

# Scott County Association for Leadership and Efficiency (SCALE) Bylaws

Amended October 10, 2014

## **I. Offices**

The official office of the Association shall be the Scott County Government Center. The Association may assign the offices to other locations upon approval of the membership.

## **II. Purpose of Organization**

The primary purpose of the Association is to form a coalition of governing agencies in Scott County for the purpose of encouraging greater efficiencies and leadership in public service through enhanced communication, collaboration of services and sharing of resources. The Association will also be an advocate for influence and resources from the regional agencies and other levels of government that will benefit citizens and taxpayers and all governing agencies within Scott County to accomplish its objectives.

## **III. Membership**

The Association consists of the following voting members: Scott County; the cities of Belle Plaine, Jordan, Elko-New Market, New Prague, Prior Lake, Savage and Shakopee; the Shakopee Mdewakanton Sioux Community (SMSC); School Districts serving Scott County; and Scott County Townships.

The Association consists of the following non-voting members: Metro Cities; Scott County Community Development Agency; Shakopee Area Catholic Schools; Three Rivers Park District; Scott Soil and Water Conservation District; and Prior Lake-Spring Lake Watershed District.

At this time no membership fee is required; the Association may elect to impose a fee at some time in the future. Any fee assessed to members is subject to approval by a majority vote of the membership as well as each individual participating entity.

Each member may designate up to two elected/appointed officials to formally represent them at the regular meetings of the Association as voting members. Other elected/appointed officials and staff representatives from member entities are welcome to attend and participate in the meetings.

Other entities which may benefit from collaborative partnerships that may result in improved services or costs savings to the residents of Scott County are encouraged to participate in SCALE as non-voting members. Entities may be either public or private and may include other groups whose mission is similar in nature to SCALE regardless of service area. Entities who desire to become members of SCALE under this provision shall submit a written request to the SCALE Executive Committee Upon recommendation of the Executive Committee at a regular meeting of SCALE, entities may be approved for membership by majority vote.

Persons who have previously served as Chair of SCALE and who are no longer elected officials of a SCALE member may serve as non-voting members of SCALE, its executive committee or its sub-committees.

Members of the Scott County legislative delegation are considered non-voting members and are encouraged to attend and participate in meetings.

It is the intention of the Association that business be conducted by general consensus and informal direction. However, in the event that formal action is needed, votes may be taken by each of the participating voting members with each voting member having one vote. A quorum is required for formal action. A quorum consists of having a representative from at least a majority of the members present and voting at the meeting.

By consensus of the membership, other voting and non-voting members may be added to the Association.

Meeting times and dates of the membership shall be determined by a majority of the members.

#### **IV. Executive Committee**

The voting members of the Executive Committee shall be comprised of currently elected officials who, at minimum, will include the chair, vice chair, secretary and past chair although additional elected officials may participate. Former elected officials and staff members may participate with the Executive Committee in a non-voting capacity. The members of the Executive Committee shall oversee the business and affairs of the Association and shall meet at least on a quarterly basis. The primary purpose of the Executive Committee is to promote the Association, develop meeting agendas, and recommend goals, objectives, activities and projects to the members.

The Chair presides at all meetings of the Association and Executive Committee. In the absence of the Chair, the Vice Chair convenes and presides over the meeting. Staff may be asked to support or advise the Executive Committee as needed and required by the Committee members.

A staff member from Scott County is assigned to take notes and minutes and, to the extent practical, maintain all official records and correspondence of the Executive Committee and Association. Upon approval of the Executive Committee, the staff representation may change from Scott County to another local unit of government.

Members of the Nominating (Executive) Committee will approach individuals representing each of the following: Large City – greater than 10,000 population, including the SMSC; Small City – fewer than 10,000 population; County; Townships; and School Districts. If it is not possible to recruit potential officers representative of the entire membership, consider individuals with 1) a passion for the goals of the organization; and 2) availability. The Executive Committee shall be elected by a majority vote of the members in March of each year. Members shall serve a one-year term on a rotating schedule; however, the Executive Committee may make adjustments to length of terms for the benefit of SCALE.

The Executive Committee may recommend to the membership that additional ad-hoc committees be formed to pursue and further the mission and purpose of the Association. Membership in the committees shall be determined at the time of their formation.

## **V. Action**

Certain actions of the Association will need to be formally ratified by each member's policy-making body. The representatives of each member entity shall be responsible for determining whether an action contemplated by the Association requires ratification of the member's policy body.

Members of the Executive Committee or their designees may testify or support the positions of the Association before other Boards, Committees, Commissions, Councils or the Legislature.

## **VI. Amendments**

Amendments to the By-Laws shall be approved only after a majority vote of the membership. Amendments may be introduced at any regular meeting of the Association.

History: Approved June 5, 2003, Amended October 15, 2004; Amended January 13, 2006; Amended March 10, 2006; Amended December 11, 2009; Amended April 8, 2011; Amended May 11, 2012; Amended October 10, 2014