



## EMPLOYEE ADVISORY COMMITTEE BYLAWS

### Article I – Name

The name of the organization shall be Employee Advisory Committee, hereafter referred to as the Committee.

### Article II – Purpose

The purpose of the Committee is to act as an advisory body to the management team of the City of Fort Dodge; to provide a forum in which staff can raise, discuss, and make recommendations on current policies and procedures; and to facilitate communication on behalf of and among staff members.

The Committee will not act in an advocacy role in any specific employee/employer policy matter or dispute within the City and Collective Bargaining Units, nor will it assume the role of arbitrator in any such manner.

### Article III – Representation

The Committee shall consist of volunteer members representing different City departments. A minimum of one from each location is preferred, however the Committee shall not exceed a total of nine members.

Airport  
Blanden  
City Hall  
Fire  
Library  
Parks & Recreation  
Police  
Public Works

Standing ex-officio members will consist of leaders and support staff throughout the City and a representative from Human Resources. Additional ex-officio members may be appointed by the Chair to provide special service or lend expertise.

### Article IV – Eligibility

Full-time, budgeted employees of the City of Fort Dodge who have a minimum of one year of service within the City and who are not currently on disciplinary action are eligible for appointment to the Committee.

Department heads and higher are not eligible to serve on the Committee. No person shall be excluded on the basis of race, sex, color, national origin, religion, age, disability, veteran status, sexual orientation, gender identity, or gender expression.

If a current committee member is promoted to a position higher than first-line supervisor, the member shall relinquish his or her seat and the remainder of the term will be filled according to Article V – Selection Process.

If a current committee member is promoted to a position higher than first-line supervisor and the status is temporary, the member may remain on the committee until there is a permanent status change or until he or she returns to the previous position. If the promotion becomes permanent, the member shall relinquish his or her seat and the remainder of the term will be filled according to Article V – Selection Process.

#### **Article V – Selection Process**

It shall be the responsibility of the City of Fort Dodge managers to select members and alternate members to serve on said Committee. It will be the responsibility of the Committee member to notify their Committee alternate of their unavailability to attend the monthly Committee Meeting, as soon as practical.

In the event a Committee member is unable to fulfil their duties or term, the Committee alternate will move into the Committee member’s role and a new Committee alternate will be selected.

#### **Article VI – Term**

Each term is a two-year period. A member of the Committee may serve two consecutive terms for a total of four years. A member of the Committee may serve in an ex-officio capacity if actively involved with a project they may need to complete, at the discretion of the Chair.

#### **Article VII – Officers**

Officers will consist of a Chair, Chair-Elect and Secretary. The Chair-Elect and Secretary will be selected on an annual basis during the first meeting following the general election.

Committee members may volunteer or be nominated to serve as the Chair-Elect or Secretary. If there is more than one candidate for the positions the Committee will vote by ballot. If there is only one candidate for a Chair-Elect or Secretary the Committee may vote upon a motion to accept the candidate.

#### **Article VIII – Officer Responsibility**

The Chair is responsible for the smooth, effective operation of the Committee. In the absence of the Chair, the Chair-Elect will preside over the meeting.

##### **Chair**

1. Leads the team through the meetings, keeping everyone on task and following the agenda
2. Assigns team members to investigate issues presented during the roundtable discussion
3. Assists team members in their investigations
4. Represents, or assigns Committee representation, on any external committees

##### **Chair-Elect**

1. Assists the Chair, as needed
2. Conducts the Committee meetings in the absence of the Chair
3. Acts as Secretary in the absence of the secretary
4. Assists team members on investigations as needed

5. The person elected to serve as Chair-Elect will serve as the Chair the following year

#### Secretary

1. Roll Call
2. Records the minutes of all Committee meetings
3. Maintains and distributes minutes to all Committee members
4. Prepares the Agenda for all meetings
5. Arranges for guest speakers when requested by team members

#### **Article IX – Meetings**

The Committee shall meet bi-monthly. Special meetings may be called by the Chair as deemed necessary.

Minutes of the meeting will be recorded by the Secretary. The Secretary will take notes and prepare a draft of the minutes for review and distribution to members. Minutes will be voted on for approval at the next regularly scheduled meeting.

#### **Article X – Communications**

Each committee member will be responsible for distributing information to the employees within the departments/groups whom they represent. The approved minutes from the Committee meeting will be posted in a timely manner through appropriate means of communication.

#### **Article XI – Amendments**

Proposed amendments to these Bylaws may be introduced at any meeting. Proposed amendments must be approved by a two-thirds majority of the members before final changes to the Bylaws can be made.

Two-thirds majority means two-thirds of the membership in attendance at any regular meeting of the Committee.

#### **Article XII – Attendance**

Each member should have no more than two (2) unexcused absences during each year of the two-year term. A member who exceeds this limit will be excused from the Committee and the remainder of their term will be filled according to Article V – Selection Process. Members unable to attend a regularly scheduled Committee meeting must notify either the Chair or the Secretary that they will not be in attendance and the reason for inability to attend.

**APPROVED ON 11/28/2018  
EMPLOYEE ADVISORY COMMITTEE MEETING**