

## **Human Resource Affiliate Bylaws**

### **Article I: Name of Organization**

The name of the organization shall be the NHAC Human Resource Affiliate, with its principle place of business in Concord, New Hampshire.

### **Article II: Purpose and Objectives**

The purpose and objectives of this Affiliate is to:

1. Assure fair employment practices, recruit qualified individuals, and promote employee retention.
2. Serve as a resource for the New Hampshire Association of Counties on employment practices and human resource issues.
3. Provide and coordinate educational programs for human resource staff as well as supervisory personnel.
4. Share information on best practices in meeting employment regulations, laws and requirements;
5. Support legislative initiatives as appropriate in conjunction with NHAC.

### **Article III: Membership**

Membership shall consist of the Human Resource Directors/Managers/Administrators and their staff of the ten counties.

### **Article IV: Voting**

Each County shall only have one vote that shall be cast by the highest ranking Human Resources representative from each County. Voting shall only take place at an official noticed meeting or special meeting with no less than five (5) counties being present. If a vote needs to be made prior to the next regular meeting, a teleconference may be held. At least a forty-eight (48) hour notice must be given, identifying the issue to be voted on.

### **Article V: Officers**

The officers of the Affiliate shall be president and vice-president.

#### Election

The office of President and Vice President must be elected by the membership by a majority of those members present and voting and shall serve a term of office for two (2) years. No one person shall hold the office of President or Vice

President for more than two consecutive terms at one time. Nominations for officers shall be made from the floor.

#### Voting

Voting for officers shall take place at the NH Association of Counties' fall conference or at the Affiliate's annual meeting, but no later than the end of the calendar year in which said officer's term expires.

#### Vacancies

Any officer vacancy shall be filled by the membership within ninety (90) days of the vacancy. All elected officers shall assume their positions on adjournment of the election meeting.

#### **Officer Roles and Responsibilities**

Every officer must be an active member of the Affiliate for the term of his/her respective office.

President: Shall preside over all regular and called meetings of the membership, appoint committee assignments and shall perform all other duties as may be required by the Affiliate and/or the NH Association of Counties.

Vice President: Shall attend the regular and called meetings of the Affiliate to assist the President and preside at any meetings in the absence of the President.

Any officer may resign at any time by resignation in writing delivered to the Affiliate. Any officer may be removed at any time at any regular or special meeting of the Affiliate, in a meeting of not less than five (5), by majority vote.

#### **Article VI Meetings**

The annual meeting of the Affiliate shall take place in the fall of each year. Regular meetings of the affiliate may be agreed upon by the membership at a previous Affiliate meeting. Special meetings of the Affiliate shall be called by the President or upon the call of not less than five (5) members and filed with the Vice President. Members will be notified of all meetings (date and purpose) not less than five (5) calendar days prior to the meeting stating the purpose of the meeting.

In the event a meeting or a vote needs to take place, a meeting of not less than five (5) members of the Affiliate must be present. If five members are not present; no action(s) can be taken or decision(s) can be made. A telephone poll can be taken by the President or Vice President in lieu of a meeting.

#### **Article VII Standing Committees**

The President shall appoint members to the following standing committees:

Legislative Committee  
Finance Committee

The President may also appoint any special committees for any purposes consistent with Article II of these Bylaws.

#### **Article VIII Amendments**

Amendments to these bylaws may be proposed by the officers or by written request signed by five (5) active members and filed with the President or Vice President thirty (30) days prior to the annual or next regular meeting. Written notice of proposed amendments shall be given to all active members at least fifteen (15) days prior to a regular scheduled meeting.

Approved 10/07/08  
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