

Defining By-Laws for the LICC

Information in by-laws includes but is not limited to:

- responsibilities of members for attendance and participation
- procedure for defining and replacing non-contributing or inactive members
- time limits for serving on the LICC
- representative membership and suggested number of members
- selection criteria or considerations for membership
- officers and their responsibilities
- procedure for how decisions will be mad (e.g., majority rules, consensus)
- procedure for resolving disagreements
- committee planning and evaluation procedures
- procedure for reporting committee activities
- subcommittee function, structuring, and information exchange

By-laws are generally organized by main headings called articles which are subdivided into sections. The following is a sample template which LICC can efficiently use to develop its own by-laws by following this outline, filling in the blanks, and answering the questions. In this manner, the by-laws which are developed will more closely match the needs of your community as you define them.

SAMPLE BY-LAWS

ARTICLE I. Organization Name

The name of this organization shall be....

ARTICLE II:

Insert LICC's mission or vision statement.

ARTICLE III:

- Section 1. Define who the members are. Is there a limit to the number of members? Are the members representing themselves, or do they represent their agency if they are employed by and agency>
- Section 2. Define the term of the members. Do they serve staggered terms such that at least half of the LICC is always experienced members? Are members restricted to serving a maximum length of time before they have to rotate off?
- Section 3. Define procedure for defining and replacing non-contributing or inactive members.
- Section 4. Define voting rights of members. Does each agency get one4 vote? Which agency member gets that vote? Will you allow proxy votes?
- Section 5. Define procedure for filling member vacancies due to resignation. How do members resign?
- Section 6. Define responsibilities of the members, including what to do if the member cannot make a meeting.

ARTICLE IV. Officers

- Section 1. Define who the officers will be for the LICC.
- Section 2. Define how the officers are nominated and elected. When will this be done?
- Section 3. Define the duties of each officer that are beyond their regular duties as LICC members. For example, who will receive information from the NC-ICC? Who will notify the NC-ICC when chairpersons/contact people change? Will one member serve as a Legislative Contact for the LICC? (See sample "Duties of Officers of the LICC.")
- Section 4. Define the terms of each officer.

ARTICLE V. Meetings

- Section 1. Define meeting time, date and place. Time should include the beginning and ending time for the meeting.
- Section 2. Define parameters for special "called meetings" as necessary. Who calls for special meetings? For what reasons? How are members notified?
- Section 3. Define a quorum. Will a quorum be required for the LICC to transact business?
- Section 4. Define how members will develop and receive a meeting agenda. Will the agenda for the next meeting be set at the end of meeting? How will new or late-breaking or time-limited information be handled? Will agendas be mailed in advance of the meeting or will they be presented by the chairperson at the meeting?