

**BY-LAWS
of
ABILITIES FIRST**

ARTICLE I – Purpose

Abilities First shall administer the county tax levy to be used to provide services to persons with developmental disabilities as set forth by the provisions of sections 205.968 through 205.972 RSMo.

ARTICLE II – Membership

The Board shall be composed of nine members appointed by the Greene County Commission in accordance with sections 205.968 through 205.972 RSMo.

ARTICLE III – Organization

The officers of the Board shall be Chair, Vice-Chair, Treasurer and Immediate Past Chair, if the past chair remains a member of the Board. The Vice-Chair shall succeed to the Chair position upon the first day following the Chair's completion of his/her term. Term is defined as the term year indicated by the appointment dates observed by the Greene County Commission. The officers so designated shall be elected annually at the first official Board meeting after the Board's appointment, or as soon thereafter as the Board shall otherwise provide. Officers shall serve terms of one year, or until their successors are elected at the first meeting following the end of their one-year term. The Chair shall be limited to one term in any capacity. The term shall be one year; however, if the Chair serves six months or more, that Chair shall have been considered to have served a full term. If any officer or Executive Committee Member resigns or becomes incapacitated, the Board shall at its next official meeting, elect a successor to serve for the unexpired term.

The Chair will preside at all Board meetings; may authorize, on behalf of the Board, all expenditures; appoint committees and tasks forces as deemed necessary, and is authorized to execute all documents pursuant to actions taken by the Board.

The Vice-Chair will perform all duties of the Chair in the absence of the Chair and such other duties as directed by the Board.

The Treasurer will perform all duties of the Chair in the absence of the Chair and Vice-Chair and such other duties as directed by the Board. If necessary, the Treasurer shall furnish a surety bond, in an amount to be determined and in a form to be provided by the Board.

The Executive Committee shall consist of the officers and the past Chair, should that person be a current Board member, and may act for the full Board in all matters when the entire Board cannot meet, with the exception of approving grant requests, but may approve expenditures of up to \$25,000.00.

ARTICLE IV – Committees

The Chair may create committees as he/she or a majority of the Board deems necessary and shall appoint the members.

ARTICLE V – Meetings

The Board shall meet the third Thursday of each month, with the exception of November and December, or at the Chair's call.

Board meetings and Executive Committee meetings may be conducted by any means of communication whereby all persons participating in the meeting may simultaneously hear each other during the meeting. Participation in this manner shall constitute presence in person at the meeting.

Recognition shall be sought by addressing the Chair. Requests to obtain the floor must be made to the Chair, who shall then determine whether or not to grant the request.

All meetings shall be conducted pursuant to Chapter 610 RSMo. (The Sunshine Law).

A notice for all meetings held shall be posted on the Board website (www.abilitiesfirst.net) no later than 24 hours prior to the meeting being called to order. The notice shall state clearly the purpose of the meeting, the time, date, and location of the meeting to be held. Public participation at Board meetings shall be allowed at the discretion of the Chair.

A quorum shall consist of five (5) members present for the transaction of business at any meeting of the Board.

No agency otherwise eligible for funding from the Board shall receive funding from the Board if a Board member is employed by, or serves as a member of, the governing board of that agency.

The Board shall be governed by Robert's Rules of Order.

ARTICLE VI – Staff

The Board may appoint any staff it deems necessary and fix their salaries. The Executive Director may fix all Board employee salaries except his or her own salary. Pursuant to the budget, the Executive Director may make hiring decisions to create new positions or fill existing positions. The Board's Executive Director may approve expenditures of funds under contract and any other expenditure up to the amount of five thousand dollars (\$5,000.00). The Executive Director is responsible for the maintenance of the Board's records.

ARTICLE VII – Compensation

Board members shall serve without pay, but are entitled to reimbursement of expenses reasonably incurred in the discharge of their duties.

ARTICLE VIII – Capital Assets

Any asset with a cost greater than \$5,000.00 shall be capitalized for external financial reporting purposes.

ARTICLE IX – Amendments

Any Board member may present amendments for consideration and adoption at the following meeting. A simple majority of those present and voting shall be required to amend the By-Laws. These By-Laws and/or amendments thereto shall become effective upon adoption.

Revised and Adopted: August 29, 2019
Date


Chair, Abilities First