

Montgomery County Employees' Committee
By-Laws
Revised March 8, 2023

Article I. Name and Purpose

Sec. 1.01 Name: The name of this committee shall be the Montgomery County Employees' Committee, hereinafter known as the "Committee". The Committee was established in 1987 for the benefit of Montgomery County employees.

Sec. 1.02 Purpose: The Montgomery County Employees' Committee exists to bring the dedicated employees that serve Montgomery County together as a team. As a team, we strive to provide fellowship and unity among the different departments and different areas of the county. The Committee also seeks to institute various programs that foster staff relationships, promote community and create the highest possible employee engagement, thereby improving employee morale. The Committee also serves to advocate for employee opportunities that benefit employees, recognize, and appreciate employee performance and achievements.

Article. II. Members and Participation

The Committee encourages each county department to have a representative serve as a member on the Committee. Participation in the Employees' Committee is voluntary. All Montgomery County employees, full-time and part-time, are eligible to participate. All Committee members are eligible to be elected to serve as officers of the committee. Committee members shall be collaborative, be respectful of other members and the different points of view and, consider Montgomery County as a whole in making decisions. Employees who are not members of the Employees' Committee are encouraged to volunteer to support the tasks and programs of the Employees' Committee held throughout the year.

Article. III. Meetings

Sec. 3.01 Time and Place: The Employees' Committee will meet in person on a monthly basis. Meeting dates and location that is favorable to employee attendance will be scheduled up to 12 months in advance.

Sec. 3.02 Notices: Meeting notices will include the date, place and time of the meeting. Notice of each meeting will be sent to all county employees via email delivery, posted on the Committee's website and may be posted on the Committee's associated social media accounts. A meeting notice may be placed in the inter office mailbox if necessary.

Sec. 3.03 Presiding Officer: The Committee Chairman will facilitate all meetings unless Chairman requests the Vice-Chairman to facilitate. The Vice-Chairman will preside in the Chairman's absence.

Sec. 3.04 Conduct and Business: Committee meetings shall be conducted in a professional, productive manner. Committee business, events, expenses and programs shall be presented during a Committee meeting. Discussions shall be based on Committee experience, Committee related data, research and information.

Sec. 3.05 Voting: All business requiring a vote will comply with the following rules:

- Each department represented at the meeting will be allowed one vote per department, without regard to how many employees from the same department are in attendance.
- Any items requiring approval by the Committee must pass by majority vote of the members present at the meeting in which the item is considered and voted on.
- The Presiding Officer will be responsible for tie-breaking decisions.

Sec. 3.06 Minutes: Minutes shall be prepared by the Recording Secretary for each meeting of the Committee and posted on the Committee's website after approval by the Committee.

Article. IV. Officer Members

Sec. 4.01 Chairman: The Chairman will be responsible for the overall leadership of the Committee and will preside over all meetings. The Chairman will also be responsible for all public relations, speaking engagements and coordination of media (except for social media, which is addressed below in "Social Media Secretary"). The Chairman may appoint sub-committees to perform specific duties. The Chairman is responsible for preparing the meeting agenda, but if the Chairman is unable to do so, the Vice-Chairman will prepare the agenda.

Sec. 4.02 Vice-Chairman: The Vice-Chairman shall assist the Chairman and may be designated by the Chairman to act in his/her behalf in the performance of any duties and upon the Chairman's absence, preside over meetings. The Vice-Chairman should serve as official liaison between volunteers or working groups and committee officers.

Sec. 4.03 Recording Secretary: The Recording Secretary will be responsible for recording the minutes of each Committee meeting, typing them and distributing them to all Committee members for approval in the following scheduled meeting. The Recording Secretary is also responsible for keeping the non-financial records of the Committee.

Sec. 4.04 Treasurer: The Treasurer will be responsible for collecting, depositing, disbursing, and recording all monetary transactions of the Committee. The Treasurer will be responsible for presenting at each regular monthly meeting a treasurer's report itemizing any transactions made during the previous month and shall reflect the balance of the Committee's account. A budget should be prepared and presented to the Committee at the beginning of each year to set expenses for budgeting and financial purposes. The Treasurer is responsible for keeping the financial records of the Employees' Committee.

Sec. 4.05 Social Secretary: The Social Secretary will be responsible for informing Committee members of upcoming social or special events and for all correspondence related to such. Social Secretary will be responsible for sending cards and correspondence to county employees, with the associated costs being paid by the Committee upon the Committee's approval. The Social Secretary will be responsible for the delegation and purchase of flowers or memorials in the event of a major illness or death of an employee, with those paid from the Committee Treasury if approved by the Committee.

Sec. 4.06 Social Media Secretary: The Social Media Secretary will be responsible for the upkeep of the Committee website and assist with local media communication. The Social Media Secretary will

be available to photograph committee events. The Social Media Secretary will update associated social media accounts and email notifications to county employees.

Sec. 4.07 Recognition Coordinator: The Recognition Coordinator will be responsible for the recognition program such as maintaining and organizing the nominations for Employee of the Month, Employee of the Year, Department of the Year and Boss of the Year. The Recognition Coordinator should be responsible for ordering and obtaining the plaques and the gift certificates, as appropriate, to be presented to the selected winners of the Employee of the Month, Employee of the Year, Department of the Year and Boss of the Year programs. The Recognition Coordinator is responsible for making the Employee of the Month presentations at Commissioners Court, but in his or her absence, any officer of the Committee shall make the presentation.

Sec. 4.08 Secret Pal Coordinator: The Secret Pal Coordinator will be responsible for the overall operation of the Secret Pal Program, which includes, but is not limited to, maintaining the rules and regulations of the operation of the program, collecting and maintaining the names and information of those wishing to and agree to participate in the program. This is a voluntary program for employees.

Article. V. Election of Committee Officers Nominating Rules

Sec. 5.01 Elections: The election of Committee Officers shall be held at the Annual Election Meeting held in person and scheduled in November each year, during the regular scheduled meeting. Notice of the Annual Election meeting shall be given in the notice for the November meeting. The nominees should have the support of their supervisor. The nominees must submit a request to serve as an officer in writing. Elections shall be by ballot vote. To ensure fairness between large and small departments, only one vote per department will be permitted. The nominee receiving the majority of votes shall be declared elected.

Sec. 5.02 Terms: Committee members shall serve one-year terms, but may serve consecutive terms if successfully elected each year. Elected members begin their duties in January the succeeding year.

Sec. 5.03 Vacancies and Removal: Any officer who is not fulfilling their responsibilities, or acting outside the scope of the committee may be removed by majority vote of the officers. If a Committee Officer position is unfilled or becomes vacant, these can and should be filled as soon as permissible during the year.

Article. VI. Subcommittees

Sec. 6.01 Composition: From time to time, it may be necessary to create Subcommittees to handle Committee tasks. In order to do so, the Presiding Officer may appoint a subcommittee consisting of 3-5 members, including one (1) officer. Each subcommittee will have the authority to set the processes, procedures and parameters for successful completion of their task. Once the task has been completed, the Subcommittee will be disbanded.

Sec. 6.02 Standing Subcommittees:

- **Recognition Subcommittee:** This Subcommittee will consist of 3-5 Committee members with at least one being the Recognition Coordinator. This Subcommittee will be responsible for:
 - planning the service awards program;

- selecting scholarship recipients;
- handling the process of Employee of the Month nominations, including setting processes, procedures and parameters for the nomination and selection of the Employee of the Month.

- **Audit Subcommittee:** An audit of the Committee's books will be conducted annually prior to the new Treasurer taking office. An Audit Subcommittee will be nominated by the Committee to conduct this audit. The current Treasurer may not serve on this Committee, but one other officer must be on the Committee. The Audit Subcommittee will make a report to the Employees Committee at the March meeting.

Article. VII. Finances

Sec. 7.01 Treasurer Duties: All monies collected by the Committee shall be forwarded to the Treasurer and placed in an account in an accredited local financial institution. All Committee financial transactions will be recorded and maintained by the Treasurer. The Treasurer will give a report at each monthly Committee meeting reflecting expenditures and bank balance. The treasurer will prepare a budget and present it to the Committee at the beginning of each year to set expenses for budgeting and financial purposes.

Sec. 7.02 Expenditures: Any and all expenditures must be approved by the Committee in advance before a check can be issued from the Committee's account. From time to time, it may be necessary to make an expenditure between meetings. These expenditures must be approved by the Officers by vote by email and ratified at the next regularly scheduled meeting.

Sec. 7.03 Checks: Checks issued in an amount over \$100 must have at least two (2) of the authorized signatures. Authorized signatures will be that of the Treasurer, Chairman and Vice Chairman. Checks cannot be signed by the payee. Should an authorized signatory require reimbursement for an authorized purchase, another authorized signatory must issue payment.

Sec. 7.04 Reimbursement: Members and Officers may be reimbursed for approved or authorized expenses by the Committee. Requests for reimbursement must be accompanied by receipts for the purchase.

Sec. 7.05 Audit: An audit of the Committee's books will be conducted annually prior to the new Treasurer taking office. An Audit Committee will be nominated by the Committee to conduct this audit. Upon the completion of the Chairman's term, an appreciation/years served plaque will be purchased with Committee funds and presented to the Chairman.

Article. VIII. Fundraising

The Committee may organize, coordinate or sponsor fundraising activities, as deemed necessary by the Committee members to accumulate the funds needed to ensure the stable operation of the Committee and/or its services and programs. When necessary, the assistance and advice of the County Attorney Office, Budget Office, Risk Management and other departments will be requested and utilized.

Article. IX. Restrictions

Sec. 9.01 Sponsorships/Endorsements: The Committee is prohibited from officially sponsoring,

endorsing and/or engaging in any labor, political or religious activity and from officially endorsing any commercial establishment.

Sec. 9.02 Compensation: Members and Officers shall not be compensated for serving on the Committee, but the Committee may reimburse Members and Officers in accordance with the reimbursement guidelines in Sec. 7.04. The plaque given to the Chairman at the end of his or her term is excluded from this Section.

Article. X. Record Retention and Destruction Policy


While the Employees' Committee is an organization independent from Montgomery County, the Committee has determined the Records Retention Schedule GR promulgated by the Texas State Library and Archives Commission is the most appropriate Records Retention Schedule for Committee records, and the Committee hereby adopts that Records Retention Schedule. This Schedule can be found at: https://www.tsl.texas.gov/slrml/localretention/schedule_gr.

Article. XI. Amendments

These By-Laws may be amended or revised by 2/3 vote of the Committee representatives in attendance at any regular meeting. The Recording Secretary shall notify Committee members in advance of any proposed amendment. All amendments shall become effective upon voting approval.

Certification:

I hereby certify that these By-Laws were adopted by the Employees' Committee of Montgomery County at a meeting on this the 9th day of March 2023.

 Jenni Adams

Name:
Recording Secretary

Reviewed by:
Sara Forlano
Assistant County Attorney
Montgomery County Attorney's Office

