

**BY-LAWS OF THE ALABAMA TRAILS COMMISSION  
ADVISORY BOARD  
(adopted July 13, 2011)**

A. The name of the organization is the **Alabama Trails Commission Advisory Board**.

B. The purpose of the Alabama Trails Advisory Board is to advise the commission in the execution of the Alabama Trails Commission's powers and duties under Act 2010-585 (the "Alabama Trails Commission Act").

C. Operating Procedures

1. The officers of the Advisory Board shall consist of a Chair, Vice Chair and a Secretary nominated by members of the Advisory Board.
2. Elected officers may serve one term, consisting of two years. They may be elected for another 2 year term.
3. (a) The Chair shall preside at all Advisory Board meetings, appoint committee members, and perform other duties as associated with the office.

(b) The Vice-Chair shall assume the duties of the Chair in case of the Chair's absence.

4. The Secretary will work with staff to ensure that all minutes are reported, finalized and posted in one place at ADECA.
5. Minutes will be distributed one week prior to each Advisory Board meeting, via e-mail.
6. The Advisory Board will operate using Roberts Rules of Order.
7. An Advisory Board report will be given to the Commission once per year.

(a) This report will be given to the Chair of the Alabama Trails Commission.

D. Committees

1. The Advisory Board may appoint standing and ad hoc committees as needed.

E. Meetings

1. Regular meetings shall be held at least once a quarter of the fiscal year.
2. Special meetings may be held at any time when called by the Chair or a majority of Board members. A one day notice must be given.
3. Agendas shall be provided at least seven days in advance.
4. Meetings may be held in person, via teleconference, via internet, other electronic means, or a combination of any of these methods.

F. Voting

1. (a) A majority of appointed board members constitutes a quorum. A quorum is defined as 50%.

(b) In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.

2. Passage of a motion requires a simple majority of the members present.
3. Proxy voting can be used by a member by a letter, mailed by USPS, faxed, or borne in person by the alternate representative.
4. Members may appoint an alternate to represent them at a meeting. The alternate representative must bear written authorization from the absent member.

#### G. Fiscal Policies

1. The fiscal year of the board shall be the same as the state's fiscal year, October 1 – September 30.

#### H. Amendments

1. These by-laws (operating procedures) may be amended by a two-thirds vote of Board members present at any meeting, provided a quorum is present and a copy of the proposed amendment(s) has been provided to each Board member at least one week prior to said meeting.

#### I. Advisory Board Membership:

1. The Advisory Board shall serve without pay and consist of 17 members. Travel may be reimbursed.
2. The membership of the Advisory Board will be constituted as specified in Act 2010-585 (the "Alabama Trails Commission Act"), as amended.
3. Advisory Board members shall serve for two years rotation with the ability to be reappointed for another two year rotation for a total of four years, maximum, unless original legislation specifically states otherwise.
4. Vacancies shall be filled by the original appointing authority.
5. Members shall serve until a successor is appointed.