

ELKO COUNTY LITERACY COUNCIL BY-LAWS

ARTICLE I NAME

The name of organization shall be Elko County Literacy Council, an unincorporated association.

ARTICLE II PURPOSE

The purpose of the Council shall be to:

- a. Promote and foster increased literacy in Elko County.
- b. Provide a forum to coordinate high quality literacy services from Birth through 12th grade.
- c. Align literacy services and resources in Elko County with the Nevada State Literacy Plan, Common Core Standards, Early Learning Guidelines and Pre-K Standards, and P3 council initiatives.
- d. Facilitate the educational transitions throughout the Birth to 12th Grade continuum.

ARTICLE III STRUCTURE

The Council shall be governed by a Board of Directors formed from its voluntary members.

ARTICLE IV MEMBERSHIP

A. The members of the Council shall be each of the following organizations: Communities In School of Northeastern Nevada, Family Resource Centers of Northeastern Nevada, Head Start of Northeastern Nevada, Great Basin College, Elko County School District, Elko County Library, Nevada Early Intervention Services, Inter-Tribal Council of Nevada Head Start, University of Nevada Cooperative Extension, and other organizations approved by the Council that provide literacy services.

B. Each member shall appoint its own representative to attend Council membership meetings and cast its vote-in person or by proxy-for the Board of Directors.

C. Duties of the members shall be to:

- a. Work collaboratively with other Council members to align literacy service with the State Literacy Plan, Early Learning Guidelines and Pre-K Standards, Common Core Standards, and P3 council initiatives.
- b. Work collaboratively with other Council members to facilitate the delivery of literacy services throughout Elko County.
- c. Work collaboratively with other Council members to facilitate seamless educational transitions of students.
- d. Report progress on literacy initiatives.

ARTICLE V BOARD SIZE AND TERM LENGTH

The Board shall consist of at least seven (7) members, but not more than fifteen (15), elected by the members. The original Board shall serve two (2) years, after which one-third of the members

shall be replaced by new members. From then on, one-third (1/3) of the members will be re-elected or replaced every year.

ARTICLE VI OFFICERS

- A. The officers of the Council shall be elected by the Board of Directors. Elected officers of the Council will serve for no more than two (2) years.
1. President, whose duties shall be to:
 - a. Serve as Chair of the Board
 - b. Preside at Board, quarterly and special meetings.
 - c. Provide leadership in developing and implementing the annual goals and objectives of the Council.
 - d. Appoint committee chairs subject to approval of the Board.
 - e. Serve as an ex-officio member of all committees, except Nominations.
 - f. Fill vacancies of the officers occurring between meetings, with approval of the Board.
 - g. Prepare agenda for meetings.
 2. Vice President, whose duties shall be to:
 - a. Assume the duties of the President upon the President's request or absence.
 - b. Perform special duties as assigned by the Board.
 3. Secretary, whose duties shall be to:
 - a. Keep a written record of Board, annual, and special meetings.
 - b. Handle official correspondence of the Council when requested by the Board.
 - c. Send meeting notices as necessary.

ARTICLE VII ELECTIONS

- a. The Nominations Committee shall present at the spring meeting annually a list of candidates for Board membership and for officers of the Council.
- b. The election of Board members and officers shall take place at this meeting.
- c. Board members shall serve for three years and may be re-elected for consecutive terms.
- d. Officers shall be elected for a term of one year and will not serve for more than two (2) consecutive terms at a time.

ARTICLE VIII MEETING AND QUORUM

- a. Board of Directors shall meet on a schedule as determined by the Board, but not less than four (4) meetings per year
- b. A quorum shall be one-third of the membership of the Board.
- c. Special meetings may be requested by any member of the Board and called by the President or the Vice-President in absence of the President.
- d. Each member of the Board of Directors shall be entitled to one vote. The majority shall rule.
- e. The Board may hold special meetings electronically and Directors may cast votes electronically.

ARTICLE IX NOTICES OF MEETINGS

Notice of all meetings of the members and Board of Directors shall be given by electronic posting on the Elko County School District website at least 5 school days before the meeting.

ARTICLE X LOCATION

Board meetings will be held in the Elko County School District board room at 850 Elm Street, Elko, Nevada unless an alternative location is approved by the Council.

ARTICLE XI AMENDMENTS

These bylaws may be amended by a majority vote of the Board at any Board meeting after the notice of the meeting and proposed amendment has been posted on the Elko County School District website.

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