

RULES OF OPERATION

LEADERSHIP BOERNE A Leadership Program for the Greater Boerne Area

ARTICLE I - NAME

Section 1 - Name

The name of this program shall be LEADERSHIP BOERNE.

ARTICLE II - MISSION

Section 1 - Management

The business and affairs of the program shall be managed by the Boerne Chamber of Commerce by a Leadership Boerne Steering Committee (hereinafter referred to as "Steering Committee").

Section 2 - Number

The number of members on the Steering Committee shall be no more than ten (10). Five (5) members from prior graduating classes, the current Chairman of the Boerne Chamber of Commerce Board of Directors, the current and the previous year's Program Coordinators, the Leadership Boerne Steering Committee Chairman, and the Chamber President (non-voting) shall constitute the Steering Committee.

Section 3 - Qualifications

The members of the Steering Committee shall be graduates of the Leadership Boerne program, excluding the Chairman of the Boerne Chamber of Commerce Board of Directors, who may or may not be a graduate of the program.

Section 4 - Duties

The duties of the Steering Committee shall be to establish, direct, and maintain executive guidance over the Leadership Boerne program subject to the approval of the Board of Directors of the Boerne Chamber of Commerce.

The Steering Committee shall approve members to committees reporting to the Steering Committee and shall act on and implement recommendations made by these committees.

The Steering Committee shall take such action as it may deem necessary to further the purpose, goals, and implementation of policies of Leadership Boerne.

Section 5 - Selection

The Steering Committee shall elect five (5) members from previous Leadership Boerne classes to serve on the Steering Committee.

Section 6 - Term/Tenure

Elected members of the Steering Committee shall serve three (3) years. Terms shall begin after the annual Leadership Boerne graduation. The Chairman-elect of the Boerne Chamber of Commerce shall serve for one year during his/her term as Chairman-elect of the Greater Boerne Chamber Board. The President of the Chamber of Commerce has an automatic seat on this committee as staff liason.

Any Steering Committee member absent for three (3) consecutive regularly scheduled meetings in a term year shall be deemed to have resigned.

Section 7 - Resignation

A member of the Steering Committee may resign by submitting a written statement of resignation to the Steering Committee.

Section 8 - Vacancies

Any vacancy occurring on the Steering Committee shall be filled by appointment of the Steering Committee Chairman and a majority vote of the Steering Committee. Such appointed members will complete the remainder of the unexpired term.

ARTICLE III - MEETINGS

Section 1 - Regular Meetings

Meetings of the Leadership Boerne Steering Committee shall be held on a monthly basis with no fewer than nine (9) meetings a year. The date, time and place for the regular meetings shall be determined by the Executive Board.

Section 2 - Special Meetings

Special meetings of the Leadership Boerne Steering Committee shall be called by or at the request of the Chairman or a majority of the Steering Committee. Notice of special meetings shall be given to all voting members.

Section 3 - Quorum

A majority of the voting members of the Leadership Boerne Steering Committee shall constitute a quorum and must be present to conduct business.

Section 4 - Voting

Any action shall be taken by a majority of the members present and voting, unless specifically stated elsewhere in the Rules of Operation.

Section 5 – Procedures

Robert's Rules of Order, Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by these Rules of Operation or any special rules of procedure adopted by the organization.

ARTICLE V - COMMITTEES

Section 1 - Selection Committee

The Selection Committee for each year's classmates shall consist of the Leadership Boerne Steering Committee.

a. Duties

1. The Selection Committee shall review in a confidential manner all applications for the program and select the new class for approval based on committee established criteria.
2. The Selection Committee shall be responsible for the ongoing evaluation of the selection process and criteria.

b. Chairman

The Chairman of the Selection Committee shall be currently serving on the Leadership Boerne Steering Committee and be a Leadership Boerne Alumni. The Chairman shall be appointed by the Leadership Boerne Steering Committee Chairman. The Selection Chairman shall vote only in the case of a tie.

Section 2 - Curriculum Committee

The Curriculum Committee shall be composed of the Leadership Boerne Program Coordinator and four (4) members of the Leadership Boerne Steering Committee. Additional members may be selected from preceding Leadership Boerne classes if deemed advisable. All members of the Curriculum Committee shall be selected by the Curriculum Chairman in consultation with the Chairman of the Leadership Boerne Steering Committee

a. Purpose

The Curriculum Committee shall develop a program, which will include: (1) training on the skills necessary for effective leadership; (2) information on issues and problems affecting the Boerne area; and (3) an awareness of the contribution of business to the prosperity of the Boerne community.

b. Duties

1. The Curriculum Committee shall work with the Program Coordinator to establish course topics reflective of the purpose of the program and submit such curriculum to the Leadership Boerne Steering Committee and the GBCC Board of Directors for approval.
2. The Curriculum Committee shall work with the Program Coordinator and the Cla Facilitators to select speakers/facilitators for the program.
3. The Curriculum Committee shall be responsible for the evaluation of the program.

c. Chairman

The Chairman of the Curriculum Committee shall be a member of any class and shall preferably have been a previous member of the Curriculum Committee. The Curriculum Committee Chairman shall be appointed by the Chairman of the Leadership Boerne Steering Committee with the approval of the Leadership Boerne Steering Committee members.

Section 3 - Finance Committee

The Finance Committee shall be composed of four (4) members of the Leadership Boerne Steering Committee. Additional members may be selected from preceding Leadership Boerne classes if deemed advisable. All members of the committee shall be selected by the Finance Chairman in consultation with the Leadership Boerne Steering Committee

a. Duties

1. The Finance Committee shall be responsible for the establishment of a budget for the program in coordination with the President of the Greater Boerne Chamber of Commerce and submit such budget to the Leadership Boerne Steering Committee and the Greater Boerne Chamber of Commerce Board of Directors for approval.
2. The Finance Committee shall be responsible for solicitation of contributions.
3. The Finance Chairman shall provide a monthly financial report to the Leadership Boerne Steering Committee.

b. Chairman

The Chairman of the Finance Committee shall be a member of any class and shall preferably have been a previous member of the Finance Committee. The Finance Committee Chairman shall be appointed by the Chairman of the Leadership Boerne Steering Committee and with approval of the Leadership Boerne Steering Committee.

Section 4 - Public Relations Committee

The Public Relations Committee shall be composed of at least one of the current year's Leadership Boerne Steering Committee members and several members of the previous Leadership Boerne graduates to be selected from any class by the Leadership Boerne Steering Committee. All members of the Public Relations

Committee shall be selected by the Public Relations Chairman in consultation with the Chairman of the Leadership Boerne Steering Committee and with approval of the Executive Board.

a. Duties

1. The Public Relations Committee shall formulate the public relations plan, which shall be approved by the Leadership Boerne Steering Committee.
2. The Public Relations Committee shall be responsible for all publications, press releases, and advertisements relating to the Leadership Boerne program and shall plan and coordinate with the Program Coordinator and the staff of the Greater Boerne Chamber of Commerce to print and distribute all publications.
3. The Public Relations Committee shall work with Leadership Boerne alumni to develop programs and activities of interest to the program graduates. Such projects shall be approved by the Leadership Boerne Steering Committee.

b. Chairman

The Chairman of the Public Relations Committee shall be a member of any class and shall preferably have been a previous member of the Public Relations Committee. The Public Relations Chairman shall be appointed by the Chairman of the Leadership Boerne Steering Committee with the approval of the Leadership Boerne Steering Committee.

ARTICLE VI - PROGRAM COORDINATOR

Section 1 - Selection

The Program Coordinator shall be selected by a special committee. The committee shall consist of seven (7) members: a committee chairman appointed by the Chamber Chairman, with the approval of both the Executive Board and the Greater Boerne Chamber of Commerce Board of Directors; three (3) members appointed by the Chairman of the Leadership Boerne Executive Board; and three (3) members appointed by the Chamber Chairman. The Program Coordinator Selection Committee Chairman shall vote only in case of a tie. The Program Coordinator Selection Committee shall be responsible for advertising for the position, reviewing applications, conducting appropriate interviews, and making a final recommendation to the Executive Board and the Greater Boerne Chamber of Commerce Board of Directors for approval.

The Program Coordinator shall be directly accountable to the Executive Board, and shall report to the President of the Greater Boerne Chamber of Commerce on administrative matters. Any contract for employment will be the responsibility of the President of the Greater Boerne Chamber of Commerce.

Section 2. Duties

The Program Coordinator is responsible for the efficient operation of the Leadership Boerne program including coordination of the monthly programs, program evaluation and reports. The Program Coordinator shall work with the Curriculum Committee to establish course topics reflective of the purposes of the program.

- a. The Program Coordinator shall attend the Leadership Boerne Steering Committee meetings and shall advise the Steering Committee on current or potential areas of concern and provide information on all aspects of the program.

The Program Coordinator shall recommend participants for graduation to the Leadership Boerne Steering Committee for approval.

ARTICLE VII – LEADERSHIP BOERNE ALUMNI ASSOCIATION

Section 1. The Leadership Boerne Alumni Program shall be a continuation of educating Leadership Boerne graduates in subjects that are pertinent to the ongoing development of leadership skills. This association shall consist only of Leadership Boerne Alumni and meet on a quarterly basis.

ARTICLE VIII - BOERNE CHAMBER OF COMMERCE

Section 1 - Authority

Leadership Boerne is a program of the Greater Boerne Chamber of Commerce. The Board of Directors of the Chamber is the final authority for the program.

ARTICLE IX - AMENDMENTS

These Rules of Operation may be amended by a two-thirds (2/3) vote of the Steering Committee present and voting at any meeting at which a quorum is present provided notice of the proposed amendment has been given to all members in writing at least five (5) days prior to the meeting. Such amendments are subject to the final approval of the Greater Boerne Chamber of Commerce Board of Directors.

Rules of Operation approved by the Leadership Boerne Steering Committee and the Board of Directors of the Greater Boerne Chamber of Commerce on _____.

Paula White, President
Greater Boerne Chamber of Commerce, Inc.

Scott Wilson, Chairman
Greater Boerne Chamber of Commerce, Inc.