

**AMENDED By-Laws of
Broward City/County Management Association, Inc.
Revised October 20, 2022**

ARTICLE I

NAME

Section 1. Name - The name of this organization shall be Broward City/County Management Association, Inc. (BCCMA), a corporation not-for-profit.

ARTICLE II

PURPOSE

Section 1. It shall be the purpose of the Association to regularly bring together local government professional administrators to stimulate the highest standards of public service and administration and to promote good fellowship and closer intergovernmental relationships. Any reference to local government shall include municipality, city, county, village, town, or other councils of government.

Section 2. (a) The Association shall participate as an organization in community problem solving, discussion of issues and other efforts to improve the quality of life for the residents of Broward and the various communities which we serve.

(b) The Association shall advocate the principles, standards and code of ethics of the International City Management Association (ICMA), and actively influence and participate in State and National ICMA activities. All persons accepted into membership of BCCMA are bound and agree to abide by the ICMA Code of Ethics.

ARTICLE III

MEMBERSHIP

Section 1. Broward City/County Management Association Membership Categories.

Full Member

Full Membership shall be available to any person who has served in one (1) or a combination of the positions described below for more than two (2) years and is actively employed in one (1) of the positions described below by a municipal, county, or council of government. Eligible positions shall include:

- A. Any person who is a full-time, appointed chief administrative officer, deputy administrative officer (e.g., assistant chief administrative officer, department director, assistant to the chief administrative officer) or similar positions, appointed by the chief administrator and having significant general administrative responsibilities of a municipality or county or council of government recognized by the ICMA.
- B. Any person who is a full-time, appointed chief administrative officer, deputy administrative officer (e.g., assistant chief administrative officer, department director, assistant to the chief administrative officer) or similar positions, appointed by the chief administrator and having significant general administrative responsibilities of a municipality, county, or council of government not recognized by the ICMA, but who is an active ICMA dues-paying member.

Associate Member

1. Associate Membership shall be available to a person who has served in one (1) or a combination of the positions described below for less than two (2) years and is actively employed in one (1) of the positions described below by a municipal,

county, or council of government. Eligible positions shall include: appointed chief administrative officer, deputy administrative officer (e.g., assistant chief administrative officer, department director, assistant to the chief administrative officer, administrative assistant) or similar position, appointed by the chief administrator and having significant general administrative responsibilities of a municipality or county government.

2. Associate Membership shall be available to Members in Transition (MIT) as defined by FCCMA or ICMA, and who previously qualified for Full or Associate membership with BCCMA prior to separation from their previous employment.

3. Associate Membership shall also be available to a person who does not meet the criteria for Full Membership and is currently employed in, or retired from, a municipal county, or council of government in an executive level position reporting to the chief administrative officer.

4. The executive director of the Broward League of Cities is also eligible for membership in this category.

Individual Member

Any individual employed by not-for-profit agencies, associations, universities, etc., or other not-for-profit miscellaneous agencies affiliated with the profession. This category will include staff level municipal employees who do not qualify for Full or Associate Membership.

Student Member

Any full-time student in public administration, general business or related curriculum who intends to follow a career in local government.

Honorary Member

Any person who has a minimum of twenty (20) years' experience in a recognized council-manager local government, a minimum of five (5) years of which is in Florida as a Florida City/County Management Association (FCCMA) member; and having made a significant contribution to the field of public administration.

Section 1 Individuals with distinguished public service careers shall be eligible to become Honorary Members if approved by a majority of the membership at a regularly scheduled meeting.

Section 2. All members of the Association must be eligible to be a member of the International City Management Association (ICMA).

Section 3. Full Members shall be eligible to vote on all matters pertaining to the Association and to hold office in the Association. Associate and Honorary Members shall have full rights to participate in meetings, but shall not be eligible to vote or hold office in the Association.

Section 4. Individual Members and Student Members shall not be eligible to vote or hold office in the association. Individual Members, Student Members and guests are permitted to attend the monthly meetings of the Association, but may be required to leave the meeting at the time that the business section of the Association commences.

Section 5. To be eligible to serve as an Officer of the Association, Full Members must be current dues paying members and have attended a minimum or two (2) meetings in the preceding year.

ARTICLE IV

OFFICERS AND ELECTIONS

Section 1. Officers - The officers shall be: President, a Vice-President and a Secretary-Treasurer. All office holders are required to be Full Members in good standing.

(a) In the event the President's office becomes vacant, the Vice-President shall succeed until the next general election. In the event the office of Vice-President or Secretary-Treasurer becomes vacant less than three (3) months before the annual meeting, the President shall appoint a Full Member of the Association to serve the

unexpired term of office. If the office of Vice-President or Secretary-Treasurer becomes vacant with more than three (3) months of the term remaining, a special election shall be held at the next regular meeting, or at a special meeting convened for that purpose.

(b) Prior to the last regular meeting before the annual meeting, the President shall appoint a Nominating Committee consisting of at least three (3) Full Members, who shall submit in writing at the annual meeting a list of candidates for the respective offices of President, Vice-President, and Secretary-Treasurer. To be considered for election, candidates shall be current in all dues, be members in good standing and shall fit the qualifications as defined in Section 1 above. The nominations submitted by said committee, and any seconded nominations made by members from the floor, shall be voted on by ballot. Candidates receiving the highest number of votes shall be considered duly elected and forthwith installed. A tie vote for any office shall be resolved by lot. In case there is only one nominee for an elective office, election for that office may be by acclamation.

(c) The officers shall be elected to serve two-year terms until the next general election, or until their successors are duly elected and installed. Members elected, or appointed to fill an unexpired term shall serve until the next general election, or until their successors are duly elected and installed.

Section 2. (a) Elections - The officers shall be elected by majority vote of a quorum of Full Members present and voting, subject to compliance with Article VII, Section 3(a) herein

(b) Proxy Voting - A Full Member may vote by proxy by executing a proxy form provided by the Secretary-Treasurer. The Full Member may appoint another Full Member in good standing as his or her proxy to vote or otherwise act for him or her in an election. A proxy form is effective when received by the Secretary-Treasurer and shall be valid only for the specific election for which it was provided. A copy, facsimile transmission or other reliable reproduction of the proxy form shall be acceptable to the

Secretary-Treasurer, but any electronic transmission must be received by the Secretary-Treasurer no later than the business day preceding the elections. Original proxy forms may be submitted to the Secretary-Treasurer on the date of the election, but must be received and verified by the Secretary-Treasurer prior to the commencement of the election. The Secretary-Treasurer shall take any and all reasonable measures to reasonably verify that the proxy form was executed by such Full Member as indicated thereon. Once the elections begin, no proxy forms shall be accepted and no proxy votes will be allowed for any Full Member whose proxy forms have not been received and verified by the Secretary-Treasurer. It is the responsibility of the Full Member assigning a proxy to communicate such assignment to the Full Member he or she desires to act on his or her behalf.

ARTICLE V

DUTIES

Section 1. President - The President shall act as the executive head of the Association and preside at the meetings thereof, appoint chairpersons of standing committees, appoint special committees, and have the discretion to call special meetings. The President shall be, ex-officio, a member of all standing committees. The President may from time to time seek additional assistance for the organization and a stipend may or may not be paid. Any stipend is subject to approval of the Association.

Section 2. Vice-President - The Vice-President shall assist the President, act for him/her in his/her absence or at his/her direction, and perform such other duties as the President may direct. In the event the President's office becomes vacant, the Vice-President shall succeed until the next general election.

Section 3. Secretary-Treasurer - The Secretary-Treasurer shall keep in books provided for that purpose, the minutes of all regular and special meetings of the Association, have charge of the membership roster and be responsible for notifying

members of all regular and special meetings. He/She shall collect and keep all dues, monies and securities due the Association or belonging to the Association and be responsible therefore. He/She shall make all disbursements of funds for authorized obligations of the Association. He/She shall maintain accurate books of accounts and report at each regular meeting on the state of the treasury. Upon vacating office the Secretary-Treasurer shall transfer to his/her successor all funds, securities, and records of the Association. He/She may directly appoint aides to assist him/her with his/her duties.

ARTICLE VI

EXECUTIVE COMMITTEE AND STANDING COMMITTEES

Section 1. Executive Committee - The three (3) officers enumerated in Article IV, Section 1, and the Chairperson of all standing committees shall constitute the executive committee. Meetings shall be called at the discretion of the President.

Section 2. Executive Committee Duties - The Executive Committee shall act for the Association between meetings thereof. The Executive Committee shall review all applications for membership in all categories, and report to the membership as to the applicant's eligibility.

Section 3. Standing Committee Duties - The Program Committee, consisting of active members, shall be responsible for providing speakers or making other program arrangements for all meetings and for arranging for entertainment on special occasions or, upon the request by the President, at regular or special meetings. Other Committees may be appointed by the President from time-to-time.

ARTICLE VII

MEETINGS

Section 1. Except when dispensed with by majority vote of the membership at any regular or special meeting, regular meetings shall be held at such time and place as may be determined by the membership. However, there shall be no less than four (4) regular or special meetings during the course of the year. A quorum must be present to transact the business of the Association. Special meetings may be called by the President when necessary. The annual meeting for the election of officers shall be held in January. Members shall be given at least two (2) weeks' written notice of any meeting at which the election of officers will occur.

Section 2. In order to achieve the objectives of this Association, it is essential that the members feel free to fully discuss matters under consideration. Therefore, meetings shall only be open to members. Non-elected, administrative public employees, and those persons whose presence may contribute to the purposes of the Association, may attend meetings only upon the invitation of a member. Elected officials, members of the media and the business community, or any other persons may attend Association meetings only upon the specific approval of the Executive Committee.

Section 3. Quorum

(a) For the purpose of Election of Officers, a quorum shall consist of a majority of Full Members in good standing, listed on the roster maintained by the Secretary-Treasurer who are present at the meeting, in addition to any proxy of absent members in good standing. To be considered, the proxy needs to be submitted to the Secretary-Treasurer prior to the close of business of the previous business day, in a manner previously designated by the Secretary-Treasurer.

(b) For the purpose of conducting business at BCCMA meetings, a quorum shall consist of a majority of Full Members present and in good standing, but not less than twenty-five percent (25%) of members listed on the roster maintained by the Secretary-Treasurer.

Section 4. Meetings may be held in-person or by use of any

method of telecommunications, including establishing a quorum through telecommunications, provided that reasonable notice of the use of telecommunications for the meeting and reasonable access to observe and participate is afforded to all members.

ARTICLE VIII

TRAINING

Section 1. Ethics – Each full member is required to complete four hours of ethics training annually in conjunction with the Association’s fiscal year.

Section 2. Racial Equity & Inclusion – Each full member is required to complete four hours of standardized training on the topics of racial equity, cultural sensitivity, diversity and implicit bias annually in conjunction with the Association’s fiscal year.

These training requirements are strongly encouraged for all other members.

ARTICLE IX

ANNUAL DUES

Section 1. Annual Dues - The annual dues shall be determined by vote of membership payable prior to the annual meeting. There shall be no dues required for any Honorary Member.

ARTICLE X

AMENDMENTS

Section 1. Amendments to By-Laws - The By-Laws may be amended by presentment in writing of proposed amendment at a regular meeting or at a special meeting called for that purpose and adoption thereof by two-thirds (2/3) of the Full

Members present; provided, notice in writing of the proposed amendment is sent to the membership at least two (2) weeks prior to voting thereon and that there is prior notice that the item is on the agenda for discussion at the meeting.

ARTICLE XI

ASSOCIATION POLICY

Section 1. The Broward City/County Management Association through its officers or members, shall not take a public position or any question on behalf of the Association unless such position shall have been approved by a majority of the Full Members in good standing of the Association.

ARTICLE XII

ELECTION OF THE DISTRICT REPRESENTATIVE

Elections of the District Representative (District V) to the Florida City/County Management Association shall be in accordance with the District Election Rules as promulgated by the Florida City/County Management Association, however, candidates from BCCMA shall be required to be Full Members of BCCMA. The Candidate shall be a full-time appointed administrative head of an ICMA recognized municipality, county or council of governments, or shall have five (5) years' municipal experience at an executive level, in an ICMA recognized municipality, county or council of government.

ARTICLE XIII

ICMA CITY MANAGEMENT CODE OF ETHICS

Section 1. The ICMA City Management Code of Ethics adopted by ICMA are herein incorporated by reference and made a specific part hereof, subject to such changes or modifications as may be made by ICMA subsequent to adoption of these by-laws.

(Date)

Greg Harrison, President