

**Lead Prevention Commission  
Shelby County, Tennessee**

**BYLAWS**  
*(Draft Revised 8-15-19)*

**ARTICLE I – NAME**

The name of this organization shall be the Shelby County Lead Prevention Commission, and may be referred to by the acronym “LPC.” The LPC may, from time to time, be informally referred to as “Lead Free Shelby.”

**ARTICLE II – AUTHORITY**

The Shelby County Lead Prevention Commission is a local citizen organization established pursuant to Tenn. Code Ann. §49-2-133 where local boards of education are required to develop a policy to implement a program to reduce the potential sources of lead contamination in drinking water in public schools constructed on or before January 1, 1998. The authority of the LPC is limited as set forth in Article III, Article IX (5) and other provisions of these Bylaws.

**ARTICLE III – MISSION**

The principal purpose and mission of the LPC is to provide support to boards of education in Shelby County to decrease the occurrences of elevated lead exposure in drinking water in public schools of Shelby County, including Shelby County Schools, Shelby County Charter Schools, and the Achievement School District. The LPC may engage in any and all activities supporting the purpose, mission, goals and objectives of the LPC, however, the LPC may not enter into any contract or engage in any act or activity requiring the expenditure of public funds or which binds Shelby County, or any agency, office or instrumentality of either, fiscally or contractually.

**ARTICLE IV – GOALS**

The goals of the LPC include, but are not limited to, the following:

1. The Shelby County Lead Prevention Commission shall provide an annual review of the implementation and operation of the Shelby County Schools Lead Prevention Program as mandated by Tenn. Code Ann. § 49-2-133.
2. Make legislative recommendations (when necessary) to support or amend statutory authority governing the reduction of lead in drinking water of public schools.
3. Liaise with the Tennessee Childhood Lead Poisoning Prevention Program.
4. Develop and provide to the local board of education lead risk reduction standards for drinking water in public schools.
5. Monitor and provide public transparency regarding responses to lead cases in the public schools of Shelby County.

## **ARTICLE V – LPC BOARD MEMBERSHIP & ATTENDANCE**

### **A.**

The LPC Board Membership is comprised of up to nine (9) members who must be nominated for appointment by the Shelby County Mayor and approved by the Shelby County Board of Commissioners. The board make-up should include a combination of community advocates and environmental and/or child health experts. Members serve a term of three (3) years and may be appointed for a maximum of two (2) subsequent term(s) but may not serve longer than ten consecutive years.

## **ARTICLE V – ATTENDANCE**

### **B.**

The LPC meets quarterly on the 2<sup>nd</sup> Tuesday of the month. Board member attendance at meetings is expected; this may include special-called meetings. Notification of any anticipated absences should be submitted to the secretary in advance of a meeting to allow the body to assess their ability to establish the necessary quorum to conduct official LPC business. Board members who are routinely unable to attend meetings may be recommended for removal by the County Appointing Authority.

## ARTICLE VI – OFFICERS

The Officers of the LPC shall be the Chair, Vice-Chair, and Secretary, who shall be individually elected by majority vote of the full membership at an open meeting of the LPC. Other Officer(s) may be elected by majority vote of the full membership of the LPC at an open meeting. Officers shall make such reports as are directed by the Chair. Any Officer may resign from office by providing written notice to the Chair. The resignation of the Chair shall be by written notice to the Vice Chair. An Officer’s resignation shall be effective on the date written notice is provided unless another future date is provided in such notice.

1. Term of Office: Elections for the Officers of the LPC shall be held at the first open meeting of the calendar year. The Officers shall be elected by majority vote of the full membership for one (1) year terms, and shall hold office until their respective successors are elected.
2. Vacancies in Office: Any officer vacancies shall be filled at the next scheduled meeting but at least two weeks after notification of the vacancy is provided, if a special-called meeting is held. Vacancies are filled by a majority vote of the members of the LPC present and voting after a quorum is established.
3. Duties of Officers:
  - a.) The Chair shall:
    - i.) Preside at all working meetings, open meetings and other sessions of the LPC;
    - ii.) Appoint committees;
    - iii.) Serve as an ex-officio member of all LPC committees;
    - iv.) Perform other duties pertaining to the office in carrying out the mission and goals of the LPC.
  - b.) The Vice-Chair shall:
    - i.) Preside at meetings in the absence of the Chair;
    - ii.) Assist in carrying out the mission and goals of the LPC;
    - iii.) Perform such other duties as requested by the Chair in furtherance thereof.
  - c.) The Secretary shall:
    - i.) Preside at meetings in the absence of the Chair and Vice-Chair;
    - ii.) Keep minutes of the LPC open meetings;
    - iii.) Maintain LPC Notebooks and documents;
    - iv.) Keep minutes for LPC working meetings and other sessions;
    - v.) Perform all duties incident to the Office of the Secretary and such other duties as requested by the Chair in furtherance of the mission and goals of the LPC.

## ARTICLE VII – COMPENSATION AND CONFLICTS OF INTEREST

Members and Officers of the LPC acting individually or on its behalf shall comply with all applicable conflict of interest laws and policies of Shelby County Government and shall avoid even the appearance of any conflict of interest. No Officer or Member of the LPC shall receive compensation for their services as Officers or Members of the Shelby County Lead Prevention Commission. All Officers and Members acting on behalf of the LPC shall honor a code of ethical behavior and practices that demonstrates the highest standards of integrity in all their undertakings in connection with the Shelby County Lead Prevention Commission, including, respecting the confidential nature certain matters that may arise during LPC meetings or any other meetings on behalf of the LPC.

*Quorum:* The presence of an officer and any three (3) members at any meeting, working meeting, open meeting and other sessions of the LPC shall constitute a quorum.

## **ARTICLE VIII – ELECTIONS AND VOTING**

1. Elections of Officers: Each Member of the LPC shall have one (1) vote for each office to be filled at the first open meeting of the LPC for the calendar year. For the annual election of officers, a quorum requires five members. Meetings that involve a special election to fill a vacancy are considered regular meetings. Membership is determined by the official LPC roster.
2. Other Action: Any other action consistent with these Bylaws may be taken by majority vote of those LPC Members present once a quorum is established.
3. Voting: Members must be present at an open meeting of the LPC to vote on Officers or any other matter under consideration at an open meeting.
4. Other voting rights of Members: Members shall have no voting rights other than those set forth in Article VIII of these bylaws.
5. Limitation of Authority: Any recommendations adopted or voted upon by the LPC shall be limited to providing feedback and recommendations to the Shelby County Mayor, Shelby County Commissioners and Shelby County School Board(s). Feedback and recommendations should be presented formally, as needed, within the explicit scope of this body and, when appropriate, after receiving necessary guidance from the County's Attorney's Office or Mayor's Office.

## **ARTICLE IX – ROBERT'S RULES OF ORDER**

Where these bylaws are silent as to procedure, Robert's Rules of Order shall govern.

## **ARTICLE X – AMENDMENT TO BYLAWS**

These bylaws may be amended by a majority vote of the full Membership at an open meeting of the LPC. However, the proposed amendment must be in writing accompanying the Notice of Meeting sent to each member of the LPC at least one week in advance of the meeting. Full membership is determined by the official LPC roster and does not include vacancies.

### **ARTICLE XI – DISSOLUTION**

The LPC shall remain active and fully carry out the provisions of Article III hereof and other dictates of these Bylaws unless dissolved by the County’s Appointing Authority.

Adopted: \_\_\_\_\_

\_\_\_\_\_  
Secretary, LPC

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? Chairperson, LPC