

BY-LAWS
OF
COMMUNITY APPEARANCE BOARD
Rev. January 11, 2012

ARTICLE I

The name of this Board is "Community Appearance Board", hereinafter referred to as CAB.

The CAB shall serve as an advisory committee to the City Council, the City Manager, and on various other matters relating to improving and maintaining the appearance of the City of Collinsville.

ARTICLE II

Location

The principal office of the CAB shall be located in the City of Collinsville, in the County of Madison.

ARTICLE III

Board Members

The CAB shall consist of a maximum of thirteen (13) Members.

- Section 1 Terms- The terms of all CAB Members shall be for a period of four years.
- Section 2 Quorum- A simple majority of the current CAB Membership shall constitute a quorum for the transaction of routine business at any meeting of the CAB.
- Section 3 Compensation- Members shall not receive any compensation for their services.
- Section 4 Termination- A Member of the CAB who is absent from three (3) regular meetings during a twelve (12)-month period without a valid excuse, and/or no notification of the Chairman or Secretary, may be terminated as a Member of the CAB by a simple majority vote of the CAB.
- Section 5 Vacancy- In the event of a vacancy on the CAB, Members shall present names of prospective Members to the Chairman. After discussion, a vote will be taken and that person's name shall be recommended to the Mayor for approval by the City Council.

ARTICLE IV

Meetings

- Section I Regular meetings of the CAB shall be held on the second Wednesday of each month.

Section 2 Special meetings of the CAB may be called by the Chairman at the Chairman's discretion.

ARTICLE V

Officers

Section 1 Officers of the CAB shall consist of a Chairman, Vice Chairman, and Secretary. These officers shall be elected by a simple majority of the CAB. Election of officers shall take place annually at the January meeting.

Section 2 Chairman- The Chairman of the CAB shall preside over all CAB meetings. The Chairman shall be subject to the direction of the CAB Members. The Chairman shall ensure that the recommendations of the CAB are implemented.

Section 3 Vice Chairman- The Vice Chairman of the CAB shall, in the absence of the Chairman, perform all duties of that office.

Section 4 Secretary- The Secretary of the CAB shall keep the minutes of each meeting. The Secretary shall notify Members of special meetings or change of regular time or place of meetings. The Secretary shall keep the official roll of Members.

ARTICLE VI

Responsibilities

- I. The CAB shall assist in the development of the City's Long Range Community Investment Plan (CIP), identifying those projects which will enhance the attractiveness of the City of Collinsville.
- II. The CAB shall assist in the identification of short range or immediate municipal projects which will improve the appearance of the City.
- III. The CAB shall develop recommended ordinances to address City appearance issues and other such codes and ordinances as the CAB may deem beneficial to the improvement of the appearance of the City.
- IV. The CAB shall make recommendations to other Boards and Commissions of the City on appearance issues facing the Community.
- V. The CAB shall develop and sponsor such City-wide programs and activities which will encourage residents and property owners to maintain their properties and to keep the City clean.
- VI. The CAB shall recruit and coordinate volunteer groups throughout the City to participate in projects which will enhance the beauty of the Community.

ARTICLE VII

Amendments

The CAB, with favorable votes by two-thirds (2/3) of its current membership, may alter or amend these by-laws. When required, the CAB shall recommend changes to these by-laws to the City Council for approval.

ARTICLE VIII

Parliamentary Procedures

Section I Robert's Rules of Order, latest edition, shall be generally recognized as the authority governing meetings of the CAB. All provisions of the Open Meetings Act shall be complied with.