

## **UNITY COMMITTEE BY-LAWS**

### **Article I**

#### **NAME**

- 1.01 The name of the committee shall be known as the Unity Committee.

### **Article II**

#### **AWARD NAME**

- 2.01 The name of the award shall be known as the Unity Award.

### **Article III**

#### **SLOGAN**

- 3.01 The slogan for the Unity Committee and the Unity Award shall be known as Unity Because I Matter "One City, One Team"

### **Article IV**

#### **FOUNDING MEMBERS**

- 4.01 Original committee members appointed and/or approved by the City Manager, Andrea Gardner, at the time of the Unity: "It's Our Strength" Campaign Kickoff held on September 24, 2009 is as follows:

- Andrea Gardner, City Manager
- Joseph R. Pace, Chairperson
- Calvin Aplaca, Chairperson Pro-Tem
- Carroll Merrell, Committee Member
- Ernie Wilkins, Committee Member
- Loretta Bell, Committee Member
- Brian Hawkins, Committee Member
- Kevin Keller, Committee Member

- 4.02 Original members who contributed to the Unity Committee but who were no longer a member of the Unity Committee at the time of the Unity: "It's Our Strength" Campaign Kickoff are as follows:

- Kelli Sames, Committee Member
- Jeff Stoddard, Committee Member
- Renee Ankrom, Committee Member

## **Article V**

### **OFFICERS**

- 5.01 The Chairperson of the Committee shall be selected by the City Manager.
- 5.02 The Chairperson shall only vote to break a tie.
- 5.03 The Committee shall elect and install a Vice-Chairperson to hold meetings in the absence of the Committee Chairperson as necessary.

## **Article VI**

### **GOAL/UNITY DEFINED**

- 6.01 Goal of the Committee:
- To improve the overall level of pride the individual employee has both in the City and their respective department through the recognition of the individual employee(s) extraordinary efforts.
  - To strive to improve relationships between City Departments and help to bring all employees together.
    - This will be done by promoting a better understanding of what each department does and how it contributes to the overall function of the city.
    - By allowing employees the opportunity to learn more about other employees and departments.
- 6.02 Unity Defined:
- A whole or totality as combining all its parts into one.
  - The state or fact of being united or combined into one, as of the parts of a whole unification.

## **Article VII**

### **STANDARDS FOR NOMINATIONS**

- 7.01 Standards for nominations: Going above and beyond expectations...
- The Unity Award is not to be confused with the Employee of the Quarter Award. The Employee of the Quarter Award seeks to award employees for their overall contribution to the city; whereas, the Unity Award seeks to award employees for specific positive action(s) at a given time.
  - Note: A nomination received by the committee will not be considered for a Unity Award if the action under consideration is deemed by the employee's supervisions as having violated the policies and procedures of the City of Copperas Cove.

7.02 Who may nominate an employee for the Unity Award.

- Citizens
- Employees
- Supervisors
- Unity Committee members may nominate but must abstain from voting on said nomination.

7.03 Who is eligible to receive the Unity Award.

- Part time employees
- Full time employees, not included in section 7.04

7.04 Who is not eligible to receive the Unity Award.

- Unity Committee Members
- Department Head and Directors
- Seasonal Employees
- Contract Employees

7.05 How to nominate someone for the Unity Award.

- Paper nomination forms are located at City Hall, Library, and Utilities.
- Nomination forms can also be submitted online by clicking on the UNITY: "It's Our Strength" link on the city's website at [www.copperascove.org](http://www.copperascove.org)
- Nomination forms may be dropped off at any department or in the Unity Box located at the Library. Note: Nomination forms dropped off at the particular departments should be placed in the drop box located at the Library, via interoffice mail.
- Nomination forms downloaded from the city's website may be submitted through e-mail on the link.

### **Article VIII**

#### **STANDARDS FOR CHOOSING AWARD WINNERS**

8.01 Gathering the nominations:

- Nomination forms will be gathered biweekly, via e-mail and/or drop box, by the committee chairperson and/or any representative of the committee deemed appropriate by the committee chairperson, for the committee consideration.

8.02 Voting on received nominations:

- Once nominations are received, the nomination may be assigned to a committee member for additional follow up if deemed necessary. The chairperson will contact the nominated employee's department head to ensure that there is no pending disciplinary process currently being contemplated for the nominated employee.
- The nomination will be presented to the committee for consideration and will be approved by a simple majority vote.

8.03 Number of Unity Awards presented:

- There will not be a minimum or maximum number of Unity Awards awarded for any given period of time. Nominations will be evaluated at the time of submission. The decision of the committee will be final at that point and the nomination will not be reconsidered at a later time.

8.04 Nominations not selected:

- The committee will prepare a memorandum for filing in the employee's personnel file on any nomination that was submitted for consideration and not selected to receive the award. This will ensure that the employee, although not receiving the award still receive the recognition of his/her acts.

### **Article IX**

#### **UNITY AWARDS**

9.01 Employees nominated and selected by the committee for receiving the Unity Award will receive the following:

- A \$50.00 Gift Card
- A distinctive shirt, awarded one per year, with the following:
  - Unity Logo
  - Employee's Name
  - Year of the award
- A unity lapel pin identifying them as a recipient of the award.
- Unity Certificate, a copy to be placed in the employees personnel file.
- Unity Coin

### **Article X**

#### **T-SHIRTS**

10.01 Unity T-Shirts will be provided each year during the annual Unity Social Event.

10.02 New employees will receive a Unity T-Shirt after completing their probationary period.

### **Article XI**

#### **AMENDING THE BY-LAWS**

11.01 These By-Laws may be altered, amended or repealed and new By-Laws may be adopted on an annual basis by the Unity Committee.