



# Land of Sky P20 Council

## BY LAWS

Approved July 12, 2022

*Amended January 22, 2026*

Land of Sky P20 Council  
339 New Leicester Hwy, Asheville, NC  
<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 339 New Leicester Hwy 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 but isn't limited to: 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. Votes can be made virtually or in-person. In the event a quorum is not established at the meeting, the Chair can solicit votes via email, especially for time-sensitive topics and a lack of a vote within one week of this solicitation shall constitute a vote in favor of the proposal(s).

**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. The Executive Committee acts on behalf of the Board between regular meetings to provide leadership, coordination, and timely decision-making. It supports the work of the full Board by helping set priorities, addressing urgent matters, and ensuring the organization stays aligned with its mission and strategic goals. Actions taken by the Executive Committee are reported to the full Board.

**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. All Officers shall hold office in alignment with the duration of their membership on the council in general. They shall have the option of serving up to two consecutive terms, or for such greater term not to exceed four 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
- (f) 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.

**1<sup>st</sup> 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.

**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:

- (a) Work to lead discussions with the staff and the Executive Committee regarding funding opportunities, sustainability needs, etc.
- (b) Collaborate with the Executive Director to ensure that the Council operates in accordance with the Land of Sky Regional Council's accounting procedures; and
- (c) 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 availability allows. Locations that can accommodate hybrid meeting formats will be pursued but not guaranteed.



**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 14 days 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.** All council members are expected to serve as an active member on one or more of the Council's committees. 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 or send a delegate to at least 70% of regularly scheduled Council and committee meetings (combined) 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 updates shall be provided by the Executive Director to the Executive Committee at their request.