

Sample Standing Rules

You will notice that Advisory Board is used in the samples below. However, this document can be used as a guide for an Advisory Board or Bright Futures Council.

Standing rules are the rules of Bright Futures (Insert affiliate community name) to set forth procedures to guide areas of management and group administrative matters. Standing rules are not bylaws; in fact they are more flexible than bylaws. They provide a great resource to new board members. Standing rules may be added to, changed, or suspended at any Advisory Board meeting by a majority vote. Standing rules may not be completely developed in the beginning, but they should develop as the need arises. To begin, a committee of at least three people should develop and prepare the initial standing rules to be approved by the Advisory Board.

Examples:

- Purpose of the affiliate
- Location of coordinator and records
- An outline of the Advisory Board structure
 - minimum and maximum number of advisory board members
 - composition of the Advisory Board (Who needs to be represented at the table? See suggested list in the Implementation Guide)
 - term limits for Advisory Board members
 - example: three-year term limits, option to serve two terms
 - example: ex-officio members will serve a term based on their position with the current organization - chamber director, superintendent, etc.
 - complete position descriptions for each officer and chair

- procedure for adding and removing Advisory Board members - include nomination process and process for appointing a replacement if necessary
- qualifications to serve on the Advisory Board (examples may include: passion for kids, open-minded, creative/innovative, trustworthy, giving of time, talent, and treasure)
- member attendance requirements
- termination policy
 - example: a board member can resign at any time
 - example: a board member can be removed if they are not in compliance with the education code of ethics
- Setting a date, time, and location at which board meetings are to be held
- Schedule for meetings (monthly, quarterly, etc.)
- Set dates for the fiscal year
- Meeting minutes - When will meeting minutes be prepared and distributed?
- Setting allowances for travel, conference, etc.
- Quorum requirements (How many Advisory Board members must be present to make a decision?)
- A list and description of board committees
- Procedure for meeting needs of students
- Meeting needs: Which needs are able to be met, and which needs are not able to be met?
 - example: some schools do not pay for prescription medications (maybe there are other programs)
 - example: housing - Can this be covered, and what are the limits?
 - example: utilities - What limits/guidelines are needed?
- Social media guidelines (who and what)
- Fundraising - Details and Procedures
- Media - Who will represent the media?
 - example: the coordinator may represent the affiliate with the media or may appoint someone else
- Event(s) - details and procedures that should be in place (e.g., Does your school have any rules/procedures?)
- Who handles finances, and how are they handled?

SAMPLE STANDING RULES

1. Makeup of Board: The Advisory Board shall be composed of a minimum of 10 but no more than 14 members

- Chairperson
- Co-chairperson
- Human services representative
- Faith-based representative
- Business representative
- Chamber representative
- Ex-officio city representative
- Ex-officio Bright Futures USA representative
- Ex-officio Bright Ideas chairperson
- Parent representative
- Student representatives (1-2)
- General members (1-4)

2. Term Limits

- Members serve for three years with the option to serve two terms
- Chamber, city, and ex-officios will serve the amount of time based on their positions with their respective organizations
- Chairperson and co-chairperson will serve in the position for no more than two years

3. Nomination Process

- Nominations to the Advisory Board should be submitted in writing to the chairperson no later than the June meeting
- The board will discuss to see if the nominees meet the essential qualities of a Bright Futures board member. These qualities include:
 - Passion for kids
 - Open-minded
 - Creative/innovative
 - Trustworthy
 - Giving of time, talent, and treasure

4. Meeting Schedule

- The board shall meet a minimum of 12 times per fiscal year
- The fiscal year runs from July-June
- The chair may call additional meetings as necessary

5. Attendance Policy

- Members must attend 75 percent of the meetings
- A member cannot be absent from three consecutive meetings
- Failure to meet the attendance policy without an approved excuse may result in a termination of membership

6. Quorum

- A quorum for each meeting shall consist of a minimum of 50 percent of voting members
- (Alternate) Although a quorum of a minimum of 50 percent of voting membership is desired, in order to move forward with our local mission, decisions will be made by voting Advisory Board members in attendance at the scheduled meeting

7. Termination Policy

- Any member may resign their position by written notice
- Any member not in compliance with the code of ethics may be terminated

8. Lines of Communication

- It is the responsibility of the coordinator to initiate and/or respond to media requests
- All press releases and statements to the media that mention Bright Futures or its representatives shall be routed through and disseminated by the coordinator
- The coordinator may call upon an Advisory Board member to represent Bright Futures in the media