

# Continuity Council Bylaws

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Effective Date: November 2, 2023

## **ARTICLE 1: NAME AND AFFILIATION**

The name of the organization is The Continuity Council, hereinafter known as the “Council.”

The Council is a volunteer organization recognized by the State Office of Risk Management (SORM) that provides administrative support to the Council. The SORM executive director designates a representative to the Council, who will coordinate the donated time and resources of SORM employees and technology. The Council does not operate in an official capacity on behalf of SORM.

## **ARTICLE 2: PURPOSE**

The purpose of the Continuity Council is to support the continuity profession and the mission of creating a whole continuity community within Texas.

## **ARTICLE 3: GOVERNING DOCUMENTS**

The Continuity Council is governed by the Continuity Council Charter, Code of Ethics, and Bylaws that comprise the rules and guidance to which all Council members adhere. These documents will be reviewed, amended as needed, and adopted annually by the Continuity Council Committee.

Amendments to the governing documents are considered each November at the Continuity Council Committee’s annual meeting. Members should provide proposed amendments to these documents to the SORM representative no later than September 15 of each year.

These documents will be maintained on the Continuity Council website hosted by SORM.

## **ARTICLE 4: MEMBERSHIP**

Membership is open to continuity practitioners who are interested in furthering the purpose of the Council and agree to abide by the Code of Ethics. If a member is found to have violated the Continuity Council Code of Ethics, they shall be prohibited from attending all activities and events held by the Council. Membership is tracked by the SORM representative. Members are eligible to serve on the Continuity Council Committee.

## **ARTICLE 5: MEETINGS**

Council meetings shall be held on a regular basis as determined by SORM in consultation with the Continuity Council Committee.

Information on meeting dates, times and topics will be posted to the designated website provided by SORM. The SORM representative will schedule the meetings whether they are in-

person or using SORM technology. The meetings may be recorded, and recordings may be kept on the SORM website dedicated to the Continuity Council for future reference.

#### **ARTICLE 6: CONTINUITY COUNCIL COMMITTEE**

The Continuity Council Committee serves as the board of directors for the Continuity Council, hereinafter known as the "Committee. "

**Section 1: Composition.** The Committee is made up of Council members who volunteer to serve on the Committee and their membership is documented by SORM. Membership begins at the first Committee meeting attended.

**Section 2: Length of Service.** Committee members may serve on the Committee for a maximum of eight (8) years. A break in service will not be counted toward the total but will not reset the year count. Years of service will be tracked and documented by SORM. After their length of service, prior members may be asked to attend Committee meetings in a non-voting capacity by the Committee Officers and/or the SORM Statewide Continuity Coordinator.

**Section 3: Officers.** The Committee will have seven elected officers: a chair, co-chair, secretary, and chairs of the standing sub-committees for Program, Recruiting, Education, and Event Planning. No person may hold more than one officer position at a time.

#### **Section 4: Meetings.**

- a. The Committee meets monthly at the dates and times set annually by the Committee.
- b. The annual meeting of the Committee is held in November of each year. At this meeting, the Committee officers are elected, and the Charter, Code of Ethics and Bylaws are amended and approved.
- c. Committee meetings are not recorded, but minutes are taken and are held by the SORM representative.

#### **Section 5: Sub-Committees.**

- a. Standing Sub-Committees
  - There shall be standing sub-committees on program, recruiting, education, and event planning.
  - Standing sub-committee chairs are elected and members may include both Committee members and Council members.
  - Standing sub-committees are expected to communicate at least monthly to carry out their purpose and duties as specified in the Committee's policies and procedures.
- b. Special Sub-Committees
  - Special sub-committees may be appointed by the Committee chair with the consent of the Committee.

- The Committee chair will designate an initial organizing member and provide each special sub-committee with a purpose or set of duties to perform and a deadline for completing its work.

**Section 6: Removal from the Committee.** A Committee member may be removed at the discretion of SORM or by a two-thirds vote the Committee members.

#### **ARTICLE 7: CONTINUITY COUNCIL COMMITTEE OFFICERS**

##### **Section 1: Nominations and Elections.**

- a. Nominations for officer positions are made at the September, October and/or November meetings. Committee members may self-nominate or nominate other Committee members with their permission.
- b. Elections are held at the November meeting. The person receiving the majority vote of the Committee members present at the meeting is elected.

##### **Section 2: Terms of Office.**

- a. Officers will serve for a one (1) year term, beginning after their election at the November Council Meeting.
- b. Officers may serve a maximum of two (2) terms in a position and a maximum of four (4) terms in any position.

##### **Section 3: Filling of Vacancies.**

- a. Any vacancy occurring prior to September 1 will be filled by a vote at the next Committee meeting.
- b. Any vacancy occurring between September 1 and the November Committee meeting, then it will be filled during the annual election.

##### **Section 4: Removal of Officers.**

- a. A Committee Officer may be removed after failure to attend more than four meetings in a year or three consecutive meetings.
- b. A Committee Officer may be removed at the discretion of SORM or a two-thirds vote of the other Continuity Council Committee members. Removal may be only from the Officer position, the Committee, or the entire Council.

**Section 5: Officer Duties.** Officer duties include but are not limited to the following.

- a. **Chair**
  - Schedule monthly Committee meetings with the SORM representative or facilitate discussion through regular email.
  - Aid the SORM representative with setting the agenda for the Committee meetings
  - Runs the Committee meetings and ensures adherence to the agenda

- An exiting Chair may be asked to mentor the new Chair as needed
- b. Co-chair**
  - Aid the Chair in scheduling meetings
  - Will take over for Chair responsibilities as needed
- c. Secretary**
  - Documents feedback from participants during Committee meetings
  - Keeps meeting minutes for Committee meetings
  - Will take over for Co-Chair responsibilities as needed

**ARTICLE 8: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Continuity Council in all instances in which they are applicable and in which they are not inconsistent with these bylaws or the laws of the state of Texas.

Adopted: November 2, 2023

Revised: DATE (all revision dates would be listed here.)