

# Bylaws of Plano Citizens' Coalition

## ARTICLE I – NAME & ADDRESS

The name of the organization shall be Plano Citizens' Coalition (PCC). The address of the organization shall be 2701 W. 15<sup>th</sup> Street #249, Plano, TX 75075

## ARTICLE II – GUIDING PRINCIPLES

- A. Rule of Law** – The rule of law applies to all. This is the foundation of our republic.
- B. Limited Government** – Government should be small and limited to its core functions.
- C. Representative Government** – Elected officials' actions should represent the will of their constituents, under the law, with transparency and integrity, honesty and uprightness.

## ARTICLE III – MISSION STATEMENT

Plano Citizens' Coalition's mission is to influence, promote, and support elected officials and policies that advance the rule of law, provide for the core functions of government in a fiscally responsible manner, and represent the citizens of Plano with transparency and integrity, honesty and uprightness.

## ARTICLE IV – OBJECTIVES

- A. Policy and Education** – Proactively influence City of Plano, Plano Independent School District (Plano ISD) and Collin College public policies and promote these policies with elected officials, citizens of Plano, and candidates for Plano City Council, Plano ISD and Collin College Trustees.
- B. Leadership** – Identify, train, and support future Plano City Council members, Plano ISD and Collin College Boards of Trustees.

## ARTICLE V – MEMBERSHIP

### Section 1 - Eligibility

Any U.S. citizen that pledges to support the Guiding Principles, Mission and Objectives of Plano Citizens' Coalition shall be eligible for membership. There are four different types of Memberships with different levels of Dues, as outlined in Section 2.

## Section 2 - Classification of Memberships

**A voting Member in good standing** is a Member, Student, or Family Member, who is current in paying their annual dues.

- 1) **Member** - Any eligible person who resides within the jurisdiction of Plano or the Plano ISD may become a voting member.
- 2) **Student Member** - Any eligible person who resides within the jurisdiction of Plano or the Plano ISD, currently enrolled in college and under the age of 25, may become a voting member.
- 3) **Family Membership** – Additional family members within the residence of any of the above classifications of membership.
- 4) **Associate Member** - Any eligible person may become a non-voting associate member who may attend General Meetings, may receive published Plano Citizens' Coalition newsletters and alerts.

## Section 3 – Dues - Membership

- 1) The Executive Board will set the amount of annual dues charged for Member, Student, and Family memberships.
- 2) Membership dues are not prorated.
- 3) Annual membership runs from September of each year through August of the following year.
- 4) Dues are payable by the last day in August of each year.

## Section 4 - Work for a Candidate

- 1) Members may work for a candidate of their choice, but may not work in the name, or on the behalf of Plano Citizens' Coalition without an official Plano Citizen Coalition endorsement.
- 2) Members cannot at any time, share any of the organization's proprietary information, or share confidential information with such candidate or the candidate's campaign. Violators are subject to removal from association with Plano Citizen's Coalition.
- 3) Executive Board members may not publicly oppose endorsed Plano Citizens' Coalition candidates during the election cycle.

### **Section 5 - Confidentiality and Proprietary Information**

All information, data, or material generated by, purchased by, or contributed to Plano Citizens' Coalition, shall not be used by, shared with third parties, or altered without the written permission of the Executive Board.

### **Section 6 - Cause for Removal**

Any member may be removed by a two-thirds (2/3) vote of the Executive Board upon the member doing any of the following:

- 1) Ceases to support the Guiding Principles, Mission and Objectives,
- 2) Is disruptive,
- 3) Fails to operate within these bylaws, or
- 4) Reflects adversely on Plano Citizens' Coalition,

Cause for Removal actions taken by the Executive Board will be reported to the Membership at the next General Meeting.

### **Section 7 – Meetings - General Membership**

- A. General Membership Meetings will be held on the first Tuesday of odd numbered months. Meeting dates may be amended by the Executive Board.
  - 1) Membership attendance will be recorded by the Membership Director and transmitted to the Secretary within 7 days of the meeting.
  - 2) General Membership Meeting voting quorum shall be one-fourth (1/4) of the eligible voting members in good standing.
  - 3) It is the intent to allow the widest participation, therefore, attendance at all meetings may be allowed on a best effort basis via webinar and/or conference call or similar technologies and such attendance satisfies the voting quorum requirement as determined by the President with the assistance of the Membership Director.
- B. Special General Membership Meetings:
  - 1) May be called by the President or a majority vote four sevenths (4/7) of the Executive Board.
  - 2) May be called by the written request of a majority of Plano Citizens' Coalition members, in good standing.
  - 3) The purpose of a special meeting shall be stated in the call and only that purpose may be addressed at the meeting.
  - 4) A minimum of ten (10) days' notice shall be given for all special meetings.
  - 5) No member may hold more than one vote, and no proxy voting shall be allowed.

- 6) A vote may be conducted by mail or email as deemed necessary by the President, but is not binding unless all members are notified of the impending vote and its subject matter, and at least a majority of the voting eligible members in good standing vote.

## **ARTICLE VI – EXECUTIVE BOARD**

(Elected by Members in good standing)

### **Section 1 - Officers, Terms, Elections, and Vacancies:**

- A.** Any Member in good standing may run for an officer's position.
- B.** No person may hold more than one Executive Board position, except as a result of a vacancy. In the case of a vacancy the Executive Board shall actively seek a replacement to fill the vacancy within one (1) month.
- 1)** A vacancy in an elected office may be filled for the period of the unexpired term by another Executive Board member, nominated by and receiving a simple majority vote of the Executive Board at their next regularly scheduled meeting.
  - 2)** If a President is permanently disabled or vacates the office, Vice President-Programs shall serve out the remainder of the President's term.
    - a.** If the Vice President- Programs is unwilling to serve as President, the Executive Board, can nominate a replacement, from the voting-eligible Membership.
    - b.** The successful candidate will receive two-thirds (2/3) Executive Board votes and will serve the remainder of the President's term.
  - 3)** Vacancies for other Executive Board offices may be elected by the Executive Board from the voting-eligible Membership in good standing for the remainder of the term.
  - 4)** Attendance at all meetings may be allowed on a best-efforts basis via webinar and/or phone conference or similar technology and such attendance satisfies voting quorum requirements.
- C.** Terms for the Officers on the Executive Board will be two calendar years with staggered terms;
- 1)** President, Vice President-Communication, Vice President–Leadership and Secretary shall be elected in years ending with an odd number.
  - 2)** Vice President–Programs, Vice President–Policy and Treasurer shall be elected in years ending with an even number.

- D.** Elections will be held in a General Membership meeting each September.
- 1)** Current Executive Board members may stand for election at the next regularly scheduled election.
  - 2)** Candidate recommendations from the Membership to the Nominations Committee are encouraged only when allowing for time for the Nominating Committee to vet the nominee.
  - 3)** Nominee(s) must accept the nomination and be a voting eligible member, in good standing.
  - 4)** Selection date can be altered by four-sevenths (4/7) vote of the Executive Board.
  - 5)** When there is more than one candidate for an office, the election shall be by written ballot, or electronic device and no absentee or proxy voting is allowed.

**Section 2 – Meetings - Executive Board**

- A.** Executive Board meetings will be held monthly on the fourth Tuesday of the month or as called by the President.
- B.** A minimum of ten (10) days' notice shall be given for all Executive Board meetings, except in cases of emergency.
- C.** Exception - Special Executive Board meetings:
  - 1)** May be called by the President or a simple majority vote four-sevenths (4/7) of the Executive Board.
  - 2)** The purpose of a special meeting shall be stated in the call and only that business may be conducted at the meeting.

**Section 3 – Voting - Executive Board**

- A.** No Executive Board member may hold more than one vote, and no proxy voting shall be allowed.
- B.** A vote may be conducted by mail or email as deemed necessary, but is not binding unless all Executive Board members are notified of the impending vote, its subject matter, and at least a majority four-sevenths (4/7) of the Executive Board members vote.
- C.** A voting quorum for a meeting of the Executive Board shall be four-sevenths (4/7) of the Executive Board members. Voting quorum is determined by the Secretary.

**Section 4 - Conduct and Expectations - Executive Board**

Any Executive Board Officer absent from more than two (2) consecutive Executive Board meetings or three (3) Executive Board meetings in a year, unless excused by the

Executive Board, shall be replaced for the period of the unexpired term at the next meeting of the Executive Board.

### **Section 5 - EXECUTIVE BOARD**

The Executive Board, comprised of seven members, shall be elected by the Members in good standing.

- A.** The purpose of the Executive Board shall be to:
- 1) Direct operational functions of the organization.
  - 2) Establish, create charters for, provide oversight of, appoint committees, Directors and Co-Chair for and disband positions and committees,
  - 3) Conduct and facilitate meetings.
  - 4) Transact all business on behalf of Plano Citizens' Coalition.
  - 5) Approve all disbursements of funds or approve routine recurring payments.
- B.** Meetings
- 1) Will be called by the President.
  - 2) All Members in good standing are allowed to witness Executive Board Meetings.
- C.** The following Officers shall constitute the Executive Board:
- 1) President
  - 2) Vice President – Programs
  - 3) Vice President – Communications
  - 4) Vice President - Policy
  - 5) Vice President – Leadership
  - 6) Secretary
  - 7) Treasurer

### **Section 6 - Duties of Executive Board**

- A. President** - (elected in years ending in an odd number)
- 1) Shall plan and make arrangements for the General Membership meetings with the Vice President-Programs.
  - 2) Shall call and preside over all General Membership and Executive Board meetings.
  - 3) Shall represent Plano Citizens' Coalition at all times or designate a representative in his/her absence.

- 4) Shall be responsible for maintaining a record of all relevant accounts, access credentials, and similar documentation for the effective operation of Plano Citizens' Coalition.
- 5) May provide to the General Membership a quarterly financial report or may designate a member of the Executive Board that responsibility.
- 6) Shall provide support and oversight of the work of Plano Citizens' Coalition, the Executive Board, Directors, Chairs and Subcommittees.
- 7) Shall serve on the Vetting and Nominating Committees and may appoint members and Directors to those committees as necessary.
- 8) Shall serve as an ex-officio member of all committees and subcommittees.
- 9) In conjunction with the Executive Boards approval, shall announce, in the name of the organization, the results of the Vetting Committees' endorsed nominees for elected office.
- 10) The President will oversee an orderly transition of new Board members.
- 11) At the end of the term of office, the vacating Executive Board member will, within 2 weeks of the election, train the next Board member for this position and transfer all records and files to them.

**B. Secretary - (elected in years ending in an odd number)**

- 1) Shall keep a factual and unbiased record of the General Membership and Executive Board meetings.
- 2) Shall distribute meeting minutes for review and approval by the body recorded.
- 3) Shall receive and maintain all historical records and files at the President's discretion.
- 4) Shall determine, with the assistance of the Membership Director, if a quorum is present for voting purposes, and shall perform such additional related duties as may be needed.
  - a. General Membership Meeting voting quorum shall be one-fourth (1/4) of the members in good standing.
  - b. Executive Board Meeting voting quorum shall be four-sevenths (4/7) of the Board.
- 5) Shall tally and record all votes by the General Membership and Executive Board.
- 6) Shall serve on the Vetting and Nominating Committees as assigned by the President.
- 7) At the end of the term of office, the vacating Executive Board member will, within 2 weeks of the election, train the next Board member for this position and transfer all records and files to them.

**C. Treasurer - (elected in years ending in an even number)**

- 1) Shall receive and act as a custodian of all funds for Plano Citizens' Coalition.
- 2) Shall keep an accurate account of all monies received and disbursed and shall maintain accurate electronic and/or paper record.
- 3) Shall submit to the Executive Board a list of recurring expenses for approval.
- 4) Shall pay all bills upon authorization by the Executive Board by check or approved banking method.
- 5) Shall have the authority to sign all checks under the amount of \$250; any amount over the \$250 amount shall require approval of the Executive Board.
- 6) Shall give a financial report at each Executive Board meeting.
- 7) Shall maintain and make available the financial records for an annual review, no later than the last day of the first month following the calendar year (July 1<sup>st</sup>).
- 8) Shall maintain all necessary financial information for all required filings and shall make such filings on time and in accordance with applicable regulations to ensure Plano Citizens' Coalition is in good standing and compliant with all regulatory authorities.
- 9) Shall serve on the Vetting and Nominating Committees as assigned by the President.
- 10) At the end of the term of office, the vacating Executive Board member will, within 2 weeks of the election, train the next Board member for this position and transfer all records and files to them.

**D. Vice President-Programs - (elected in years ending in an even number)**

- 1) Shall work closely with the President and the Executive Board.
- 2) Shall perform the duties of the President whenever the President is absent or otherwise unable to serve.
- 3) Shall, with the President, plan programs.
- 4) Shall serve on the Vetting and Nominating Committees as assigned by the President.
- 5) Annually appoint a Sergeant of Arms for General Membership Meetings and a Membership Director.
- 6) At the end of the term of office, the vacating Executive Board member will, within 2 weeks of the election, train the next Board member for this position and transfer all records and files to them.



**E. Vice President-Communications - (elected in years ending in an odd number)**

- 1) Shall work closely within the Executive Board.
- 2) Shall perform the duties of the President whenever the President and Vice President-Programs are absent or unable to serve.
- 3) Shall manage tools applicable to the publication of the newsletter.
- 4) Shall manage the organization's website.
- 5) Shall support Plano Citizens' Coalition Policy positions by providing members/speakers materials on current issues/topics to be discussed publicly.
- 6) Shall direct the actions of the Internal and External Communications Directors, associated subcommittees and serve as an ex-officio member to those committees and subcommittees.
- 7) Shall serve on the Vetting and Nominating Committees as assigned by the President.
- 8) Shall communicate with Advisory Board members and report to the Executive Board.
- 9) At the end of the term of office, the vacating Executive Board member will, within 2 weeks of the election, train the next Board member for this position and transfer all records and files to them.

**F. Vice President – Policy - (elected in years ending in an even number)**

- 1) Shall develop, oversee and coordinate all Policy committee and subcommittees focused on policies, programs and initiatives of:
  - a. Plano City Council
  - b. Plano Independent School District and Collin College Trustees
- 2) Shall research, evaluate, deliberate and produce policy statements, summaries, talking points and other deliverables.
- 3) Shall receive written permissions from a simple majority (4/7) of the Executive Board prior to publishing any gathered information from the committee or subcommittee(s).
- 4) Shall serve as ex-officio member of all Policy-City of Plano subcommittee(s).
- 5) Shall serve of the Vetting and Election Committees as assigned by the President.
- 6) At the end of the term of office, the vacating Executive Board member will, within 2 weeks of the election, train the next Board member for this position and transfer all records and files to them.

**G. Vice President – Leadership - (elected in years ending in an odd number)**

- 1) Plano Citizens' Coalition shall not support **or participate in** fundraising activities for elections or spending on behalf or against candidates.

- 2) Shall develop, oversee, and coordinate all Leadership committees and subcommittees focused on identifying, recruiting, educating, developing and supporting future leaders for Plano City Council, Plano Independent School District and Collin College.
- 3) Shall serve as ex-officio member of all Leadership subcommittees.
- 4) Shall serve on the Vetting and internal Nominating Committees as assigned by the President.
- 5) Shall convene meetings of subcommittee chairs to coordinate and advance all Leadership initiatives.
- 6) At the end of the term of office, the vacating Executive Board member will, within 2 weeks of the election, train the next Board member for this position and transfer all records and files to them.

**ARTICLE VII – DIRECTORS, BOARDS, COMMITTEE CHAIRS, COMMITTEES AND SUB-COMMITTEES**  
**(Appointed positions)**

**A. Advisory Board**

1. Consisting of representatives from like-minded grassroots organizations, shall be maintained and coordinated by the President.
2. Shall be nominated and approved by the Executive Board members.
3. Advisory Board members shall serve as a liaison between the grassroots organizations that they represent and Plano Citizens' Coalition Executive Board.
4. Shall be limited to five (5) members.
5. May vote on select Executive Board issues at the President's discretion.
6. At the end of the term of office, the vacating Board members will, within 2 weeks of the election, train the next Board member for this position and transfer all records and files to them.

**B. Communication Director – External**

1. Appointed by the Vice President-Communications.
2. Shall establish subcommittee(s) to support and accomplish goals of the Vice President-Communications.

3. Shall convene meetings of subcommittee chairs and report to the Vice President-Communication as needed.
4. Shall submit to the President and Vice President-Communications for written approval prior to publication:
  - a. Press releases.
  - b. Establish and refresh weekly, a web presence to include, but not limited to, "Did you know?", facts, photos, quotes and videos.
  - c. Web site to include a secure, member only, section that will hold photos, directory information and addition to items.
5. Shall serve on the Vetting and Nominating Committees as assigned by the President.
6. May vote on select Executive Board issues at the President's discretion.
7. At the end of the term of office, the vacating appointee will, within 2 weeks of the election, train the next appointee for this position and transfer all records and files to them.

#### **C. Communication Director – Internal**

1. Appointed by the Vice President-Communications.
2. Shall establish subcommittee(s) to support and accomplish goals of the Vice President-Communications.
3. Shall convene meetings of subcommittee chairs and report to the Vice President-Communication as needed.
4. With prior approval of the Vice President-Communications, shall publish a newsletter on a regular basis and communicate with the membership.
5. Shall work with appropriate Executive Board Members to develop training and membership awareness materials.
6. Shall serve on the Vetting and Nominating Committee as assigned by the President.
7. The Director may vote on select Executive Board issues at the President discretion.
8. At the end of the term of office, the vacating appointee will, within 2 weeks of the election, train the next appointee for this position and transfer all records and files to them.

#### **D. Elections and Vetting Committees**

1. Two vetting committees will be established by the President:
  - a. **Council** and
  - b. **Education** Committees

2. A Plano Citizens' Coalition member seeking election or re-election to the same or different publicly elected position may not participate in the Vetting committee(s) activities.
3. Each committee will be comprised of an odd number of members: members selected from the general membership and Board members, both assigned by the President.
4. Meetings will be called by the Vetting Committee Directors.
5. Vetting meetings shall be recorded (written minutes and/or electronic recordings).
6. Members shall submit, in writing, to the President or Vetting Committee Director, topical questions for each elected position under consideration.
7. A voting quorum will be established as two-thirds (2/3) of the respective Vetting Committee membership.
8. Members will vote, in writing, or via electronic communication, as to their recommendation for proposed candidates stating pro and cons for each. Vote documents will be submitted to the Elections and Vetting Director.
9. Candidates shall receive two-thirds (2/3) approval of the Vetting Committee in order to receive a Vetting Committee recommendation.
10. At the conclusion of the Vetting committee activities, Vetting Director, from each subcommittee, shall deliver all records, files, and properties of Plano Citizens' Coalition to the President.
11. The President will receive the Vetting Committee recommendations and will make all public endorsements of candidates.
12. All Plano Citizens' Coalition endorsements are approved by the Executive Board and announced by the President.

#### **E. Elections and Vetting Directors**

1. The Vice President-Leadership shall appoint two Directors to develop, oversee, vet and coordinate Leadership Development subcommittee(s) focused on identifying, training, and supporting future leaders for:
  - a. **City Council** and
  - b. **Education**
2. Shall convene meetings of subcommittee chairs to coordinate and advance leadership development initiatives.
3. Directors to assign a secretary to keep minutes (written and/or electronic) of all meetings and route the recorded minutes to the following:
  - a. Secretary will submit minutes to the Director of their subcommittee.

- b. The Directors of each subcommittee will submit meeting minutes to the Vice President – Leadership.
- 4. Shall serve as ex-officio member of all Leadership Development subcommittees.
- 5. The Directors may vote on select Executive Board issues at the President's discretion.
- 6. Shall serve on the Vetting and Nominating Committees as assigned by the President.
- 7. At the end of the term of office, the vacating appointee will, within 2 weeks of the election, train the next appointee for this position and transfer all records and files to them.

#### **F. Membership Director**

- 1. Shall be appointed by and work directly with the Vice President-Programs,
- 2. Shall report attendance in a timely fashion to the Secretary at each General Meeting when a voting quorum is required.
- 3. Shall establish subcommittees to include, but are not limited to, Greeting and Checking-in committees.
- 4. Shall keep attendance at General Meetings (to include, but not limited to, name, and contact/directory information).
- 5. Submit for publication existing and new member's information and photos to the Vice President-Communications.
- 6. Shall maintain a record of dues received to include the members name, date dues received and amount. Shall submit funds to the Treasurer within 24 hours.
- 7. Commence and coordinate in June the annual Membership Campaign (such as with External and Internal Communication Directors).
- 8. Shall serve on the Vetting and Nominating Committees as assigned by the President.
- 9. The Director may vote on select Executive Board issues at the President's discretion.
- 10. At the end of the term of office, the vacating appointee will, within 2 weeks of the election, train the next appointee for this position and transfer all records and files to them.

#### **G. Internal Nominating Committee (for PCC elected positions)**

- 1. Purpose: to annually identify, solicit and secure nominees to Plano Citizens' Coalition Executive Board positions.
- 2. At the President's invitation, will be comprised of Plano Citizens' Coalition Executive Board and Director members.

3. The Nominations Committee Director will be appointed by the President annually.
4. An Executive Board member seeking election or re-election to the same or different position on the Executive Board may not participate in the Nominations committee activities.
5. Meeting will be called by the President, or his/her designated Nominations Committee Director, beginning in May of each year.
6. Members shall submit, in writing, to the Nominating Committee Director, names, qualifications and contact information of members who are eligible, qualified and willing to be placed on an election ballot for Plano Citizens' Coalition Executive Board position(s). The Nominating Committee will vet the candidates as to their general qualifications and consistency with PCC Guiding Principles and Mission Statement.
7. 21 days prior to the election at the September General Membership Meeting, the Nominating Committee Director will publish the list of qualified candidates for a vote by members in good standing.

#### **H. Policy Director- Council**

1. Shall be appointed by the Vice President-Policy.
2. Shall, as directed by the Vice President-Policy, develop, oversee, and coordinate policy subcommittees focused on specific Plano City Council policies, programs, and initiatives.
3. Shall convene meetings of subcommittee chairs.
4. Shall research, evaluate, deliberate and produce policy statements, talking points, summaries and other deliverables.
5. Shall receive written permissions from Vice President-Policy prior to publishing any gathered information from the committee or subcommittee(s).
6. Shall serve as ex-officio member of all Policy-City Council subcommittees.
7. The Director may vote on select Executive Board issues at the President's discretion.
8. Shall serve on the Vetting Committee as assigned by the President.
9. At the end of the term of office, the vacating appointee will, within 2 weeks of the appointment, train the next appointee for this position and transfer all records and files to them.

#### **I. Policy Director- Education (Plano Independent School District (PISD) & Collin College)**

1. Appointed by the Vice President-Policy.

2. Shall, as directed by the Vice President-Policy, develop, oversee, and coordinate policy subcommittees focused specific on PISD board, committee(s) policies, programs, and initiatives.
3. Shall research, evaluate, deliberate and produce policy statements, summaries, talking points, and other deliverables.
4. Shall receive written permissions from Vice President-Policy and President prior to publishing any gathered information from the committee or subcommittee(s).
5. Shall serve as ex-officio member of all Policy-Plano Independent School district and Collin College subcommittees.
6. The Director may vote on select Executive Board issues at the President's discretion.
7. Shall serve on the Vetting Committee as assigned by the President.
8. At the end of the term of office, the vacating appointee will, within 2 weeks of the election, train the next appointee for this position and transfer all records and files to them.

#### **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order, Newly Revised*, or the latest edition thereof, shall govern all proceedings except where inconsistent with the provisions of the bylaws of this organization.

#### **ARTICLE IX – AMENDMENTS**

- A.** Bylaws may be amended by:
- 1) Providing a notice of the proposed amendment(s) in writing to all voting eligible members and
  - 2) The proposed amendment must be provided to the membership in writing, twenty-one (21) days prior to the vote, and
  - 3) After General Membership meeting quorum requirements are satisfied, two-thirds (2/3) of the voting eligible members that are present at the General Membership meeting agree to amend the bylaws as proposed.
  - 4) No proxy voting shall be allowed.

#### **ARTICLE X – DISSOLUTION**

Plano Citizens' Coalition may be dissolved by a three-fourths (3/4) vote of the Active Voting members at any General Membership meeting, provided that notice of the dissolution has been

submitted in writing to all Active Voting members at least thirty (30) days in advance of the meeting.

In the event of dissolution, the Executive Board shall, after payment of all liabilities, distribute any remaining Plano Citizens' Coalition assets to a local charity or charities determined by majority vote of the membership at the last meeting. No funds shall inure to the benefit of any individual member.

The Treasurer shall file Affidavits of Dissolution with all regulatory authorities as required. Plano Citizens' Coalition records are to be kept for five years by the President in office at the time of dissolution.

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