By-Laws

Positive Behavior Support (PBS) Network

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**Board**

**Definitions:**

PBS Network: The coalition of member agencies committed to promoting the values and principles of Positive Behavior Supports.

PBS Board: The PBS Board is comprised of 8 Directors nominated and elected by the members of the PBS network. They are responsible for Fiscal , Strategic and Operational oversight of the PBS Network.

Officers of the Board: the Officers of the Board are members of the Board of Directors elected to the offices of President, Vice President, and Secretary. These Officers, along with the Treasurer of the Board can serve as the Executive Committee of the Board of Directors, as needed.

Network member/Member Agency: a network member or member agency is a community provider or a Designated Service Area who pay dues and is in good standing with the network.

Community/Provider Agency: Individual agency within the community that may have representation in multiple Member Agencies within the network. This happens when a Community provider is a Network Member and also part of Designated Service Area that is a Member Agency.

1. Membership Representation

Representation by the Positive Behavior Support Board (herein referred to as the “Board”) and participation in quarterly membership meetings, standing committees of the Network, and quarterly training opportunities are methods to ensure Members are implementing PBS as designed by the Network. It is the expectation of the PBS Network for Member agencies to actively participate in the Development of the Network Board of Directors through nomination of qualified candidates, voting in elections of the Board of Directors, and communicating with the Board.

The Board of Directors are nominated and elected by the Member Agencies of the PBS Network. Board terms are for two years. Each Member Agency will have one vote in the election of Board Directors. A Community/Provider agency cannot have more than 1 member sit on the Board at one time without an exception approved by the majority of the Membership.

The PBS Board of Directors is elected to represent the PBS Network Membership. To ensure Agency representation, each Member Agency will be assigned a Liaison from the current Board of Directors. The Board will determine assignment of Liaisons. Liaisons will be responsible for ensuring that they are representing Member Agency needs. If a Member Agency wishes to request assignment of a different liaison to the Board, this request should be made in writing and submitted to the Board President for review.

2 - Eligibility

Each Member Agency can nominate one candidate for openings on the Board of Directors. In order to be eligible to nominate a Candidate for Board election, a Member Agency must be a current member of the PBS Network in good standing.

3 - Committees

The Board can convene standing or temporary committees of the Membership as they deem necessary to accomplish the goals of the Network. Committees will be authorized by and report to the Board. Each Committee will be assigned a liaison from the Board to ensure communication and oversight.

Members are expected to participate in the development of the Network through Committee membership. It is the expectation of the PBS Network for Member agencies to have a representative on a Standing Committee, such as Academy, unless there is currently is a representative from that Member agency on the Board. Committee membership can be appointed by the Board or through volunteers from Membership. Members of the Committee will nominate the Committee Chair.

4 - Quorum

A quorum shall consist of a majority presence of the Board.

5 - Adjunct Membership

The Board shall authorize and appoint such adjunct members as they deem necessary and prudent to enhance the performance of the Board. Such adjunct members shall be subject to the following conditions:

 An adjunct member must be appointed by the Board.

 Adjunct members are ineligible to vote or make motions, but are encouraged to be involved in discussions.

6 - Regular Meetings

A regular meeting of the Board shall be held monthly or as determined necessary by the President in consultation with the Officers of the Board.

7 – Meeting Conduct

For purposes of conducting regular and/or special meetings of the Board, an agenda will be presented by the president and revised as appropriate before the meeting. The meeting will be conducted using Consensus Decision Making ([www.consensusdecisionmaking.org](http://www.consensusdecisionmaking.org)). When voting for officers, consensus on voting measure (ballot, show of hand) will be used.

**directors and Officers**

1 - Election and Term of Office

Nominations for Directors of the Board will be made to the Board of Directors by August 30th. Voting for Directors of the Board will occur at the Membership Network Meeting in October. Each Member Agency will have one vote in the election. Terms will run from November 1-October 31, and will be for 2 years.

2 – Nomination of Officers

The Officers of the Board shall be a president, vice-president, and secretary. Officers of the Board will be elected by the Board of Directors in November. The Office of Treasurer will be appointed by Polk County Health Services. The Treasurer will be a full Officer of the Board of Directors with equal voting rights as the other elected Directors of the Board. The Past President will also serve as an Officer of the Board.

3 - Removal

Any Director elected to the Board may be removed by a recommendation (to include specific reasons the removal is being requested) from the Board of Directors, and will require a majority vote of the Member Agencies.

4 - Vacancies

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board for the unexpired portion of the term.

**Duties of Officers**

1 – President

The President shall preside over meetings of the Board. The President shall keep current with the goals and objectives of the network; monitor progress of network goals and objectives; monitors the work of the standing sub-committees; oversees network expenditures; develops agenda for Board and Network meetings; liaison with PCHS regarding network activities and problem solving issues.

2 - Vice-President

Vice President shall attend all Board meetings, network meetings and trainings; chairs the nomination process annually; shall preside over meetings in the absence of the President.

In the absence of the President or in the event of his/her inability or refusal to act, a Vice-President, in the order designated by the Board, shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the responsibilities of the President.

3 - Secretary

The secretary shall 1) record the minutes of the Board meetings; 2) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; 3) serve as the webmaster of the PBS Network Website, and 4) in general, perform all duties incident to the office of the secretary that may be assigned by the president.

4 - Treasurer

Treasurer, appointed by Polk County Health Services, shall attend all Board and Network meetings; manage and monitor allotted budget; report to the Board of Directors expenditures and budget status.

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Secretary, Board

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Date