

**CAREERSOURCE SUNCOAST
Ad-Hoc Bylaws Committee
Meeting Minutes**
Microsoft Teams Meeting
Wednesday, November 6, 2024
2:00 P.M.

Welcome and Attendance:

Attendees: Ashley Brown, Women's Resource Center and Anne LeBaron, Take Stock in Children. CareerSource Suncoast Staff: Christina Witt, Kathy Bouchard, Joshua Matlock,

Bylaws Review:

Christina Witt provided an overview of the purpose of the bylaws to the committee. All Changes were reviewed.

Revisions were based on the update to the CareerSource Suncoast mission statement update, CareerSource Florida and FloridaCommerce Administrative policies and the CSS/FloridaCommerce Grantee-Subgrantee agreement. The committee was provided a mark-up version of the current bylaws; new language was reflected in red font and the removals highlighted in yellow with strike through the text. A clean version of the revised bylaws has also been provided for a comparison and clear read.

Summary of the changes include:

- Updated mission and Vision and purpose of the Board
- Definitions of At-Large board members
- Removal of the Ad-hoc Board membership committee and added verbiage on the CLEO's responsibility for appointing Board members. The revised process is in alignment with the CSF Admin Policy CLEO responsibilities.
- Updated Board Chair and CEO responsibilities to reflect what is included in the CSF Admin policy.
- General structure of the bylaws was updated to consolidate or move sections appropriately.
- Updated elections section to reflect the officer appointments of two-year terms.

Next Steps:

The Bylaws will be presented to the Board of Directors for approval on November 14, 2024.

Meeting Adjournment:

The Meeting adjourned a 2:30pm.