

San Gabriel Valley City Managers' Association

AMENDED 4/18/90

SAN GABRIEL VALLEY CITY MANAGERS' ASSOCIATION

BY-LAWS

ARTICLE I - NAME

This organization shall be known as the San Gabriel Valley City Managers' Association.

ARTICLE II - PURPOSES

The purposes of this Association shall be:

1. To provide an informal affiliation of the City Managers within the San Gabriel Valley.
2. To be a regional subdivision, Area Group, of the City Managers' Department of the League of California Cities.
3. To promote the purposes and goals established in the League of California Cities Constitution and By-Laws.
4. To serve as a technical and advisory liaison to the City Managers' Department to the League.
5. To seek the personal development and enrichment of its members through the promotion and conduct of meetings, seminars, social events, and discussions.
6. To provide a support system for all members, and particularly for City Managers in transition.

ARTICLE III - MEMBERSHIP

Membership shall be limited to one of the following designations: Member, Associate Member, and Honorary Member.

Sec. 1. - Member - A Member shall be any individual who is the administrative head of a member city of the League of California Cities within the geographical boundaries of this Area Group, as designated by the City Managers' Department. It is recognized that reference to the San Gabriel Valley is made for identification purposes only and that some cities within this designated Area Group may not, in fact, be within the San Gabriel Valley.

ALHAMBRA • ARCADIA • AZUSA • BALDWIN PARK • BEVERLY HILLS • BRADBURY • BURBANK • CLAREMONT • COVINA • DIAMOND BAR • DUARTE
 EL MONTE • GLENDALE • GLENDORA • INDUSTRY • IRVINDALE • LA CANADA FLINTLOCK • LANCASTER • LA PUENTE • LA VERNE
 MONROVIA • MONTEBELLO • MONTELENY PARK • PALMDALE • PASADENA • POMONA • ROSEMEAD • SAN DIMAS • SAN FERNANDO
 SAN GABRIEL • SAN MARINO • SANTA CLARITA • SIERRA MADRE • SOUTH EL MONTE • SOUTH PASADENA • TEMPLE CITY • WALNUT • WEST COVINA

The cities currently designated as being within this Area group are:

Alhambra	Glendora	Pomona
Arcadia	Industry	Rosemead
Azusa	Irwindale	San Dimas
Baldwin Park	La Canada/Flintridge	San Fernando
Beverly Hills	La Puente	San Gabriel
Bradbury	Lancaster	San Marino
Burbank	La Verne	Santa Clarita
Claremont	Montebello	Sierre Madre
Covina	Monrovia	South El Monte
Diamond Bar	Monterey Park	South Pasadena
Duarte	Palmdale	Temple City
El Monte	Pasadena	Walnut
Glendale		West Covina

Cities designated in this Area Group may be altered from time to time by the City Managers' Department without need to formally adopt an amendment to these By-Laws.

Members shall have voting rights and are eligible to become Association officers.

Sec. 2. - Associate Member - An Associate Member shall be any retired City Manager, City Manager in transition, full-time assistant to an administrative head of a member city, or any other middle management level employee so designated by the administrative head of said city. Associate Members may participate fully in the activities of this Association, except they may not vote or hold office.

Sec. 3. - Honorary Member - An Honorary Member is a classification which may be bestowed upon any former member who has rendered exceptional service to this Association. Such designation shall be made by a majority vote of the members present and voting at any regular meeting of the Association. An Honorary Member may not vote or hold office.

ARTICLE IV - FEES AND DUES

Sec. 1. - Fees - Any fees assessable against Association Members at any Association activity, such as meetings and seminars, may be set by the President so as to offset the added expense of special events, including, but not limited to, speakers, programs, exhibits, or accommodations that will directly benefit and complement the purpose of the Association.

Sec. 2. - Dues - Dues may be levied or adjusted against all members of the Association upon approval of the majority vote of the members present and voting at any regular meeting of the Association.

Upon adoption of these By-Laws, the annual dues shall be established at \$25 per fiscal year per city. The annual dues shall be due and payable by all members of the Association on July 1 of each fiscal year.

The exclusive purpose of dues is to provide the necessary financial support to Association business activities as such may be determined by the President or the general membership.

ARTICLE V - OFFICERS, DUTIES, VACANCIES

Sec. 1 - Officers - The Officers of this Association shall be a President, Vice-President, and the Association's Representative to the Executive Committee of the Department.

Sec. 2 - Term of Office - The term of office of the President and Vice-President shall be one year. Said officers shall be elected by the Association Members at the regular June meeting each year.

The Association's Representative to the Executive Committee of the City Managers' Department shall serve for a term of two years, which shall commence in June of odd-numbered years and terminate two years thereafter in June of an odd-numbered year.

Sec. 3 - Duties and Responsibilities - The President shall preside at all meetings of this Association. He shall appoint any committees and have general supervision of the work of this Association. A vacancy in the office of President shall be filled for the unexpired term by the succession of the Vice-President.

The Vice-President shall serve as Secretary, Treasurer, and Program Chairman of the Association, and shall perform other related duties as assigned by the President. The Vice-President shall preside at Association meetings in the absence of the President. A vacancy in the office of Vice-President shall be filled by an election at the next regular meeting following the occurrence of that vacancy.

The Association's Representative to the Executive Committee of the City Managers' Department shall serve on the Executive Committee of the Department and shall represent this Association at those meetings.

In the event of a vacancy, the President of the Association shall be the Representative, or shall appoint a member of the Association to fill the vacancy, and that person filling such vacancy shall hold office until the completion of the regular term of office.

ARTICLE VI-OFFICER SELECTION

In selecting officers the following criteria should be considered:

1. To search out and select those persons who have a notable professional reputation and have exhibited an active interest in Association affairs, and who are willing and able to serve.
2. To weigh factors such as city size, general law vs. charter city, all geographical areas, full-service vs. contract cities, and those persons who have maintained an active interest and are knowledgeable about the history and purpose of this Association.

It is the declared intent of this provision that outstanding candidates are to be selected to serve as Association officers without restriction as to the characteristics or geographical location of a candidate's city.

ARTICLE VII - NOMINATIONS AND ELECTIONS

All Members and Associate Members may submit nominations for Association officers for consideration by the Nomination Committee. Said nominations must be submitted at least one week prior to the last regular June meeting of each fiscal year. The Nomination Committee may submit their own nominations as well. Those members whose names will be submitted to the Association's membership for consideration will have consented to serve if elected, unless they personally state otherwise.

The election of officers shall be held at the last regular meeting in June of each fiscal year. All newly-elected officers shall take office immediately following their election, except in the case of the Association's Representative to the Executive Committee, who shall take office immediately upon the adjournment of the Annual Conference in odd-numbered years.

ARTICLE VIII - VOTING

Except in cases where otherwise provided, all voting in this Association shall be viva voce, unless a roll call vote is demanded by representatives of three or more cities, in which case the Member of a registered city present and in good standing shall cast one vote. A majority of the votes cast by those Members in attendance shall be necessary for a decision.

ARTICLE IX - ASSOCIATION MEETINGS

This Association shall meet on the third Wednesday of each month at a place and time as designated by the President. As he or she might deem necessary, the President may postpone or cancel any particular monthly meeting.

Special Association meetings may be called by the President or upon written request by five Members 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, or at least five (5) days prior to said meeting.

At his discretion, the President may designate any given month to be "dark" and no meeting shall be held.

ARTICLE X - ASSOCIATION COMMITTEES

Sec. 1. - Ad Hoc Committees - Upon direction of the Association membership, or at the sole discretion of the President, Ad Hoc Committees may be established to pursue a special study, cause an investigation of an isolated nature, or prepare a report on any given subject.

Membership selection and their number shall be determined by the President.

The term of office of all Ad Hoc Committees shall automatically terminate at the close each fiscal year, or upon the transmission and acceptance of the committee's report, whichever event is last to occur.

Sec. 2 - Nomination Committee - The Nomination Committee shall consist of the current President and the two immediate past Presidents who are still Members of this Association.

The Nomination Committee will meet at least once annually prior to the last regular meeting of the fiscal year so as to compose a list of proposed nominees for the following Association officers:

- President
- Vice-President
- Representative to the Executive Committee (two-year term)

ARTICLE XI - RULE OF ORDER

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

ARTICLE XII - AMENDMENTS

These By-Laws may be amended as necessary by a majority vote of those members present and voting at any regular meeting of the Association.

ARTICLE XIII - CONFLICT OF BY-LAWS

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

ARTICLE XIV - PROHIBITION AGAINST SALES ACTIVITIES

No member having an association with commercial products or services used by local government may conduct any sales activities during meetings or events of the Association.