



Portsmouth Concerned Citizens

BYLAWS

ARTICLE I - Name

Section 1 - The organization will be known as, the Portsmouth Concerned Citizens, henceforth referred to as, PCC.

ARTICLE II - Mission

Section 1 - The purpose of the PCC is to ensure the Town's governance results in limited and moderate property tax increases; open, efficient, transparent and responsive town government; access to decision-makers, and the deliberative process; superior public services; and responsible stewardship of the Town and its resources. The PCC will achieve these goals by monitoring, analyzing, suggesting, and taking public positions on any matters pertaining to the aforementioned.

Section 2 – In furtherance of Article I, Section 1, the PCC will also work to ensure the government of the State of Rhode Island maintains its trust with the people through limited and moderate tax increases; open, efficient, transparent, and responsive state government; access to decision-makers, and the deliberative process; superior public services; and responsible stewardship of the State and its resources. The PCC will achieve these goals by maintaining it's not for profit status, monitoring, analyzing, suggesting, and taking public positions on any matters pertaining to the aforementioned, usually through association with like minded organizations and individuals.

ARTICLE III - Affiliations

Section 1 - The PCC is a non-partisan organization and shall not align with any political party, either directly or indirectly. The PCC may identify individuals for elective office based only on their positions relative to, Article II, Section 1 and Article II, Section 2.

Section 2 – The PCC may affiliate with other organizations that share the same goals as the PCC. Application for affiliation with another organization shall be approved by a two-thirds (2/3) majority vote at a regularly scheduled membership meeting by the membership at large.

ARTICLE IV - Contributions and Donations

Section 1 - The PCC may make contributions and donations to other organizations that share the same goals as the PCC. Contributions and donations made to another organization shall be approved by a two-thirds (2/3) majority vote at a regularly scheduled membership meeting by the membership at large.

Section 2 - Contributions and donations to the PCC may be made by anyone in any amount.

ARTICLE V - Membership

Section 1 - Any taxpayer or resident (full time or part time) of the Town of Portsmouth, Rhode Island, who is at least eighteen (18) years of age, shall be eligible for membership application.

Section 2 – In order to assist relationships with allied organizations, Associate PCC membership may be offered to representatives of those groups.

Section 3 – Applicants shall be elected to the membership at large by a two-thirds (2/3) majority vote at a regularly scheduled membership meeting by the membership at large.

Section 4 – Dues: membership dues will be set by a motion from the Executive Committee and voted upon by a 2/3 majority of the members at a membership meeting.

Section 5 - Any member may resign from the PCC by submitting a written letter of resignation to the Secretary.

ARTICLE VI - Governance

Section 1 - The PCC shall be governed by the membership, voting in membership meetings. A quorum shall consist of twenty members.

Section 2 – Between membership meetings, the PCC shall be governed by an Executive Committee. The Executive Committee shall consist of ten members, including the President (who shall act as Chair), Vice President, and eight members at large.

Note: This Section modified May 4, 2010 to increase members to twelve and at large member to nine.

This Section was further modified March 1, 2011 to decrease member to ten, with at large members to eight.

Section 3 – The at large members of the Executive Committee shall be elected by the membership at a regularly scheduled membership meeting in March of each year for a term of two (2) years. In the first year of the application of these bylaws, three at large members shall be elected to one year terms and four at large members shall be elected to two year terms. In the event of a vacancy, a replacement member shall be elected by the membership within two months of the declared vacancy. Each at large member of the committee will assume responsibility for attendance and expertise in one of the town committees and boards such as: Economic Development Committee, Planning, Portsmouth Redevelopment Commission, School Committee, Wastewater Advisory Committee, Zoning Board.

Note: This Section modified July 1, 2008 to add the last sentence specifying Executive Committee members' attendance at Town committee/board meetings.

Section 4 – The President of the PCC shall be the chief executive officer of the PCC. The President shall be elected by the membership for a two year term in March of alternating years, beginning with the first March after the adoption of these Bylaws. The President shall be a permanent member of the Executive Committee and the Committee's chair during the term of his or her office.

Section 5 – The Vice President of the PCC shall be a permanent member of the Executive Committee during the term of his or her office. The Vice President shall be elected for a term of two (2) years beginning in March of 2009. The current Vice President's term will continue until March of 2009, to be elected every two years thereafter. The Vice President shall act as President in the absence or incapacitation of the President.

Section 6 - The Executive Committee shall have general supervision of the affairs of the PCC between membership meetings, shall fix the hour and place of meetings, shall make recommendations to the membership, and shall perform such other duties as are specified in these bylaws. The Executive Committee shall be subject to these bylaws and to the orders of membership meetings and none of its acts shall conflict with actions taken by the membership. Any public statement must first be approved by a majority of the Executive Committee, when time permits.

Section 7 – The President and Vice President shall not draw a salary from the Town of Portsmouth or any Department thereof. The President and Vice President shall not hold an elected or appointive office in the Town of Portsmouth without the prior approval of two-thirds (2/3) of the membership.

Section 8 - A Nominating Committee of three (3) members from the membership at large shall be appointed at a general membership meeting at least fourteen (14) days prior to an election of officers. It shall be the duty of this committee to nominate candidates for the offices to be filled at the membership meeting. The Nominating Committee shall report its nominations at the membership meeting where additional nominations may be made from the floor.

Section 9 – Election of officers will also provide the opportunity for proxies via e-mail or letter to the Secretary of the PCC. Proxies shall be received prior to the scheduled election. Those candidates nominated are strongly encouraged to provide the membership a short biography, which can be transmitted via e-mail at the candidate's option. (Adopted July 1, 2008)

Section 10 – The election of all officers shall be by secret ballot. (Adopted July 1, 2008)

ARTICLE VII - Removal of Executives

Section 1 - The removal of Executive Officers and Executive Committee members shall be by the vote of two thirds (2/3) of the Executive Committee at two (2) consecutive meetings at least one (1) month apart. The notice to take such action will be in writing and be given to every member of the Executive Committee at least seven (7) days prior to the first such meeting.

ARTICLE VIII - Meetings

Section 1 - A regular membership meeting shall be held on the first Tuesday of each month, except January and August, for the purpose of establishing the PCC's policy, strategy, and tactics. A membership meeting may be canceled at a prior membership meeting by a two-thirds (2/3) majority vote of the membership at large.

Section 2 - The President will set the membership meeting agenda after review and approval by the Executive Committee. The President shall preside at the meeting and in his or her absence the Vice President will preside. If both the President and the Vice President are unavailable, the Executive Committee will either cancel the meeting or choose an alternate member of the Executive Committee to preside over the membership meeting. The membership at large may introduce agenda items by submission to the presiding officer. The meeting agenda will contain at least the following items and reports to the membership at large:

- Election of new members.
- Membership Status - Status and demographic data on the membership.
- Financial Status - To include receipts expenditures, and the present balance. The report should contain sufficient detail that the financial status of the organization is clear to the membership.
- Open Discussion - Any and all comments, reports, ideas, and suggestions from the membership at large without further qualification.

Section 3 - Special meetings may be called by the President or by the Executive Committee or by written request of six (6) members at large eligible to vote as set forth in Article V, Section 4. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days' notice shall be given.

Section 4 - Twenty (20) members shall constitute a quorum.

ARTICLE IX - Committees

Section 1 - PCC committees, standing or special, shall be appointed and abolished, as the Executive Committee shall, from time to time, deem necessary to carry on the work of the PCC. The President and Vice President shall be *ex officio* members of all committees except the Nominating Committee.

ARTICLE X - Parliamentary Authority

Section 1 - The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the PCC in all cases to which they are applicable and in which they are not inconsistent with these bylaws or with any special rules of order, which the membership may adopt.

ARTICLE XI - Amendments to the Bylaws

Section 1 - These bylaws may be amended at any meeting of the membership, meeting the requirements of a quorum, by a two-thirds (2/3) vote provided that the amendment has been submitted in writing at the previous membership meeting and that the proposed amendment petition is signed by at least twelve (12) members at large eligible to vote as set forth in Article V, Section 4.

Adopted: April 1, 2008

Revised: July 1, 2008

Revised: May 4, 2010

Revised: March 1, 2011