

Montgomery County Employees' Committee

By –Laws

Revised June 9, 2009

Article I

Name

The name of this committee shall be the Montgomery County Employees' Committee, hereinafter known as the "Committee". The Committee was established in 1987 by Montgomery County employees for the benefit of Montgomery County employees.

Article II

General Purpose

The general purposes of the Committee are:

1. To act as a liaison between Commissioners' Court and the employees of Montgomery County
2. To inform the employees of Montgomery County of relevant issues within the County
3. To assist Commissioners' Court in recognition and appreciation of Montgomery County employee performance and achievements,
4. To promote a good relationship between employees, elected and appointed officials; and
5. To institute, with approval of the Court, various programs which will benefit employees, improve employee fellowship, enhance work performance and strive to improve the efficiency of County Government as a whole.

Article III

Participation

Participation in the Employee Committee is voluntary. All current employees of Montgomery County are eligible to participate as departmental representatives to the Committee. All representatives are eligible to be elected to serve as officers of the committee.

Article IV

Fundraising

The Committee may organize, coordinate or sponsor fund raising activities, as deemed necessary by the Committee members to accumulate the funds needed to ensure the stable operation of the Committee and/or its services. When necessary, the assistance and advice of the County Attorney's Office, County Parks, Risk Management and other departments will be requested and utilized.

Article V
Officers

Section A: In November of each year, the Committee will nominate and elect, officers to serve the Committee in the succeeding year, including a Chairman, Vice-Chairman, Secretary (recording), Secretary (social), Treasurer, Recognition Coordinator and Secret Pal Coordinator. Regular terms of office shall be for one year, with office responsibilities being assumed in January of the following year. Officers elected mid-term, to fill vacancies shall serve only the remainder of the regular term.

Section B: The Chairman will be responsible for the overall leadership of the Committee and will preside over all meetings. The Chairman or his/her designee will also be responsible for all public relations (i.e. Commissioners' Court, etc) and coordination of media. The Chairman may appoint subcommittees to perform specific duties.

Section C: The Vice Chairman may be designated by the Chairman to act in his/her behalf in the performance of any of his/her duties and, upon the Chairman's absence, will preside over a meeting.

Section D: The Recording Secretary will be responsible for taking the minutes of each Committee meeting, typing them and distributing them to all Committee officers, along with a notice of the next Committee meeting's date, time and location. The Recording Secretary will send the minutes to the Chairman for approval prior to their distribution. The Recording Secretary shall be responsible for publication of the minutes.

Section E: The Social Secretary will be responsible for informing Committee representatives of upcoming social or special events and for all personal correspondence. The Social Secretary will be responsible for coordinating social events sponsored by the Committee. The Social Secretary will also be responsible for sending all cards and correspondence to County employees. Costs of stationery, greeting cards and other writing materials, as well as postage expenses, will be paid from the Committee treasury where approved by the President and Treasurer.

Section F: The Treasurer will be responsible for collecting, disbursing, depositing and recording all monetary transactions of the Committee. The Treasurer will be responsible for presenting at each regular monthly meeting a treasurer's report itemizing any transactions made during the previous month and a balance of the Committee's account.

Section G: The Recognition Coordinator will be responsible for maintaining and organizing the nominating letters for Employee of the Month, Employee of the Year, Department of the Year and Boss of the Year. This Coordinator will be responsible for ordering and obtaining the plaques and the gift certificates, as appropriate, that will be presented to the selected winners. This Coordinator will also be responsible for the delegation and purchase of flowers or memorials in the event of a major illness or death of an employee, with those paid from the Committee treasury where approved by the President and Treasurer.

Section H: The Secret Pal Coordinator will be responsible for the overall operation of a Secret Pal Program, which includes, but is not limited to, maintaining the rules and regulations of the operation of the Program, collecting and maintaining the names and information of those wishing to voluntarily participate.

Article VI

Voting

Section A. Employees of each Department jointly shall be entitled to cast one vote per election, regardless of the number of employees in a department.

Section B. Elections shall be declared by a majority of votes cast.

Section C. Votes shall be cast by the designated representative, or alternate, for each department in attendance at the Committee meeting in which an election is called.

Section D. In the event of a tie vote, the Chairman and/or Vice Chairman, in attendance, shall cast deciding vote(s).

Article VII

Finances

Section A: All monies collected by the Committee shall be forwarded to the Treasurer and placed in an account in an accredited local financial institution. All Committee financial transactions will be recorded and maintained by the Treasurer. Withdrawal of funds from the Committee's account must be approved by the Chairman and Treasurer.

Section B: All checks issued over \$100 must have two of the four authorized signatures. Authorized signatures will be that of the Treasurer, Chairman, Vice Chairman and Recognition Coordinator.

Section C: Upon completion of their terms of office, the Chairman will be presented with appreciation/years served plaques purchased with Committee funds.

Section D: An audit of the Committee's books will be conducted annually prior to the new Treasurer taking office. An audit committee will be nominated by the Committee to conduct this audit.

Section E: The Treasurer will give a Treasurer's report at each month Committee meeting.

Article VIII

Meetings

Section A: Regular monthly meetings will be held on a designated day of each month, unless otherwise designated and held at the time and location amendable to employee attendance. Notice of each

meeting will be sent to all County employees via email delivery, a meeting notice placed in each Departmental inter office mailbox, as well as noted on the Committee's website.

Section B: During a regular meeting special meetings may be scheduled upon recommendation of any officer or Department representative and approved by majority of those present at the regular meeting or at any time by unanimous decision of the Committee Officers.

Section C: Departments are encouraged to send as many representatives as possible to the Employee Committee meetings, but to ensure fairness between large and small departments, only one vote per department will be permitted.

Section D: Minutes shall be prepared for each regular or special meeting of the Committee.

Article IX

Procedures

Committee meetings shall be conducted in a professional, productive manner.

Article X

Restrictions

The Committee is prohibited from officially sponsoring, endorsing and/or engaging in any labor, political or religious activity and from officially endorsing any commercial establishment.

Article XI

Amendments

Section A. These By-Laws may be amended or revised by majority vote of the Committee representatives in attendance at any regular meeting.

Section B. The Recording Secretary shall notify representatives in advance of any proposed amendment.

Section C. All amendments shall become effective immediately upon voting approval.

Reviewed by
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