

**LEAGUE OF CALIFORNIA CITIES
PERSONNEL AND EMPLOYEE RELATIONS DEPARTMENT**

BY-LAWS

ARTICLE 1 - NAME, PURPOSE AND STRUCTURE

SECTION 1.1 NAME

This Department shall be known as the Personnel and Employee Relations Department, League of California Cities.

SECTION 1.2 PURPOSE

The purpose of this Department shall be to:

Promote the purposes and goals established in the League of California Cities By-Laws; and

Serve as a resource to the membership of the Department and other departments of the League in their dealings with human resource, personnel and employee relations issues; and

Assist in the sponsoring and support of necessary and desirable legislation to benefit municipalities, and to assist in opposing unfavorable legislation; and

Provide a unifying structure for human resource administrators to contribute to the purposes of the League of California Cities.

SECTION 1.3 STRUCTURE

This Department may develop such internal organizations as deemed necessary to accomplish the purposes of the Department.

ARTICLE 2 - MEMBERSHIP

SECTION 2.1 CLASSIFICATIONS OF MEMBERSHIP

Membership shall be limited to two classifications: Member and Honorary Member.

SECTION 2.2 DEFINITIONS OF CLASSIFICATIONS

- A. A "Member" shall be any person whose primary duties include personnel administration, employee relations, and/or related human resources functions in a member city.
- B. An "Honorary Member" may be any former member of the Department or a member of a closely related profession who has rendered exceptional service to the human resources profession and whose primary activities are in a human resource function and contributes directly to the profession. Honorary Members will be ineligible to vote in Departmental affairs.

SECTION 2.3 ELECTION OF HONORARY MEMBERSHIP

A person may be elected to honorary membership by a two-thirds vote of the Executive Committee of the Department.

ARTICLE 3 - OFFICERS AND DUTIES

SECTION 3.1 EXECUTIVE COMMITTEE

There shall be an Executive Committee of the Department, consisting of five (5) officers, President, First Vice-President, Second Vice-President, Immediate Past President, and Department Director, plus six (6) elected Members at Large. The Director of the Department will be the representative to the League Board of Directors.

SECTION 3.2 TERM AND ELECTION

The term of office of the President, First Vice-President and Second Vice President shall be one year. The term of office for the Department Director and the Members shall be two years. Member terms shall be staggered so that half of all Members are elected each year.

In determining whether a Board member shall continue to serve on the Board or be re-appointed, the Board shall review the individual's attendance record over the past year or term. It is the general expectation that a Board Member should attend at least 50 percent of the board meetings over the course of each year. It is recognized that there may be extenuating circumstances that would mitigate against the literal application of this standard, and such consideration will be the Board's discretion. The attendance record standard is to be interpreted as a guideline. Any vacancy occurring due to non-performance shall be filled in accordance with the department by-laws.

The First Vice-President shall succeed to the office of President. The President succeeds to the office of Immediate Past President upon the installment of a new President. The Immediate Past President serves until the current President succeeds to the office of Immediate Past President.

Nothing in these By-Laws prohibits an officer of the Department from serving more than one term. All officers shall be elected by the Department's members at the Annual Conference of the League of California Cities. Any active member is eligible for election to any office of the Department.

A Nominating Committee shall be appointed by the President and confirmed by the Executive Committee. The Nominating Committee shall solicit the membership for candidates interested in serving as officers of the Department. The results of the Nominating Committee's work shall be reported at the League Annual Conference. Officers and Members shall be elected by a majority vote of the members present at the League Annual Conference.

SECTION 3.3 DUTIES AND RESPONSIBILITIES

The PRESIDENT shall preside at all meetings and serve as Chief Executive Officer of this Department. He/she shall appoint all committees and have general supervision of the work of the Department. A vacancy in the office of President shall be filled for the unexpired term by the succession of the First Vice-President. Should this occur, the office of President shall be filled through the election process at the next regular election. Nothing in this section shall prohibit the individual fulfilling the expired term of the President from being nominated for the office of President.

The FIRST VICE-PRESIDENT shall be responsible for such Department program activities as assigned by the President. He/she shall work with committees appointed by the President and have responsibility for the coordination of all work program task forces as may be appointed. The First Vice-President shall preside at Department meetings in the absence of the President. A vacancy in the office of First Vice-President shall be filled by appointment by the President, subject to confirmation by the Executive Committee. Upon confirmation, the appointee shall assume the office only for the remainder of the unexpired term. Should this occur, the office of President and the office of First Vice-President shall be filled through the election process at the next regular election. Nothing in this section shall prohibit the individual appointed to the office of First Vice-President from being nominated for the office of President or First Vice-President.

The SECOND VICE-PRESIDENT shall have the responsibility for custody of the Department's Bylaws and all records and documents. The Second Vice President shall assist the department's Executive Committee in developing effective legislative strategy and tactics on the full range of personnel and employee relations issues and the League's lobbying program by coordinating the policy committee members and acting as liaison between the League and Department's Executive Committee. The Second Vice-President shall preside at Department meetings in the absence of the President and Vice-President. A vacancy in the office of Second Vice-President shall be filled for the unexpired term by appointment by the President of the Department subject to the confirmation of the Executive Committee. Upon confirmation, the appointee shall automatically assume the office for the remainder of the unexpired term. Should this occur, the office of Second Vice-President shall be filled through the election process at the next regular election. Nothing in this section shall prohibit the individual appointed to the office Second Vice-President from being nominated for the office of Second Vice-President.

The DIRECTOR shall be responsible for representing the Department on the League Board of Directors. A vacancy in the office of Director shall be filled by the president of the Department or by an appointment made by the President. The individual filling the vacancy shall hold office for the remainder of the term for which his or her predecessor was elected. Nothing in this section shall prohibit the individual filling the term of the Director from being nominated for the office of Director.

The PAST PRESIDENT shall serve as chair of the Nominating Committee appointed by President. A vacancy in the office of the Past President shall be filled for the unexpired term by the last Past President continuing to serve as a municipal officers.

The Members-At-Large of the Executive Committee shall be responsible for conducting Department business and other duties which may be assigned from time to time. A vacancy in the office of a Member-At-Large shall be filled by appointment by the President, subject to confirmation by the Executive Committee. Upon confirmation, the appointee shall assume the office for the remainder of the unexpired term. Nothing in this section shall prohibit the individual appointed to the office of Member-At-Large from being nominated for the office of Member-At-Large.

ARTICLE 4 - OFFICER SELECTION CRITERIA

In selecting the Officers and Members of the Executive Committee, and in selecting members for ad hoc committees or task force assignments, the following criteria shall be considered:

- A. Appointment of those persons who have exhibited an active interest in Departmental affairs and who are willing and able to serve; and
- B. Consideration of factors such as city size, geographical distribution of membership, and north-south rotation.

ARTICLE 5 - VOTING

Except in cases where otherwise noted, all voting in this Department shall be by voice vote unless a roll call vote is demanded by representative of three (3) or more cities. In such case, the representatives of each member city present and in good standing shall cast one vote during the roll call. A majority of the votes cast by those members in attendance shall be necessary for a decision.

ARTICLE 6 - DEPARTMENTAL MEETINGS

This Department shall meet during the League of California Cities Annual Conference and such other times as determined by the Executive Committee.

Departmental business sessions will be entirely developed by the President in consultation with the Department's officers. Special Departmental meetings may be called by a majority vote of the Executive Committee or upon written request by forty (40) member cities stating the purpose for such a meeting. Notice shall be given to all members of the time and place of all regular and special meetings by mail, including an agenda, at least fifteen (15) days prior to said meeting.

ARTICLE 7 - DEPARTMENTAL COMMITTEES

The Executive Committee from time to time may establish standing or ad hoc committees.

ARTICLE 8 - RULES OF ORDER

Subject to the provisions of the League of California Cities By-Laws and this Department's By-Laws, Robert's Rules of Order shall prevail at all Department meetings.

ARTICLE 9 - AMENDMENT OF BY-LAWS

SECTION 9.1 BY-LAWS AMENDMENT

The By-Laws may be amended: at any Departmental meeting, by a fax vote; by a mail vote or by any other communication method approved by the Executive Committee.

Proposed amendments are to be submitted in writing to the Executive Committee with a statement in support thereof for review and consideration. The Executive Committee shall determine the appropriate administrative procedures to accomplish their review, voting methods and time line.

Such amendments, approved by a majority of department members voting on the proposed modification thereof, shall take effect immediately upon approval.

SECTION 9.2 EMERGENCY BY-LAWS AMENDMENT

An emergency By-Laws amendment may be adopted upon a 2/3 vote of the Executive Committee. Upon adoption of an emergency By-Laws amendment, the President shall mail to each member city a copy of the emergency By-Laws amendment and the Executive Committee's comments on the need for the emergency By-Laws amendment.

An emergency By-Laws amendment must be ratified by a majority of the members present and voting at the earliest Department meeting held after the emergency By-Laws amendment was adopted by the Executive Committee. An emergency By-Laws amendment not approved by the membership shall become null and void and all action taken pursuant to the emergency By-Laws amendment is rescinded.

ARTICLE 10 - CONFLICT OF BY-LAWS

If any portion of these By-Laws are declared to be contradictory or in any way in conflict with the By-Laws of the League of California Cities, then that portion shall become inapplicable and the By-Laws of the League of California Cities shall prevail.

ARTICLE 11 - ADOPTION

The original By-Laws of the Personnel and Employees Relations Department of the League of California Cities were adopted and filed with the League of California Cities on October 24, 1990, following League of California Cities approval of the formation of this Department at the League of California Cities Annual Conference.

Amendments to these By-Laws were adopted and filed with the League of California Cities on March 1, 1996, by approval of the Department members at the League of California Cities 1996 Employee Relations Institute.

Amendments to these By-Laws were adopted and filed with the League of California Cities on March 2, 1998 by approval of the Department members at the League of California Cities 1998 Annual Conference.

Amended 10/2/98

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