

Serve Idaho Bylaws

The following information is not new law, but agency guidance designed to clarify Executive Order No. 2023-05 and the Edward M. Kennedy Serve America Act. For more information, contact Renee Bade at (208) 332-3578 ext. 4061 or renee.bade@labor.idaho.gov.

ARTICLE I: NAME

The name of the organization shall be SERVE IDAHO, “the Governor’s Commission on Service and Volunteerism”

ARTICLE II: PURPOSE

- 2.01 Serve Idaho shall advise and assist in the development and implementation of a comprehensive statewide plan for promoting volunteer involvement and citizen participation in Idaho.
- 2.02 Serve Idaho shall serve as the state’s liaison to national and community organizations that support the intention of the SERVE AMERICA ACT of 2009, (“the Act”).

ARTICLE III: MEMBERSHIP

Section I: Appointed Member

- 3.01 The Serve Idaho Commission shall be composed of no fewer than fifteen (15) and no more than twenty-five (25) voting members to be appointed by the Governor in compliance with the federal guidelines as described in the Act of 1993 and as detailed in the Governor’s Executive Order No. 2023-05.
- 3.02 All Serve Idaho Commission members shall serve at the pleasure of the Governor.
- 3.03 Not more than twenty-five (25) percent of Serve Idaho Commission members shall be employees of state government, though the Governor may appoint additional state agency representatives to the Commission as non-voting ex-officio members.
- 3.04 Not more than fifty (50) percent plus one (1) member of the Serve Idaho Commission may be from the same political party. To the maximum extent practicable, membership shall be diverse with respect to race, ethnicity, age, gender, religion and disability characteristics.

ARTICLE IV: TERMS

- 4.01 Members shall serve for a term of three (3) years.

Serve Idaho Bylaws

- 4.02 Vacancies and reappointments among Commission members shall be filled by the Governor. The new members shall serve for the remainder of the unexpired term.

ARTICLE V: TERM LIMITS

- 5.01 Commission members shall be appointed by the Governor. Each commissioner is appointed for a three-year term at staggered intervals, so that one-third of the commissioners are reappointed each calendar year.

Each commissioner shall be limited to no more than three consecutive terms, except those serving on the Executive Committee who may serve four consecutive terms. Former commissioners may reapply to serve as a commissioner after leaving the commission for a minimum of one year. If a new commissioner is appointed to fill the remainder of a term for a former commissioner, three term limit shall begin following the end of the fill term (for example, commissioner A may fill the last year of commissioner B's term: Commissioner A then is limited to three additional three-year terms).

If a commissioner is serving on behalf of Serve Idaho on the America's Service Commission (ASC) board of directors, their Serve Idaho term appointment may be extended past the previously outlined terms.

ARTICLE VI: DUTIES AND RESPONSIBILITIES

- 6.01 Commission members shall have the duties and responsibilities as listed in the Governor's Executive Order, No. 2023-05.
- 6.02 The Department of Labor shall serve as Serve Idaho's fiscal agent.

ARTICLE VII: OFFICERS

- 7.01 The officers of the Serve Idaho Commission shall be the following: Commission Chair, Vice-Chair, Second Vice-Chair, and Secretary.
- 7.02 The Serve Idaho Commission shall elect a Chairperson from the full membership.
- 7.03 Chair, of the Serve Idaho Commission, shall be elected at the annual meeting for a term of two (2) years.
- 7.04 Vice Chair and Second Vice Chair of the Serve Idaho Commission, shall be elected at the annual meeting for a term of one (1) years.

Serve Idaho Bylaws

- 7.05 Secretary of the Serve Idaho Commission, shall be elected at the annual meeting for a term of one (1) year.
- 7.06 The elected officers of the Serve Idaho Commission begin their terms on the first day of the calendar year following the annual election.
- 7.07 The officers of the Serve Idaho Commission shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Commission.
- 7.08 A vacancy of any office shall be filled by a majority vote of the Serve Idaho Commission. The elected officer shall serve for the remainder of the unexpired term.

ARTICLE VIII: MEETINGS

- 8.01 There shall be at least four (4) regular meetings of the Serve Idaho Commission per year.
- 8.02 The annual meeting shall be the last regular meeting of the calendar year.
- 8.03 The purpose of the annual meeting shall be the election of officers, the reports of the committees and for any other business that may arise.
- 8.04 Failure to attend at least seventy-five (75) percent of the quarterly Serve Idaho Commission meetings in a calendar year may result in removal from the Commission.
- 8.05 Attendance at any other functions of the Serve Idaho Commission shall not satisfy the required number of meetings attended.
- 8.06 Special meetings may be called by Serve Idaho's Program Manager, the Commission Chair, or at the written request of three (3) commission members. The written request shall be submitted to the Commission Chair.
- 8.07 Notice of the special meeting must be sent to all Serve Idaho Commission members at least one (1) week in advance of the meeting.

ARTICLE IX: QUORUM

- 9.01 A quorum shall consist of a simple majority plus one (1).
- 9.02 Attendance by telecommunications devices shall constitute presence by a member at all meetings, so long as all communication among members of the Commission is audible to

Serve Idaho Bylaws

all attendees of the meeting. Voting by Commission members participating by telecommunications devices shall be by roll call vote. At least one member (either staff or commissioner) must be physically present at the designated meeting location throughout the entire meeting.

- 9.03 A Commissioner may elect another voting commissioner as a proxy to attend on their behalf, a minimum of 24 hours in advance of a commission meeting to vote in their absence. Notice must be given to the commission chair. Proxy votes should be used sparingly.
- 9.04 A Commissioner may select a substitute to attend on their behalf a minimum of 24 hours in advance of a committee meeting. Notice must be given to the committee chair.

ARTICLE X: FISCAL YEAR

- 10.01 The ordinary fiscal year for the Serve Idaho Commission shall be January 1 - December 31. The fiscal year may be based on the requirements of the Commission Support Grant and Commission Investment Fund

ARTICLE XI: AMENDMENTS OF BY-LAWS

- 11.01 The Serve Idaho Governance Committee shall review the Bylaws annually and shall make recommendations for appropriate changes.
- 11.02 The Bylaws may be amended by submitting proposed changes in writing to the Chair and the Program Manager of the Serve Idaho Commission at least two (2) months in advance of the next regular meeting.
- 11.03 The proposed amendments shall be sent, in writing, to all commission members one month in advance of the regular scheduled commission meeting. Voting shall take place at the next regularly scheduled commission meeting.
- 11.04 The amendment of these Bylaws requires a two-thirds (2/3) majority of the quorum of appointed and voting members of the Serve Idaho Commission.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The Serve Idaho Commission shall be governed by Roberts Rules of Order for matters not covered in these Bylaws or for matters specified in the Governor's Executive Order.