

**BY-LAWS OF THE
BERKS COUNTY COOPERATIVE PURCHASING COUNCIL
(Revised April, 2010)**

1. Purpose

The purpose of the Berks County Cooperative Purchasing Council is to provide a forum for governmental, education, and other local public procurement entities to join together to purchase goods, supplies, and/or services; and to share information and expertise on purchasing related matters.

2. Representatives

Each participating entity shall designate in writing the name or title of one individual to serve as its representative on the Council and may designate an alternate to participate in activities of the Council when the representative is unable to attend. If the representative changes, the entity shall give the Council written notice of the change.

3. Meetings

A quorum is necessary for conducting business at all Council meetings and will require **twenty percent (20%)** of the total membership to be present. The Council will hold at least four (4) general meetings each year, with the meetings being advertised in conformance with state regulations at the start of each calendar year.

Other general and special meetings shall be called by the President as and when needed or at the request of at least 20% of the Council members. Written notice shall be given to all Council members at least 48 hours prior to the meeting. Representatives shall meet as outlined to make decisions relative to the work of the Council.

4. Officers

The officers of the Council shall be the President, Vice-President and Secretary. Their term of office shall be for one year and the President and Vice-President may be re-elected for no more than two consecutive terms. If a vacancy occurs in the office of Vice-President or Secretary, the President shall appoint a member of the Council to serve in this position until the next regular election. If a vacancy occurs in the office of President, the Vice-President shall assume this position until the next regular election.

5. Election of Officers

A Nominating Committee shall be appointed by the President at the third quarterly meeting. Officers shall be elected at the fourth quarterly meeting by a majority vote of the Council members present.

6. Executive Committee

The Executive Committee of the Council shall be comprised of the officers plus three at-large members appointed by the President plus the immediate past President. The Committee will conduct the business of the Council, as necessary, between general meetings, including the assurance that bid procedures have been adhered to by the lead agency and participating entities

7. Statement of Operating Procedures

The Council shall adopt and revise, as necessary, a Statement of Operating Procedures that includes the procedures for undertaking a cooperative purchase, for opening and awarding bids, for rejecting a bid, for allocating expenses, and other related matters.

8. Minutes

The Secretary or designated representative shall record and transcribe the minutes of all meetings of the general membership and of the Executive Committee. These minutes shall be kept in a book to be retained by the Secretary or designated representative.

9. Amendments

The proposed amendment(s) shall be presented to Council members at a meeting prior to the vote. Amendments to these By-Laws must be approved by two-thirds of the total Council members. The vote shall take place by mail ballot or electronic means.

10. New Members

The participation of additional entities will be subject to approval by a majority vote of the Council membership present at a regular or special meeting and the receipt of a resolution in form prescribed by the Council.

11. Membership and Dues

Membership in good standing is based on the payment of the annual dues by the established invoice date. Membership dues shall be set annually at the third quarterly Council meeting based on a recommendation from the Executive Committee. Said recommendation shall be based on the administrative costs including, but not limited to, expenses incurred by the Center for Excellence in Local Government.

Date

Secretary