

**LEAGUE OF CALIFORNIA CITIES
CITY CLERKS DEPARTMENT
BYLAWS
(Amended August 22, 2023)**

ARTICLE I - NAME

This Department shall be known as the City Clerks' Department, League of California Cities (Cal Cities).

ARTICLE II - PURPOSES

The Purposes of this Department shall be:

1. To provide technical and advisory support and input to Cal Cities on municipal affairs.
2. To enhance the professional development of City Clerks through the conduct of conferences, seminars and related training.
3. To improve communications among City Clerks concerning legislative and Department matters.
4. To encourage City Clerks to take an active role in proposing and supporting legislation beneficial to municipalities, particularly those functions administered by City Clerks, and similarly, in opposing unfavorable legislation.
5. To cooperate with other Cal Cities functional departments in promoting the purposes and goals established by the League of California Cities Bylaws.

ARTICLE III - MEMBERSHIP

GENERAL MEMBERSHIP – Any appointed or elected City Clerk, Assistant City Clerk, or Deputy City Clerk representing a Member City, as defined by the Cal Cities Bylaws, shall be a member of the Department.

VOTING MEMBER – Each Member City may cast one vote collectively on Department matters. The voting member shall be the appointed or elected City Clerk unless the appointed Assistant or Deputy City Clerk is named by the City Clerk as his/her designated alternate.

Voting members shall be eligible to be elected officers of the Department.

ARTICLE IV - OFFICERS AND TERMS

EXECUTIVE OFFICERS - The officers of this department shall be a President, 1st Vice President, 2nd Vice President, Department Director and Immediate Past President, and shall constitute the Executive Officers of the Department.

TERMS OF OFFICE - The term of office of the President, 1st Vice President, 2nd Vice President, and Immediate Past President shall be for one year.

The Department Director shall serve a two-year term which shall expire in even-numbered years.

Terms of office shall begin following the adjournment of the Cal Cities Annual Conference and conclude at the adjournment of the next subsequent Cal Cities Annual Conference.

SUCCESSION - The 1st Vice President shall succeed to the office of President. The 2nd Vice President shall succeed to the office of First Vice President.

VACANCIES vacancy in any of the offices shall occur when the officer either resigns from the office or ceases to be a member of the department.

A vacancy in the office of President shall be filled for the unexpired term by the 1st Vice President. A vacancy in the office of 2nd Vice President shall be filled by appointment by the President of the department for the unexpired term, subject to confirmation of the Executive Officers.

In the event of a vacancy in the office of Department Director, the President of the Department shall be the Director, or shall appoint a member of the Department to fill such vacancy. In the event the President appoints a member of the department to fill such vacancy the appointment shall be subject to confirmation by the Executive Officers.

The person filling a Director vacancy shall serve the remainder of the unexpired term.

ROTATION OF OFFICES - Offices shall be elected at-large in the State.

Notwithstanding any vacancies which might occur, the rotation system for nomination and election of Department officers and representatives is to be maintained.

ARTICLE V - DUTIES AND RESPONSIBILITIES OF OFFICERS

DUTIES OF THE PRESIDENT - The President shall:

1. Preside at all meetings of the Department.
2. Appoint the following:
 - One representative to each of the Cal Cities' Policy Committees.

- One representative to the General Resolutions Committee for the Cal Cities' Annual Conference.
3. Assist in recommending three City Clerks to the Credential Committee for General Assembly.
 4. Coordinate and/or assist in developing reports on City Clerk Department activities and other matters of interest.
 5. Testify at legislative hearings on legislation affecting cities as needed.
 6. Maintain ongoing communications with Executive Officers members.

DUTIES OF THE 1ST VICE PRESIDENT - The 1st Vice President shall:

1. Perform the duties of the President in the President's absence and act in an advisory capacity at all times.
2. Serve as Chair, lead all members of the Program Committee, that consists of the department officers, and coordinate conference planning for the Department's portion of the Cal Cities' Annual Conference and the New Law & Elections Seminar.
3. In the absence of the President, report on Department activities.

DUTIES OF THE 2ND VICE PRESIDENT - The 2nd Vice President shall:

1. Perform the duties of the President in the absence of the President and 1st Vice President and act in an advisory capacity at all times.

DUTIES OF THE IMMEDIATE PAST PRESIDENT – The Immediate Past President shall:

1. Perform the duties of the President in the absence of the President, 1st Vice President and 2nd Vice President and act in an advisory capacity at all times.
2. Serve as Nominating Committee Chair unless circumstances require that the Department President appoint an alternate.

DUTIES OF THE DIRECTOR - The Department Director shall:

1. Represent the Department on the Cal Cities Board of Directors.
2. Report point of interest to the Department members.

3. Assist as required with the Cal Cities' Annual Conference and act as Co-Chair of the New Law and Election Seminar.

ARTICLE VI - MEETINGS

DEPARTMENT - The Department shall have one annual Business meeting during the Cal Cities' Annual Conference.

EXECUTIVE OFFICERS - The Executive Officers of the Department shall meet no less than two times annually yearly during the following conferences at a time and place specified by the President:

1. Cal Cities' Annual Conference.
2. New Law and Election Seminar.

ARTICLE VII – ELECTIONS AND NOMINATIONS

All vacant/open officer positions shall be announced to the City Clerk's Department electronically. Members interested in filling a position shall apply using the process outlined in the vacant/open position announcement. Election results shall be announced during the business meeting at the Cal Cities Annual Conference.

DEADLINE FOR APPLICATIONS

The recommended deadline for applications is two month prior to the business meeting at the Cal Cities Annual Conference

COMPOSITION OF THE NOMINATING COMMITTEE

The Nominating Committee shall be comprised of up to five members. In the selection of members, consideration will be given to such representation factors as city size and geographical location. The President shall appoint the members and shall appoint the Immediate Past President as the Committee Chair.

NOMINEES/NOMINATING COMMITTEE DUTIES

All nominees must be from member Cities of Cal Cities.

Any member consenting to a nomination must complete and sign an acceptance of nomination form and candidate statement form. Nominees who choose to submit a candidate statement shall provide his/her candidate statement by completing that portion of the *Acceptance of Nomination and Candidate Statement* form. The candidate statement shall not exceed 200 words. Statements

shall be typed with uniform type size and spacing, similar to California Elections Code §13307 guidelines.

Candidates must submit their *Acceptance of Nomination and Candidate Statement* form to Cal Cities Staff electronically.

The Nominating Committee is charged with assessing candidate's nomination forms and candidate statements for uniformity and consistency.

ELECTIONS

Election of officers shall be distributed and/or returned electronically.

Ballots bearing the names of nominees shall be distributed electronically to the membership prior to the Department Business Meeting at the Cal Cities Annual Conference. Members voting shall return their electronic ballots to the League of California Cities offices at least two weeks prior to the Cal Cities Annual Conference.

The ballots shall be counted by the Cal Cities staff and the election results announced at the Department Business Meeting by the Department President. The member receiving the highest number of ballots cast for each office shall be deemed elected.

ARTICLE IX - AMENDMENTS

These Bylaws may be amended by majority vote of those voting, provided the proposed amendment(s) shall have first been prepared in writing, together with a statement in support therefore, and submitted to the Executive Officers, so as to permit their review and consideration. The proposed amendment(s) and any written comments from the Executive Officers in the form of support or opposition shall then be sent to each Voting Member. Ballots shall be returned within 45 days from the date of mailing. Such amendments or any approved modification thereof shall take effect immediately after voted approval of the membership.

ARTICLE XI - QUORUM

A majority of the voting members of the Department shall constitute a quorum at the annual Business meeting.

ARTICLE XII - CONFLICT OF BYLAWS

If any portion of these Bylaws are declared to be contradictory or in any way in conflict with the Cal Cities Bylaws, that portion shall become inapplicable and the Cal Cities Bylaws shall prevail.

Adopted: October 1987
Amended: October 1993, October 1995
Amended: August 2023