responsibilities
- Section 3: Vacancies

ARTICLE VI GOVERNANCE

- Section 1: Annual work plan and reporting²
- Section 2: Budget development, tracking and reporting
- Section 3: Decision-making process
- Section 4: Quorum
- Section 5: Manner of Voting
- Section 6: Amendment of bylaws

ARTICLE VII MEETINGS

- Section 1: Schedule of meetings
- Section 2: Minutes
- Section 3: Conducting a Meeting

SIGNATURES/DATE

Committee Chairperson: _____

Date: _____

Department Director: _____

Date: _____

Deputy COO or Designee: _____

Date: _____

¹ See Metro Committees policy

² Annual report of progress due to Deputy COO or designee