

# **LEADERSHIP PLANO**

## *Rules of Operation*

### **ARTICLE I NAME AND PURPOSE**

#### **Section 1 - Name**

The name of this program shall be Leadership Plano.

#### **Section 2 - Purpose**

The purpose of this program is to identify, educate, and develop future leaders for the community of Plano and to motivate these emerging leaders for civic, charitable, community, and business involvement and decision making. Leadership Plano is a program of the Plano Chamber of Commerce.

### **ARTICLE II EXECUTIVE BOARD**

#### **Section 1 - Management**

The business and affairs of the program shall be managed by the Leadership Plano Executive Board (hereinafter referred to as "Executive Board").

#### **Section 2 - Number**

The number of members on the Executive Board shall be no more than sixteen (16). Five (5) members from each of the prior three (3) graduating classes and the Chairman-elect of the Plano Chamber of Commerce Board of Directors shall constitute the Executive Board.

#### **Section 3 - Qualifications**

The members of the Executive Board shall be graduates of the Leadership Plano program, excluding the Chairman-elect of the Plano Chamber of Commerce Board of Directors, who may or may not be a graduate of the program.

#### **Section 4 - Duties**

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

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

The Executive Board shall take such action as it may deem necessary to further the purpose, goals, and implementation of policies of Leadership Plano.

#### **Section 5 - Selection**

Each class, prior to graduation, shall elect five (5) members from the current class, by secret ballot.

The most recently graduated class shall be referred to as the Sophomore class. The preceding class shall be referred to as the Junior class. The class preceding the Junior class shall be referred to as the Senior class.

#### **Section 6 - Term/Tenure**

Elected members of the Executive Board shall serve three (3) years. Terms shall begin after the annual Leadership Plano graduation. The Chairman-elect of the Plano Chamber of Commerce shall serve for one year during his/her term as Chairman-elect of the Plano Chamber Board.

Any Executive Board 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 Executive Board may resign by submitting a written statement of resignation to the Executive Board.

#### **Section 8 - Vacancies**

Any vacancy occurring on the Executive Board shall be filled by appointment of the Chairman of the Executive Board with approval of the Executive Board by a majority vote of the board. Such appointed members will complete the remainder of the unexpired term.

#### **Section 9 - Advisory Directors**

The Chairman of the Executive Board may appoint Advisory Directors with the approval of the Executive Board. Advisory Directors shall be appointed for one-year terms and shall not be entitled to vote but shall otherwise participate in, advise, counsel, and discuss all matters brought before the Executive Board.

Advisory members shall include, but not be limited to, the Chairman of the Plano Chamber of Commerce Board of Directors, the President of the Plano Chamber of Commerce, the Leadership Plano Program Coordinator, the immediate past Chairman of the Leadership Plano Executive Board, other former Executive Board members as deemed necessary.

### ***ARTICLE III - MEETINGS***

#### **Section 1 - Regular Meetings**

Meetings of the Executive Board 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 Executive Board shall be called by or at the request of the Chairman or a majority of the Executive Board. Notice of special meetings shall be given to all voting members.

#### **Section 3 - Quorum**

A majority of the voting members of the Executive Board 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 IV - OFFICERS***

#### **Section 1 - Officers**

The officers of the program shall be a Chairman, a Vice Chairman and a Secretary.

## **Section 2 - Election of Officers**

The Chairman shall be elected by secret ballot in January by the Executive Board and shall serve as Chairman-elect from January until the Leadership Plano class graduation. The Chairman shall be a member of the Sophomore or Junior class at the time of election, and a member of the Junior or Senior class during the term of service.

The Vice Chairman shall be elected by secret ballot in April by the Executive Board. The Vice Chairman shall be a member of the Junior or Senior class during the term of service.

The Secretary shall be appointed by the Chairman with the approval of the Executive Board. The Secretary can be a member of any class.

Officers shall serve a one-year term beginning immediately after the annual Leadership Plano class graduation.

## **Section 3 - Removal**

An officer may be removed from office by a two-thirds (2/3) vote of the entire Executive Board at a regular or special meeting of the Executive Board, if notice of intention to act upon the question of removing such officer shall have been stated as one of the purposes for the calling of such meeting.

## **Section 4 - Duties**

### **a. Chairman**

The Chairman shall be the principal executive officer of the program and shall supervise all of the business and affairs of the program. The Chairman shall preside at all meetings of the Executive Board. The Chairman shall be an ex-officio member of all committees. The Chairman shall work closely with the President and staff of the Plano Chamber of Commerce.

### **b. Vice Chairman**

The Vice Chairman shall assist the Chairman and shall assume and perform the duties of the Chairman in the absence of the Chairman. The Vice Chairman shall perform such other duties from time to time, which may be assigned by the Executive Board or Chairman.

### **c. Secretary**

The Secretary shall keep minutes of all meetings of the Executive Board. The Secretary shall work closely with the staff of the Plano Chamber of Commerce to ensure that all minutes are recorded and that members of the Executive Board receive copies of the minutes.

## ***ARTICLE V - COMMITTEES***

### **Section 1 - Selection Committee**

The Selection Committee shall consist of nine (9) members. Five (5) of the members shall be on the Executive Board with two (2) Sophomore members, two (2) Junior members, and one (1) Senior member; the Chairman and Chair-elect of the Plano Chamber of Commerce Board of Directors; and two (2) additional members from the community. Committee members shall be appointed by the Selection Committee Chairman in consultation with the Chairman of the Executive Board.

#### **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 a member of any class and shall preferably have been a previous member of the Selection Committee. The Selection Committee Chairman shall be appointed by the Chairman of the Executive Board, with the approval of the Executive Board and the Plano Chamber of Commerce Board of Directors. 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 Plano Program Coordinator and four (4) members of the Executive Board who may be selected from any class but should include two (2) Sophomore class members. Additional members may be selected from preceding Leadership Plano classes if deemed advisable. All members of the Curriculum Committee shall be selected by the Curriculum Chairman in consultation with the Chairman of the Executive Board and with approval of the Executive Board.

**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 Plano area; and (3) an awareness of the contribution of business to the prosperity of the Plano 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 Executive Board and the Plano Chamber of Commerce Board of Directors for approval.
2. The Curriculum Committee shall work with the Program Coordinator 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 Executive Board with the approval of the Executive Board.

**Section 3 - Finance Committee**

The Finance Committee shall be composed of four (4) members of the Executive Board to be selected from any class but should include two (2) members of the Sophomore class. Additional members may be selected from preceding Leadership Plano classes if deemed advisable. All members of the committee shall be selected by the Finance Chairman in consultation with the Chairman of the Executive Board and with approval of the Executive Board.

**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 Plano Chamber of Commerce and submit such budget to the Executive Board and the Plano 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 Executive Board.

**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 Executive Board and with approval of the Executive Board.

**Section 4 - Public Relations Committee**

The Public Relations Committee shall be composed of four (4) members of the Executive Board to be selected from any class but should include two (2) members of the Sophomore class. Additional members may be selected from preceding Leadership Plano classes if deemed advisable. All members of the Public Relations Committee shall be selected by the Public Relations Chairman in consultation with the Chairman of the Executive Board 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 Executive Board.
2. The Public Relations Committee shall be responsible for all publications, press releases, and advertisements relating to the Leadership Plano program and shall plan and coordinate with the Program Coordinator and the staff of the Plano Chamber of Commerce to print and distribute all publications.
3. The Public Relations Committee shall work with Leadership Plano alumni to develop programs and activities of interest to the program graduates. Such projects shall be approved by the Executive Board.

**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 Executive Board with the approval of the Executive Board.

***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 Plano Chamber of Commerce Board of Directors; three (3) members appointed by the Chairman of the Leadership Plano 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 Plano 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 Plano Chamber of Commerce on administrative matters. Any contract for employment will be the responsibility of the President of the Plano Chamber of Commerce.

**Section 2. Duties**

The Program Coordinator is responsible for the efficient operation of the Leadership Plano 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 Executive Board meetings and shall advise the Executive Board on current or potential areas of concern and provide information on all aspects of the program.
- b. The Program Coordinator shall recommend participants for graduation to the Executive

Board for approval.

***ARTICLE VII - PLANO CHAMBER OF COMMERCE***

**Section 1 - Authority**

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

***ARTICLE VIII - AMENDMENTS***

These Rules of Operation may be amended by a two-thirds (2/3) vote of the Executive Board 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 ten (10) days prior to the meeting. Such amendments are subject to the final approval of the Plano Chamber of Commerce Board of Directors.

***Rules of Operation approved by the Leadership Plano Executive Board and the Board of Directors of the Plano Chamber of Commerce December 1995.***

**Revised, June 8, 1999**

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Phil Wentworth, Chairman  
Plano Chamber of Commerce

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Harry LaRosiliere, Chairman  
Leadership Plano Executive Board