



Land of Sky P20 Council

BY LAWS

Approved July 12, 2022

Land of Sky P20 Council
1 Town Square Blvd, Ste 261 · Asheville, NC 28803
<http://LOSP20.ORG>

**BYLAWS OF
LAND OF SKY P20 COUNCIL**
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ARTICLE I

NAME, PRINCIPAL OFFICE, AND GENERAL PURPOSES

Section 1. Name. The name of this Council is: LAND OF SKY P20 COUNCIL, hereto referred to as “Council”

Section 2. Principal Office. The principal office of the Council shall be 1 Town Square Blvd, Ste 261 in Asheville, Buncombe County, North Carolina 28803.

Section 3. Purpose. The purpose for which the Council is organized is to be a vertical pipeline for student advising, counseling, guidance, and information and to promote communication, agreements, and opportunities between school districts, colleges, universities and industries, in order to facilitate student advancement and certificate and degree program progress from preschool through graduate school and into the workforce within the North Carolina counties of: Buncombe, Henderson, Madison and Transylvania. The goal is to strengthen the pipeline to employment, to include our adult learners.

ARTICLE II

MEMBERS

Section 1. Representation. The Council shall be managed and controlled by its members, who were originally appointed by the Land of Sky Educational Attainment & Workforce Collaborative in 2021 and membership will be controlled by the Council’s Executive Committee hereafter. The Council is composed of key stakeholders across the four counties that foster educational attainment that leads to gainful employment. This structure was developed based on the efforts of workgroups under the purview of the Land of Sky Educational Attainment & Workforce Collaborative that identified key strategies that transitioned individuals from Pre-K/Early Childhood Education, K-12 Educational Systems, and Postsecondary Education to gainful employment, to include adult learners. The Council works together collectively to develop initiatives, programs,

practices, and processes that enhance educational attainment.

Section 2. Number and Representation. The Council shall be comprised of a minimum of 20 members. Membership will include: Two Community College representatives; Two Public University representatives; Two Private University representatives; Five K-12 representatives; One Pre-K/Early Childhood Education Representative; Three Economic and Workforce Development Representatives; Four County Government Representatives; Six Business Community Representatives.

Section 3. Term. Members shall serve for a term of two years. With the initial execution of the Council in October of 2021, those terms will be extended by an additional eight months in the inaugural Council so as to end on June 30, 2023 with new members beginning in July 2023, representing the same proportional membership covered in Article II, Section II. Thereafter, Council member terms begin on the first day of July and end on the last day of June every two years. Council members may continue to serve consecutive terms indefinitely.

Section 4. Resignation. A member may resign at any time by giving notice thereof in writing to the Chair. In the event of resignation, a new member shall be appointed by the Chair to represent the same constituency for which the resigned member had served. The new member shall complete the term of the resigned member.

Section 5. Vote. At all meetings of the Council, each member of the Council shall be entitled to one vote.

Section 6. Proxy Representation. Members can designate one proxy representative for his/her respective institution to attend a Council meeting and/or a Committee meeting. This proxy must be consistently the same. The proxy shall have the same rights as the member regarding voting and serving on committees.

Section 7. Committees. Action Teams shall be constituted within the first quarter of every two new programmatic years (July 1 – June 30). No committee shall have the authority of the Council in reference to amending, altering, or repealing the Bylaws. Committees will be formed and focused on objectives according to the Council’s desired direction. Each committee will have a minimum of three members. External parties, such as subject matter experts from local or state organizations, can participate in committee meetings as needed, but are not considered permanent members of the committee or the Council. Ad hoc committees may be formed to address specific goals prioritized by the Council.

Committees shall advise the Council at its regular convening regarding goals, objectives and accomplishments and make recommendations to the Council in matters involving the Council’s mission.

ARTICLE III OFFICERS

Section 1. Number. The Officers of this Council shall be a Chair, a Vice-Chair, a Secretary and a Treasurer, and such other officers as the Council may deem necessary. Proxies cannot serve in these roles.

Section 2. Election. The first set of Officers for the inaugural Council of 2021 shall be determined by the P20 Council at large. Thereafter, all Officers of the Council shall be nominated and elected (as outlined below) by the Council at large at their second quarterly meeting of the preceding programmatic year. All Officers, with the exception of the Treasurer, shall hold office for the term of one year, with the option of serving up to two consecutive terms, or for such greater term not to exceed three years.

Section 3. Nominating Procedures. Officers of the Council shall be solicited for nominations at the quarterly meeting that takes place before the following programmatic year. Individuals of the council shall nominate themselves or others for officer seats. If an individual is nominated for a seat in which he/she is not willing to fill, he/she can rescind the nomination. Previous officers are not required to continue their role in a position. A ballot vote does not have to be taken unless more than one person is nominated/self-nominated for an individual officer seat. For

nominations in which only one person is nominated for an individual officer seat, nominations can be conferred by unanimous consent.

Section 4. Tenure of Office. Any of the Officers of the Council may be dismissed at any time during his or her term by a majority vote of the Council, and an Officer so dismissed shall have no power or authority under or by virtue of his or her former office.

Section 5. Duties of Officers. The slate of executive officers should meet monthly, with at least ten meetings per year. The duties and powers of the Officers of the Council shall be as follows:

CHAIR

The Chair shall:

- (a) Preside at all meetings of the Council;
- (b) Enforce these Bylaws and see that all orders and resolutions of the Council are carried out;
- (c) Perform all the duties incidental to his or her office, and generally, to see that the Officers and agents of the Council perform their duties;
- (d) Present at each meeting of the Directors a report of the condition of the business of the Council;
- (e) Cause to be called regular and special meetings of the Council in accordance with these Bylaws; and
- (g) Provide input to the official employer of record of the P20 Council's Executive Director (Land of Sky Regional Council) concerning his/her job performance.

1st VICE CHAIR

The Vice Chair shall:

- (a) Perform the duties of the Chair in the Chair's absence or disability; and
- (b) Perform such additional duties and functions as may be directed by Chair.

2nd VICE CHAIR

The Vice Chair shall:

- (a) Perform the duties of the Chair in the 1st Vice Chair's absence or disability; and

- (b) Perform such additional duties and functions as may be directed by Chair or 1st Vice Chair.

SECRETARY

The Secretary shall:

- (a) Keep the minutes of the meetings of Council;
- (b) Keep a record of the names of its Members;
- (c) Give and serve all notices of the Council; and
- (d) Perform and attend to such other duties and functions as may be directed by the Council.

TREASURER

The Treasurer shall:

- (b) Render a statement of the condition of the finances of the Council at such meeting of the Council, and at such other times as shall be requested by the Chair;
- (c) Collaborate with the Executive Director to ensure that the Council operates in accordance with the Land of Sky Regional Council's accounting procedures; and
- (d) Perform and attend to such other duties and functions as may be directed by the Chair or the Council.

Section 6. Vacancies. All vacancies in any office shall be filled by a nomination procedure at a special meeting called for that purpose after the occurrence of such vacancy, or at the next regularly scheduled meeting, whichever occurs first. The Officers so elected shall hold office for the fiscal elected, in accordance with these Bylaws.

**ARTICLE IV
MEETINGS**

Section 1. Regular Meetings. The Council shall meet at least once per quarter.

Written notice of the time, date, and place of Council meetings shall be given by the Chair of the Council to each member of the Council at least fifteen (15) days in advance of the meeting.

Section 2. Place of Meetings. The meetings of the Council shall be held at a venue convenient for members of its four county regions and shall rotate in location as venue availabilities allow. Locations that can accommodate hybrid meeting formats will be pursued as virtual or in-person attendance is allowed.

Section 3. Special Meetings. The times, dates, and places of special meetings of the Council may be set at the call of the Chair, upon written call by the majority of Council members, or upon resolution of the Council. Notice shall be given by the usual means of communication at least ten (10) days prior to a special meeting, unless waived in writing by all members.

Section 4. Notice of Intention to Attend; Attendance Required. Members, or proxies, of the Council shall notify the Chair of their inability to attend a scheduled meeting at least 24 hours in advance of the next scheduled meeting.

Section 5. Quorum. Fifty percent (50%) of the members, or proxies, of the Council shall constitute a quorum for the transaction of business. The quorum shall be determined at the beginning of the business meeting.

Section 6. Parliamentary Rules. All meetings shall be conducted in an open, orderly, and fair manner; and Robert's Rules of Order, as revised, shall apply to all deliberations.

Section 7. Attendance. Any one or more or all of the Council may participate in a meeting or committee by means of a conference telephone or similar communications device that allows all persons participating in the meeting to hear each other. Participation in a meeting by means of a conference telephone or similar communications device shall be deemed presence in person at such meeting. Members who do not attend 70% or more of the Council meetings will be removed from the Council by the Executive Committee. Reference Article II, Section IV for procedures on replacing members.

Section 8. Informal Action. Any action required or permitted to be taken at any meeting of the Council may be taken without a meeting if the text of the resolution or matter agreed upon is sent to all the members Council and the majority of Council members consent to such action in a writing setting forth the action taken. Such consent in writing shall be filed with the minutes of the proceedings of the Council or the committee and have the same force and effect as a vote of an in-person meeting or of the committee at a meeting, whether done before or after the action is taken.

ARTICLE V FINANCIAL STRUCTURE

Section 1. Fiscal Representative. The Council will operate under the fiscal purview of the Land of Sky Regional Council, located at 339 New Leicester Hwy #140 in Asheville, NC. The Land of Sky Regional Council is a multi-county, local government, planning and development organization serving the same counties of the P20 Council of Buncombe, Henderson, Madison and Transylvania. The P20 Council will have its own designated account under the Regional Council's financial infrastructure.

Section 2. Funds. All funds of the Council shall be deposited and dispersed according to the fiduciary guidelines and accounting procedures/requirements of the Regional Council. The Land of Sky Regional Council's finance department follows laws that govern local governments in North Carolina and follows procedures prescribed by the federal government for any federal funding. The Land of Sky Regional Council is considered a local government and is required by law to have an external audit annually. The current auditors are Anderson, Smith and Wike PLLC.

Section 3. Grants and Appropriations. The Council contemplates that in the conduct of its affairs it will from time to time receive grants or appropriations from private and public bodies of North Carolina. The Council can apply for grant funds in which Regional Councils of Government are eligible applicants but the Executive Director of the P20 Council must ensure that the Executive Director of the Regional Council support this

application. Expenditures by the Council of such grants or appropriations shall be made only for the purposes of the Council in general.

Section 4. Contributions. The Council, or any officer or officers of agent or agents of the Council to whom such authority may be delegated by the Council, may accept on behalf of the Council any contribution for the purposes of the Council and will be provided to the Regional Council for proper acquisition.

Section 5. Reporting. Financial reports shall be provided by the Executive Director to the Treasurer of the Council before each Council meeting to ensure transparency of funds and the balance of Council funds.