

# MIRA MESA TOWN COUNCIL BYLAWS

October 2019

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## ARTICLE I – STATEMENT OF PURPOSE

1. The purpose of the Mira Mesa Town Council Inc. (MMTC) shall be:
  - a. To provide a public forum for community issues and problems.
  - b. To act as a liaison to City, County, State and Federal government agencies as appropriate relative to Mira Mesa community issues.
  - c. To increase the cohesion of the Mira Mesa community by providing leadership for the promotion of its civic, cultural, social, educational and recreational development and improvement.
  - d. To seek funds from private and public funding sources to carry out all objectives designed to achieve its primary purposes.

## ARTICLE II – MEMBERSHIP

1. Any individual, business or organization having an interest in the objectives of the MMTC shall be eligible to apply for membership.
2. The MMTC shall have 3 (three) classes of membership:
  - a. *Regular Membership* – refers to individuals who are residents, property owners, or the designated representative of a non-profit organization operating within the geographical area of Mira Mesa. Regular members shall be *voting* members and shall be eligible for membership if they are at least 16 (sixteen) years of age.
  - b. *Business Membership* – refers to individuals who are the designated representative of a business operating within the geographical area of Mira Mesa. Business members shall be voting members. Non-profit organizations may also join as business members.
  - c. *Associate Membership* – refers to individuals who are not eligible for regular or business membership, but who have an interest in or concern with the affairs of Mira Mesa. Associate members shall be *non-voting* members.
3. No individual shall hold more than one membership in the MMTC, although individuals may represent more than one business, with the proviso that they only be able to cast one individual vote.
4. An individual, business, or organization shall have been a member of the MMTC for 30 (thirty) days before becoming eligible to vote. See Article III 6a.
5. Dues
  - a. Any individual, business, or organization qualified for membership under Article II, Items 2a, 2b, and 2c shall become a member upon receipt of an application and upon payment of the first annual dues. Amount of dues shall be determined by resolution of the regular membership.
  - b. Dues shall be payable for the first year on admission to membership and annually thereafter.

6. No member of the MMTC shall be held liable for the debts, obligations or liabilities of the corporation solely because of their membership. Memberships shall be non-assessable.
7. Neither membership in the MMTC nor any rights of membership shall be transferred for value or otherwise.
8. Membership and the rights of membership shall automatically terminate on receipt of a letter of resignation.
9. In all its activities, the MMTC shall not discriminate against any person on account of race, color, creed, sex, national origin, physical disability, marital status or age.

### **ARTICLE III – MEETINGS**

1. MMTC General Membership meetings shall be open to the public and shall be held at any public place within the geographical area known as Mira Mesa.
2. The Board of Directors will be elected in November at the annual meeting of the MMTC.
3. Special meetings of the MMTC may be called at any time by a majority of the general membership or by the Board of Directors upon 48 hours notification.
4. Meeting Notification
  - a. Notice of general membership meetings shall be posted on the Mira Mesa Town Council website at least 10 (ten) days prior to such meetings. Notice may also be sent by electronic mail to members who provide an electronic mail address.
  - b. In the case of a special meeting, the purpose of the meeting shall be stated and no other business shall be conducted at said meeting.
5. Quorum
  - a. The presence of at least 10% (ten percent) of the voting members at General Membership meetings shall constitute a quorum for the purpose of conducting the business of the MMTC (except as otherwise provided in the Articles of Incorporation or these bylaws).
  - b. The voting members present at meetings where a quorum has been established may continue to transact business, despite the withdrawal of enough members to leave less than a quorum. Action taken shall be approved by not less than 5 (five) percent plus 1 (one), of the entire voting membership.
6. Voting
  - a. Each regular member and each business membership is entitled to one vote (30 days after paying for membership—Article II, Items 4 and 5a) on each matter submitted to a vote of the members. An individual shall not vote once as an individual and again as a designated representative of a member organization or business.
  - b. A majority vote shall be required to pass items submitted to the general membership except in the case of bylaw revisions (Article VIII, Item 1) and removal of directors (Article IV, Item 5).
  - c. Voting by proxy shall not be allowed.

- d. Cumulative voting shall not be allowed.
- 7. Meetings of the members shall be governed by these bylaws and the Articles of Incorporation, with procedural guidance provided by Robert's Rules of Order Newly Revised.

#### **ARTICLE IV – BOARD OF DIRECTORS**

- 1. Responsibilities of the Board of Directors shall include guidance of programs and coordination of all activities undertaken to achieve the purpose of the organization.
- 2. The Board of Directors shall consist of President, First Vice President, Second Vice President, Recording Secretary, Treasurer, Parliamentarian, Newsletter Editor, and four Board Members at Large.
- 3. The term of office for Directors shall begin at the first General Membership meeting of the calendar year. Directors shall serve for a term of 2 (two) years and shall hold office until their successors' terms begin.
- 4. A majority of Directors shall, at its option, declare the seat of a Director to be vacant if that Director is absent for 3 (three) consecutive, or any 6 (six) scheduled Executive Board or General Membership meetings.
- 5. Any Director shall be removed by a 2/3 (two-thirds) majority vote of the voting members present at a General Membership meeting. For this action the quorum will be increased to 20% of the general membership.
- 6. All resignations from the Board shall be presented in writing to the Board of Directors.
- 7. When a vacancy occurs, the Board of Directors shall appoint a successor to fill the remainder of the term of office. The successor shall be confirmed by the regular membership.
- 8. The duties for each Board officer shall be, but are not limited to:
  - a. President
    - (1) Serve as Chief Executive Officer of the MMTC.
    - (2) Preside at all Board and General Membership meetings.
    - (3) Be a signatory on the MMTC bank account.
    - (4) Appoint special committees and committee members as necessary.
    - (5) Oversee the preparation of agendas for General Membership meeting.
    - (6) Chair the Stakeholders committee or appoint a chair for the committee.
    - (7) The President shall be an ex-officio member of all committees.
  - b. First Vice President
    - (1) Assume the duties of the President whenever necessary.
    - (2) Prepare agendas for General Membership meeting.

- (3) Coordinate the programs and activities of the MMTC
- c. Second Vice President
- (1) Maintain membership files and take roll at all meetings.
  - (2) Actively seek new members.
  - (3) Record and submit all monies received in the name of the MMTC to the Treasurer.
- d. Recording Secretary
- (1) Record the proceedings of all meetings and maintain a file of those minutes
  - (2) Maintain a file of all MMTC business
  - (3) Prepare meeting minutes for Executive Board and General Membership meetings
  - (4) Maintain a master file of all reports, minutes, correspondence, and documents
  - (5) Be a signatory on the MMTC bank account.
- e. Newsletter Editor
- (1) Prepare publications and mail to dues paying members who request US Mail delivery. Post publications on the Mira Mesa Town Council website and email notifications to dues paying members.
  - (2) Prepare written notice to MMTC members of all General Membership and Executive Board meetings.
  - (3) Provide press releases and advance notice of all MMTC meetings, events, issues, debates, etc., to local and city-wide newspapers, radio stations, television stations and newsletters.
  - (4) The newsletter editor may delegate any of these tasks to other MMTC members.
- f. Treasurer
- (1) Monitor all expenditures of the MMTC and its committees
  - (2) Account for all monies received by the MMTC and its committees
  - (3) Be a signatory on the MMTC bank account
  - (4) Provide a monthly balance sheet for the MMTC and keep the Board informed as to the fiscal and corporate status of the corporation
  - (5) Acquire an independent annual review of MMTC financial records (Ref. Article VII, Section 4)
  - (6) Prepare an annual budget (Ref. Article VII, Section 5).

- (7) Maintain insurance documentation.
  - (8) Update and maintain 501(c) documentation including preparation of MMTC tax returns.
- g. Parliamentarian
- (1) Interpret and rule on procedural matters at all meetings under Robert's Rules of Order Newly Revised.
  - (2) Chair the biennial committee to review the bylaws of the MMTC
  - (3) Chair the Nominating committee
- h. Board Member at Large (4)
- (1) Assist the other Board Members as needed.
9. The Board of Directors shall hold Executive Board meetings at least 4 (four) times per year, at a time and place set by Board members. Additional meetings shall be called at the discretion of the President or at the written request of a majority of Board members. Meetings of the Board of Directors shall be open to all MMTC members
10. The Board of Directors may, upon a vote of the majority of the quorum, adjourn an Executive Board meeting and reconvene in an Executive Session to discuss and vote upon personnel matters, litigation in which the corporation is or may be involved, and other matters of business of a similar nature. Only members of the Board of Directors shall be entitled to attend Executive Sessions. The nature of any and all business to be considered in the Executive Session shall first be announced in open session.
11. A majority of the members of the Board of Directors shall constitute a quorum for the purpose of transacting Board business.
12. Each member of the Board shall have one vote at Board meetings.
13. The Board of Directors shall receive no compensation for any service which may be rendered to the MMTC. Since directors receive no compensation, they shall under no circumstances be personally or jointly financially liable for any decision made in good faith on behalf of the MMTC.

#### **ARTICLE V – NOMINATIONS AND ELECTIONS**

- 1. Nominations for the Board of Directors shall be accepted at the October and November meetings of the MMTC.
- 2. Elections to the Board of Directors shall be held at the annual meeting in November of each calendar year.
- 3. Voting for the Board of Directors shall be by ballot when there is more than one nominee for an office. A majority vote is required for election. Voting shall be repeated until one nominee receives a majority vote. Repeat voting for an office shall be between the nominees receiving the two largest numbers of votes on the first or previous ballot.
- 4. Qualifications

- a. Nominees or appointees for Director positions must be voting members of the MMTC.
  - b. Nominees or appointees for President must have been voting members of the MMTC for a minimum of one year and previously served on the Board of Directors.
5. Nominating Committee
- a. The committee shall consist of the Parliamentarian and a minimum of 2 (two) active members of the MMTC.
  - b. The committee shall attempt to contact members of the Board of Directors and active members of the MMTC in an effort to identify eligible members interested in serving as officers on the Board of Directors.
  - c. The committee shall present the names of candidates to the general membership prior to the annual meeting in November.
  - d. The committee shall prepare a ballot of candidates to be used at the annual meeting by the general membership for the purpose of voting.
6. Ballots shall be counted by 2 (two) active members of the MMTC selected by the President.
7. Election results shall be recorded and filed in the minutes.

## **ARTICLE VI – COMMITTEES**

1. Committees – General
- a. All committees shall be accountable to the general membership. Any committee action involving mailings, press releases, independent interaction with government or other local agencies shall be reviewed by the MMTC Board of Directors. If there is disagreement between the committee and the Board, the matter shall be brought before the general membership for discussion.
  - b. All committee reports and recommendations shall be filed with the Recording Secretary of the MMTC.
  - c. Funds collected by any MMTC committee shall be deposited into an account approved by the MMTC Board of Directors within 30 days of collection of said funds.
  - d. Dissolution of a committee shall take place at the discretion of the general membership or the Board of Directors at such time that said committee has accomplished its objectives, ceases to operate in accordance with these bylaws, or when lack of interest makes the committee unnecessary.
  - e. Committees shall strive for a consensus in the findings and recommendations among its members, in the absence of which, the majority position of the committee members shall be regarded as the position of the committee. Dissenting committee members may prepare a minority position for presentation to the MMTC general membership.
2. Formation of Committees—Committees shall be formed by the general membership on the recommendation of the Board of Directors to carry on the work of the MMTC whenever a need is determined to exist.

- a. Chairpersons shall be appointed by the President of the MMTC having been nominated by either the general membership or the Board of Directors (except in the case of the Mira Mesa Maintenance Assessment District Standing Committee whose membership is open to all Mira Mesa residents and property owners regardless of membership in the MMTC. Refer to MMMAD Committee Standing Rules included as an addendum to these bylaws).
    - (1) Chairpersons must be regular members of the MMTC.
    - (2) Chairpersons of standing committees shall be re-appointed annually or at such time as a vacancy occurs.
    - (3) Chairpersons shall submit a roster of committee membership to the Board of Directors.
  - b. Committee Membership shall be open to all regular and associate members of the MMTC. Membership in the Mira Mesa Maintenance Assessment District Standing Committee shall be open to all Mira Mesa residents and property owners regardless of membership in the MMTC (refer to the MMMAD Committee Standing Rules included as an addendum to these bylaws).
    - (1) Associate members of the MMTC shall serve as voting members on committees.
3. Special and Standing Committees—All committees shall be designated at the time of their formation as either standing committees or special committees.
- a. Special Committees
    - (1) A Special (Ad Hoc) Committee is defined as one whose purpose and objectives can be achieved in a specific and brief period of time, usually within 3 (three) months.
    - (2) The purpose of special committees shall be stated to the general membership at the time the committee is formed.
    - (3) At the completion of the special committee's objectives, a formal written report of the committee's activities shall be presented to the general membership and filed with the recording secretary. At such time, the committee shall be dissolved.
  - b. Standing Committees
    - (1) A Standing Committee is defined as one whose purpose and objectives will extend for an indefinite period of time.
    - (2) The first order of business of a Standing Committee shall be to prepare a set of Standing Committee Rules that are consistent with these bylaws (see Item c(3) below, "Standing Committee Rules").
    - (3) The 2019 revision of these bylaws recognizes the following standing committees:
      - Maintenance Assessment District Committee
      - Stakeholders Committee
      - Mira Mesa Street Fair Committee
      - Scholarship Committee
      - Volunteer Recognition Committee
      - Fourth of July Committee



c. Standing Committee Rules

- (1) Standing Committee Rules shall not be in conflict with these bylaws (except in the case of the Mira Mesa Maintenance Assessment District Standing Committee whose membership is open to all Mira Mesa residents and property owners regardless of membership in the MMTC – refer to the MMMAD Committee Standing Rules included as an addendum to these bylaws).
- (2) Standing Committee Rules shall include as a minimum: statement of purpose and objectives, description of committee membership, process for selection of committee officers, guidelines for committee meetings, and description of committee voting.
- (3) Standing Committee Rules shall be incorporated as an addendum to these bylaws after having been accepted and approved by a majority vote of the general membership.
- (4) Standing Committee Rules shall be reviewed every 2 (two) years by the members of each Standing Committee and submitted for review to the biennial Bylaw Review committee.
- (5) Any member of any Standing Committee can be removed by a 2/3 (two-thirds) majority vote of the voting members present at a General Membership meeting.

## **ARTICLE VII – FISCAL RESPONSIBILITIES**

1. Members of the MMTC shall not incur obligations or spend monies on behalf of the corporation without prior approval of a majority of the regular membership, except that an amount established by the membership as petty cash may be spent for small purchases.
2. All checks, drafts or other orders for payment of money, notes or other evidence of indebtedness, issued in the name of the MMTC and exceeding \$1000, shall be signed or endorsed by at least 2 (two) Directors. The Board may authorize the Treasurer to write electronic or paper checks from MMTC bank accounts, with written confirmation from another authorized signer in lieu of a second signature. The treasurer must approve in advance of any checks written by other signatories. The Treasurer may use a debit card linked to the MMTC bank account for purchases.
3. The fiscal year of the MMTC is January 1 through December 31 of each calendar year.
4. Review of Financial Records
  - a. The accounting records of the MMTC shall be subject to an annual review, by a person technically qualified and independent of the Board, immediately following the close of the fiscal year on December 31. A written report of this review shall be furnished to the Board within 30 days and a report of the review given to the general membership at the next regular meeting of the MMTC.
  - b. In addition to the annual review of financial records the Board shall have the power to authorize an independent review of the finances of the MMTC at any time by having a majority vote by the general members.
  - c. Any director may have online read access to the MMTC bank account.

5. The annual budget shall be prepared and presented to the membership by the Treasurer in February. The Board of Directors shall use the budget as a plan for expenses during the fiscal year and will inform the general membership of any significant changes.
6. Insurance coverage shall be maintained for the MMTC Street Fair, the Mira Mesa 4<sup>th</sup> of July and for any other event to be determined each year by the board.

#### **ARTICLE VIII – BYLAW AMENDMENTS**

1. These bylaws shall be amended by a 2/3 (two-thirds) majority vote of the regular membership present at any regular meeting of the MMTC, provided a quorum is present and that prior written notice has been given.
2. These bylaws shall be reviewed every 2 (two) years by the Bylaw Review committee.

# STANDING COMMITTEE RULES

## Maintenance Assessment District Committee

August 1, 2005

### ARTICLE I – PURPOSE

- The purpose and intent of the Mira Mesa Maintenance Assessment District (MMMAD) Committee shall be to advise the Mira Mesa Town Council (MMTC) and the City of San Diego staff about the community's desires regarding landscape beautification of the main streets (including center-islands, rights-of way and areas adjacent to these streets) within the boundaries of the MMMAD (see attached).
- Further, that the committee monitors all contractual agreements for the district assuring the community has the level of service it desires and that these services are provided in the most fiscally responsible fashion possible.
- The MMMAD is not intended to relieve the City of San Diego of its financial responsibility for normal landscape maintenance that would normally be provided by the City of San Diego, if the MMMAD was not in place.

### ARTICLE II – COMMITTEE

1. The Committee shall consist of no less than five (5) and no more than thirteen (13) members.
2. Members must reside in, or own property within, the boundaries of the MMMAD.
3. The annual nominations for the committee shall be accepted first at the April MMTC meeting and will remain open until the June MMTC meeting.
4. The MMMAD committee slate shall be presented at the June meeting of the MMTC.
5. The Chairperson and the Secretary shall be selected at the next regular MMMAD meeting, by the incoming committee.
6. The governing body shall take office at the July MMMAD meeting.
7. If a member misses three (3) successive meetings, without prior notification, member may be terminated by majority vote at a regularly scheduled meeting.
8. In the event a committee member resigns or is removed, a replacement shall be nominated by the committee and elected by the MMTC at their next meeting.

### ARTICLE III – OFFICERS

1. The Chairperson shall conduct the monthly meetings, coordinate committee activities, to the MMTC meetings and arrange for the meeting room.

2. If the Chairperson is unable to preside over any meeting, they must appoint a designate.
3. The Chairperson shall submit to the Secretary an agenda no later than 10 days prior to the committee meeting. Any member may submit an agenda item to the Chairperson.
4. The Secretary shall record minutes of all meetings and prepare a membership list.
5. The Secretary will keep a separate record of all motions submitted to the Mira Mesa Town Council and the results of the vote.

#### **ARTICLE IV – MEETINGS**

1. Meetings will be held during the first two weeks of every month when required but not less than four (4) quarterly meetings per year.
2. A quorum shall consist of a minimum 50% of the membership, and not less than five (5).
3. The meeting location and date will be set by the committee.

#### **ARTICLE V – VOTING**

1. Each member shall have one (1) vote, including the Chairperson.
2. All issues regarding the quality, the scope or the assessment of the MMMAD shall be voted on by the committee and then submitted to the MMTC for possible further action.

# **Mira Mesa Stakeholders Committee**

August 1, 2005

## **ARTICLE I – STATEMENT OF PURPOSE**

1. Mira Mesa Stakeholders Committee is a sub-committee of the Mira Mesa Town Council (MMTC). The purpose of this committee is:
  - a. To assess and advise the MMTC on options to use the monies from the Community Fund and to take these recommendations, once ratified by the MMTC, to the San Diego City Council.
  - b. To assess and advise the MMTC on options regarding use of the community common areas, i.e. parks and the civic center project.
  - c. To receive input from groups and individuals and to coordinate activities of interest to the MMTC and community associated with the continued development or improvement of the common areas and community as a whole.

## **ARTICLE II – COMMITTEE MEMBERSHIP**

1. The committee shall consist of organizations that qualify according to the following criteria:
  - a. Be a non-profit organization.
  - b. Be located within the geographical boundaries of Mira Mesa as defined by the Community Plan.
  - c. Have a 501 (c) status to establish it as a non-profit organization.
  - d. Included in the Committee will also be the Mira Mesa Planning Group and the Mira Mesa Recreation Council, any committee of the MMTC with a separate tax ID number or any government funded program.

## **ARTICLE III – OFFICERS**

1. The officers of the Stakeholders will consist of a Chairperson and a Secretary.
2. The duties for each office are as follows, but are not limited to:
  - a. Chairperson
    - (1) Conduct all meetings of the group. If the Chairperson is unable to preside over any meeting, an alternate must be appointed.
    - (2) Appoint sub-committees and sub-committee members as necessary.
    - (3) Coordinate committee activity.
    - (4) Report to the MMTC meeting.

(5) Prepare an agenda for monthly meetings.

(6) Arrange for meeting room.

b. Secretary

(1) Record the proceedings of all meetings and maintain a file of those minutes, including attendance records.

(2) Keep a separate record of all motions submitted to the MMTC, with the results of the vote.

(3) Keep all correspondence to and from the committee.

(4) Keep a list of active organizations and their designated committee representative.

**ARTICLE IV – MEETINGS AND QUORUM**

1. There shall be a monthly meeting of the Stakeholders, unless the committee decides otherwise.
2. Meeting location and date shall be the fourth Wednesday of each month at the library unless otherwise changed by a vote of the committee. Location may be changed by the Chairperson as long as ample notice has been given.
3. A quorum shall consist of 50% of active organizations.

**ARTICLE V – VOTING AND ATTENDANCE**

1. Each organization shall have one (1) vote.
2. An individual may not cast more than one (1) vote for one organization.
3. There is no proxy voting.

# **Mira Mesa Town Council Scholarship Committee**

**October 2019**

## **ARTICLE I – STATEMENT OF PURPOSE**

Each year the MMTC will give three (increase/decrease as needed), \$1000 scholarships to Graduating High School Seniors, who will be attending college/community college the first year and who reside in Mira Mesa. They can attend any high school.

## **ARTICLE II –COMMITTEE**

The executive board shall appoint the chairman for the scholarship committee.

## **ARTICLE III – OFFICERS**

The committee will consist of 3 or more people.

## **ARTICLE IV – MEETINGS**

The committee will meet as needed to prepare the application forms and read the submissions.

The committee will contact the Counselor at Mira Mesa High School to decide the dates when the applications will be posted at the high schools and the dates of their awards nights.

The committee will give the form to the Counselors at the High Schools, post the form on the MMTC web site, and place the form in the Library. The applications will be sent out on or about March 15.

Applications will be returned on or about May 15 to the committee for reading and selection.

## **ARTICLE V – GENERAL**

A letter of congratulations or regrets will be sent to each student who has applied.

A certificate will be given to the students at the High School Awards Night or the June MMTC meeting.

The treasurer of the Town Council will issue the checks.

The selected students and their families will be invited to the June MMTC meeting. Each student will give a brief talk about his/her volunteering and then receive their check.

The committee shall keep a file with all the pertinent information and a copy given to the secretary.

These standing rules shall be reviewed every two (2) years by the Scholarship Committee.

# Mira Mesa Town Council Street Fair Committee

October 2019

## **ARTICLE I – PURPOSE**

Our Mission is to:

**Encourage:** “Cohesion of the Mira Mesa community”

**Promote:** Social, cultural, and recreational development.

**Provide:** an arena for community groups, sharing of information and resources.

**Support:** involvement, awareness volunteerism, respect, and recognition.

Money raised from the street fair will help the Town Council promote community and help to sponsor activities.

## **ARTICLE II – COMMITTEE**

The Executive Board of the MMTC shall appoint the chairman for the MMTC Street Fair.

The Chairman will coordinate the committee’s actions.

The MMTC President and Officers are responsible for general oversight of the Street Fair.

A large committee is required to ensure all functions and roles of the Street Fair are met.

The MMTC shall have a booth or tent located at the Fair in order to promote this event.

## **ARTICLE III – MEETINGS & OFFICERS**

The Street Fair is held each year on the first Saturday in October.

The committee will meet starting in April through November. In September they will meet weekly or as needed.

Sub-Committees shall be formed and meet at the discretion of the Chairman and its members and they shall include:

- Vendor, shall get the application prepared and sent out, do a Health Dept. package for vendors (where appropriate), coordinate vendor placement, check-in & check-out of vendors, and manage other various documentation as needed.
- Logistic, shall do the physical layout of the Street Fair.
- Marketing, shall contact businesses for using their facilities the day of the fair and get contributions and donations.
- Telephone, shall help contact vendors.
- Volunteer, shall coordinate all the volunteers the day of the Street Fair.
- Entertainment, shall get music and other entertainment (such as the Fun Zone) for the Fair.
- Park and Rec, shall obtain cones and barriers.
- Sponsorship, shall work with commercial and non-commercial enterprises in order to provide sponsorship opportunities within the Street Fair.
- Street Closing, shall obtain the signs and place them where needed.
- Rental Equipment, shall obtain tents, tables and chairs for the day.
- Static Displays (Military and Commercial), shall coordinate contacting and display of various static items.
- Program, shall produce and distribute the Street Fair Program.



- Finance, shall create a budget and provide monthly reports of the financial condition of the Street Fair (May-October). The head of the Finance Sub-Committee shall be the Treasurer of the Street Fair.

Secretary shall get the application ready for the permit with the city and keep accurate records of the process for the street fair.

The MMTC Treasurer shall deposit all checks from vendors, donations, pay bills, and give a financial report to the Town Council monthly.

Each committee shall keep a file of pertinent information and pass it on and a copy to the secretary.

These standing rules shall be reviewed every two (2) years by the Street Fair Committee.

# **Mira Mesa Volunteer of the Year Committee**

**October 2019**

## **ARTICLE I – STATEMENT OF PURPOSE**

Each year the MMTC honors a Volunteer of the Year. It can also choose to honor other volunteers, for their work, at this time, as well as raise funds for the MMTC Verne Goodwin Scholarships.

## **ARTICLE II – COMMITTEE**

The executive board shall appoint the chairman for the Volunteer of the Year Committee, from interested parties that are familiar with policy and procedures of the MMTC.

## **ARTICLE III – OFFICERS**

The committee shall consist of 3 or more people.

The committee shall decide on an appropriate amount of funds to spend, subject to approval by the MMTC Board of Directors. Funding over and above allowable expenses can be solicited by the committee via sponsorships.

The committee chairman is permitted to have monies sent to a specific business address providing the committee is comfortable with accountability of checks and R.S.V.P. documentation.

The Treasurer of the Town Council shall deposit money received for scholarships, reservations, and pay all the bills.

## **ARTICLE IV - MEETINGS**

The committee will create a nomination form from criteria historically available.

The committee will get the application out in the newsletter and web site.

The committee will meet as needed to evaluate the applicants.

The committee will choose the date, time, and place of the event, and make the necessary arrangements.

The committee will get the invitations out 6 weeks before the event.

The committee will send letters to dignitaries for proclamations for the honoree at least 6 weeks before the event.

## **ARTICLE V – GENERAL**

The committee shall keep a file of pertinent information and a copy for the secretary.

These standing rules shall be reviewed every two (2) years by the VOY Committee.

# **MIRA MESA TOWN COUNCIL 4TH OF JULY COMMITTEE**

**October 2019**

## **Article 1 – STATEMENT OF PURPOSE**

Our Mission is to unite the community of Mira Mesa through a family-friendly celebration of Independence Day. Participation by residents, businesses, and community organizations is encouraged

## **Article 2 – COMMITTEE**

The Executive Board of the MMTC shall appoint the chairman of the 4th of July Committee.

The chairman will coordinate the committee's actions.

The MMTC President and Officers are responsible for the general oversight of the 4th of July event.

The MMTC shall have a booth or tent located at the 4th of July in order to promote this event.

## **Article 3 - MEETINGS AND OFFICERS**

The 4th of July event is held each year on July 4th.

The committee shall meet monthly beginning in August, with additional meetings added in June as needed.

Sub-Committees shall be formed and meet at the discretion of the Chairman and its members, and shall include:

- Chairman's Committee – Responsible for Special Event application and meeting; Park & Rec reservation and permit; grant applications; sponsorships; mall use permit; acquisition of necessary insurance certificates; and any other such duties as determined by the Chairman.
- Logistics Committee – Responsible for planning the event layout; coordinating the purchase or rental of all equipment required for the event; coordinates with SDPD regarding equipment they require for traffic control; oversees the delivery pick-up of all equipment; oversees clean-up of event site; and any other such duties as determined by the Chairman.
- Parade Committee – Responsible for selecting the parade theme; updating the parade application; distributing the application and city/county parade rules via paper application and online application; contacting and recruiting parade entries; determining judging categories and criteria for parade entry competition(s); creating parade line-up; recruiting parade announcers for each location selected; creating the announcers' script; recruiting impartial judges for the parade entry competition(s); communicating equipment needs to the Logistics Committee; coordinating parade line-up area supplies and equipment; and any other such duties as determined by the Chairman.
- Vendor Committee – Responsible for updating the vendor application; distributing the application and requirements via paper application and online applications; contacting and recruiting vendors; coordinating load-in and load-out times and procedures for vendors; completing and submitting County Temporary Food Facility application and information on all food vendors; communicating equipment needs to the Logistics Committee; overseeing mapping of vendor locations on July 3; and any other such duties as determined by the Chairman.

- Fun Day Committee – Responsible for the layout and content of Movie Night on July 3, and stage, entertainment, carnival rides, carnival games, decoration, car show, and other features on July 4; and any other such duties as determined by the Chairman.
- Marketing/Public Relations Committee – Responsible for producing and distributing all press releases, marketing pieces, posters, and other items that advertise the event; coordinating with Mira Mesa Living on the production of the 4<sup>th</sup> of July Program; and any other such duties as determined by the Chairman.
- Finance Committee – Responsible for collecting vendor and parade applications and payments and providing proof of payment (check copy or print out of online payment) to the proper committee along with the application; deposit all payments received; assist in creating a budget for the event, and creating monthly report of finances; make payments as required to vendors; create a final financial report after the event. The Treasurer of the Mira Mesa Town Council shall act as chair of the Finance Committee.

Each committee shall keep a file of pertinent information and pass it on the Chairman to update the annual event records. These standing rules shall be reviewed every two (2) years by the 4th of July Committee.

# GLOSSARY

Ad Hoc Committee	A committee created for a special one-time-only purpose or project.
Ballot	A written slip or ticket on which a voter marks his secret vote.
Biannual	Occurring twice per year (semi-annual).
Biennial	Occurring every second year.
Bylaws	A set of standing rules that govern the regulation of a corporation's or society's internal affairs.
Cumulative Voting	Accumulating votes to spend on one issue.
Draft	A written order, usually from a bank or other financial institution, ordering payment of money.
Board of Directors	A group of elected officers of an association responsible for reviewing and recommending subjects for general membership action. In the case of the Main Mesa Town Council there are eleven members of the Board of Directors.
MAD	Maintenance Assessment District — an assessment district defined by a community in which monies are collected annually by the county tax collector and which are then used to enhance street maintenance projects.
Proxy	Voting in absentia through another member (voting by proxy is not permitted by the MMTC membership).
Quorum	Minimum number of members required at a meeting for the meeting to proceed. The Mira Mesa Town Council has a minimum requirement of 10% of members to be present to meet quorum requirements and to conduct business.
Robert's Rules of Order	A nationally accepted procedural manual that sets forth a compendium of parliamentary law based upon the rules and practice of Congress. In relation to the organization and conduct of business it provides a simple explanation of the methods of conducting the business of societies, conventions and other deliberative assemblies.
Standing Committee	A committee created to facilitate or oversee a long-term or continuous process or project and which is accountable to the general membership.