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To: City Attorneys' Department Members
From: Officers of the City Attorneys' Department
Date: June 12, 2018
Re: Statement of Support for Proposed Amendments to Department Bylaws

Article XV of the City Attorneys' Department Bylaws allows for the amendment of these Bylaws by the Department's membership. These Proposed Amendments will be presented to the Department membership for approval during the Department Business Meeting at the Annual Conference on Thursday, September 13, 2018. In compliance with Article XV, the Department Officers submit this statement in support of the proposed Bylaws amendments in Attachment 1 as follows:

1. *Add Section 11 to Article IX of the Bylaws entitled "Attorney Development and Succession Committee"*. Since 2017, the Department has had the Ad Hoc Committee on Attorney Development and Succession, which has been focused on identifying the skills development needs of Department members. Given the importance of attorney development and succession planning to the integrity of our profession, the Department Officers believe it to be appropriate to convert the Ad Hoc Committee into a Standing Committee. The purpose of the Standing Committee is to define and direct the implementation of a new Attorney Development and Succession Program, which may include continuing and updating various existing efforts. This program would provide educational programming, mentoring, and professional networking opportunities for Department members wishing to build and expand their knowledge of both the substantive and essential skills integral to municipal practice.
2. *Renumber Section 11 of Article XI of the Bylaws entitled "Reports to Membership" as Section 12*. The Department Officers believe it to be appropriate to amend this section to reflect the new numbering made necessary by the addition of Section 11 to Article IX of the Bylaws entitled "Attorney Development and Succession Committee".

If you have questions regarding these Proposed Amendments, please contact Patrick Whitnell at (916) 658-8281 or at pwhitnell@cacities.org.

Attachment

**PROPOSED AMENDMENTS TO ARTICLES IX AND XV OF THE CITY
ATTORNEYS' DEPARTMENTS BYLAWS**

ARTICLE IX - STANDING COMMITTEES

Section 11 – Attorney Development and Succession Committee

(a) Membership – The Attorney Development and Succession Committee shall be appointed by the President, who shall also designate its chair. The Committee shall be composed of at least nine members. A Department Officer, as designated by the President, may serve as a liaison and attend meetings as necessary and appropriate.

(b) Term of Office – Appointments to the Committee shall commence upon appointment. All appointments shall be for staggered two-year terms, but the President may re-appoint members.

(c) Duties and Responsibilities – The Committee shall be responsible for:

(1) Defining and implementing an Attorney Development and Succession Program aimed at developing and enhancing the diverse set of legal, technical, practical and interpersonal skills necessary to succeed as a city attorney or senior member of a City Attorney's Office.

(2) Providing opportunities for department members to build and expand their knowledge of both the substantive and essential skills integral to municipal law practice. Such opportunities may include, but are not limited to, educational programming and professional networking.

(3) Engaging and connecting more experienced municipal practitioners with newer attorneys or those who have had more specialized experiences in order to encourage departmental contribution, connectivity, and continuity; mentoring; effective knowledge transfer; and succession planning to benefit the profession and all Department members and cities.

(4) Serving as a resource to City Attorneys with questions or problems relating to attorney development and succession planning.

(5) Drafting publications, reports, white papers, and analyses on issues related to attorney development and succession planning as determined by the Committee to be useful to the League's membership.

(d) Meetings – The Committee shall meet at least once annually at either the Spring or Annual conferences and at other times by teleconference or otherwise as may be necessary or desirable to perform its duties. The Committee may establish subcommittees as it deems appropriate to perform its duties.

Section 12 – Reports to Membership

Each standing committee will provide periodic reports (either oral or written) at the Spring Conference, Annual Conference, or through the City Attorney Forum as deemed necessary by the committee in order to keep department members informed of the committee's activities. The chairperson may also be asked to briefly report on the committee's work at other City Attorneys' Department meetings and conferences.