



Baltimore / Luxor / Alexandria Sister City Committee Bylaws *Amended 11.28.06*

1. The Committee

The Baltimore-Luxor Alexandria Sister City Committee is a volunteer committee under the auspices of the Office of the Mayor of Baltimore City. Its purpose is to plan, encourage, and administer people-to-people relations between Baltimore and both the Egyptian cities of Luxor and Alexandria.

2. Membership:

2(a) Appointed Members. The Mayor of Baltimore City, by him or herself, or at the recommendation of the Baltimore Luxor Alexandria Sister City Committee, with the support of the Membership Sub-Committee appoints members for a one-year term. Members appointed by the Mayor shall be individuals who support the goals and objectives of the Committee. Only members appointed by the Mayor who have served for at least one year with evidence of active participation shall serve as officers and Sub-Committee Chairs. Only members appointed by the Mayor shall have voting rights. Appointed members shall attend at least six meetings per year and not miss three consecutive meetings.

2(b) Associate Members. Associate members shall be appointed by a vote of the BLASCC at the recommendation of the Membership Sub-Committee for a one-year term. All applicants approved for Associate Membership by the Membership Sub-Committee shall be discussed with the Executive Committee prior to the final vote of the full BLASCC committee. Associate Membership may attend and participate in regular and Sub-Committee meetings and program activities in support of the committee's goals and objectives as their schedule permits. An associate member shall have no voting rights.

2(c) Corporate Membership. Corporate Membership on the Committee is granted by BLASCC at the recommendation of the Membership Sub-Committee in recognition of support given to further the committee's goals and objectives. All applicants approved for Corporate Membership by the Membership Sub-Committee shall be discussed with the Executive Committee prior to the final vote of the full BLASCC committee. A Corporate Member shall have no voting rights.

2(d) All members and officers of the BLASCC shall (1) up-hold the by-laws of the BLASCC, (2) disclose conflicts of interest or the appearance of conflicts of interest (3) not vote on any program, activity, service or product of the BLASCC that will constitute a conflict of interest.

2(e) All applicants requesting membership must complete an application form provided by the committee. The completed form must then be submitted to the Membership Sub-Committee for consideration. In said application form, the potential member must declare any potential conflict of interests and abstain from voting if such conflicts appear before the committee for a vote.

3. Officers and Duties

3(a) The Executive Committee shall have five officers: Chairperson, Vice-Chairperson, Secretary, Treasurer, and a Member at Large to be elected from among the committee's Appointed Members after the establishment of a nominating committee that runs in compliance with Roberts Rules of Order. Each officer is independently elected and is accountable to only to the BLASCC.



3(b) The Chairperson shall (1) preside at the committee meetings, officially represent BLASCC to other organizations, and lead the BLASCC in achieving its goals and objectives, (2) assist in establishing, implementing, and evaluating short and long term goals and objectives, (3) Appoint the Sub-Committee Chairs with the approval of the BLASCC, (4) support the projects of the Sub-Committees.

3(c) The Vice-Chairperson shall (1) conduct meetings and perform the duties of the Chairperson in the Chairperson's absence (2) shall assist the Chairperson in his/her responsibilities.

3(d) The Secretary shall

i. Record the minutes of the meetings of the BLASCC. The minutes shall be prepared and distributed to the BLASCC at least 10 days before the general meeting. At the general meeting, the minutes are approved with corrections if needed by a vote of the BLASCC.

ii. Receive, prepare and reply to correspondence for the committee and perform other clerical duties as needed.

iii. Maintain an on-going record of the minutes and provide such record for the year at each meeting for references.

iv. In the event that the Secretary is not able to attend a Committee meeting, the Chairperson shall appoint an "Ad-Hoc" Secretary to record meeting minutes, in the absence of the regular Secretary.

3(e) The Treasurer shall

i. Keep a timely and accurate account of the Committee's funds, detailing revenues and expenditures and shall make a monthly financial report at each meeting.

ii. The BLASCC shall approve all expenditures for payment and approve the annual budget. The treasurer must have the approval of the BLASCC for the expenditure of funds.

3(f) The Member at Large may assume a vacant office other than Chairperson by a Majority vote of the BLASCC for the remaining term of the vacated office.

3(g) Ad Hoc Sub-committees

i. The Ad Hoc Nominating Committee is elected by the BLASCC for the purpose of:

a. Receiving names for the slate of officers

b. Preparing the ballot and mailing and mailing a ballot to each voting member by February 1st.

c. At the March meeting, two volunteers who are not on the ballot will be selected to count the vote in an open meeting where the newly elected officers are announced to the committee.

4. Executive Committee:

4(a) The Chairperson, Vice Chairperson, Secretary, Treasurer and Member at Large shall constitute the Executive Committee.

4(b) The Executive Committee may establish Sub-Committee titles as needed by resolution to be later approved by the entire BLASCC at the next meeting.



4(c) The Executive Committee shall conduct the day to day operations needed to fulfill the goals and objectives already set by the committee and within the limits for the pre-approved annual budget. Those actions shall be reported at the next committee meeting for approval of the BLASCC.

4(d) The Executive Committee shall meet prior to the regular monthly meetings if needed.

5. Officers: Election and Term of Office

5(a) The Election of officers shall be performed by secret mail ballot. Each appointed member shall receive a ballot with a slate of nominations for each office not later than two weeks prior to the regularly scheduled March meeting of the Committee.

5(b) Nominations will be placed on a printed ballot that is prepared by the Nomination Committee. This will be considered an "Official Ballot." The Nomination Committee will mail a copy of the ballot to all appointed members of the committee by February 15th of the current year. Members should receive their ballots no later than two weeks prior to the regularly scheduled March meeting of the Committee.

5(c) The Election will be held at the March meeting where all completed ballots will be counted as votes cast. Only members of the committee appointed by the Mayor of Baltimore City shall be eligible to cast a vote.

5(d) The Election is decided for each office by a majority of eligible votes cast for the nominees for each office. From among the votes cast for an office, if no candidate has received a majority from the votes cast, then the committee shall immediately hold a run-off election from among the appointed members present at the March meeting. The two candidates receiving the greatest number of votes cast on the first ballot will be the selected candidates. The candidate receiving the majority of votes from the run-off is elected to office.

5(e) The Terms of the officers shall begin immediately following the election. The term of office will be for two years, with an individual not eligible for re-election to the same office after serving two consecutive terms but will have the possibility to come back again after they've left for at least one-term of office.

6. Sub-Committees:

6(a) The Executive Committee shall establish Sub-Committee titles with the approval of the BLASCC to fulfill the committee's goals and objectives. Any member may suggest Sub-Committee ideas. The Sub-Committees include but not limited to Membership, Health, Tourism, Business, Hospitality, Cultural, Friends of the B.A. and Education.

6(b) With the approval of the BLASCC, the Chairperson shall from its appointed members appoint Sub-Committee chairs to plan, organize and direct activities along with Sub-Committee Members.

6(c) Sub-Committee Chairpersons can select members and associate members to serve on the Sub-committee. BLASCC members may self-volunteer to serve on a Sub-Committee. Sub-Committee Chairs shall approve of new members of the Sub-Committee. The Executive Committee shall have knowledge of all participating Sub-Committee members and new Sub-Committee members shall be announced by the Sub-Committee Chair at the following month's BLASCC meeting.



7. Meetings:

7(a) Regular Meetings. Regular meetings of the Committee shall be held monthly from September through June, with no monthly meeting in December, at a day and time set by the committee.

7(b) Special Meetings. Special meetings of the committee may be called by a majority vote of the BLASCC and/or Executive Committee.

7(c) Quorums. Five appointed members shall constitute a quorum at any regular or special meetings of the Committee except matters relating to Elections and Bylaws. A majority of three Officers constitutes a quorum of the Executive Committee.

7(d) At times when a project or proposal goes to a vote and the committee does not appear to be in overall agreement, the Chairperson shall put into affect Robert's Rules of Order to take said vote.

7(e) Notification of regular or special meetings stating the place, day and hour of the meeting will be given by the Chairperson or Vice-Chairperson on their behalf, no less than five days before the meeting.

8. Bylaws:

8(a) Bylaws shall be adopted or amended by a two-thirds majority vote of the ballots received from the Appointed Members. Voting shall be done by mail ballot. The ballots shall be mailed to the appointed members at least 15 days prior to commencing the regularly scheduled meeting in which all ballots will be counted and upon passage shall become effective immediately. Each member shall receive a copy of the bylaws.

9. Resignations and Vacancies:

9(a) Should any member choose to resign his or her position, a written resignation must be submitted to the Chairperson at least one month prior to the date of resignation.

9(b) Should the Chairperson choose to resign the position; a written resignation must be submitted to the Executive Committee at least one month prior to the date of resignation.

9(c) If a vacancy occurs in any position, for any reason, the position may be filled at the recommendation of the Executive Committee with the approval of the BLASCC. Appointees will fill the vacancy for the un-expired portion of the term.