

**LEAGUE OF CALIFORNIA CITIES
FISCAL OFFICERS DEPARTMENT**

BY-LAWS

ARTICLE 1 - NAME, PURPOSE AND STRUCTURE

SECTION 1.1 NAME

This Department shall be known as the Fiscal Officers 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 technical and advisory resource to the League's departments, divisions, and committees in their dealings with fiscal 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 fiscal officers to contribute to the purposes of the League of California Cities; and

Offer networking opportunities and foster professional development for finance and treasury professionals through a variety of training and services; and

Provide its members with information to assist in providing high-quality service to cities and their stakeholders.

SECTION 1.3 STRUCTURE

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

ARTICLE 2 - OFFICERS AND DUTIES

SECTION 2.1 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. The Department Director will be the representative to the League Board of Directors.

SECTION 2.2 TERM AND ELECTION

The term of office of the Immediate Past President, President, First Vice-President and Second Vice President shall be one year. The term of office for the Department Director shall be two years.

In determining whether a Department Director shall continue to serve on the League Board of Directors or be re-appointed, the Executive Committee shall review the individual's attendance record over the past year or term. It is the general expectation that the Department Director should attend at least 50 percent of the League Board of Directors' 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 at the Executive Committee'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 Second Vice-President shall succeed to the office of First Vice-President. The President shall succeed 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 Executive Committee officers shall be elected by the

Department's members in accordance with Article 4 of these By-Laws and their term shall begin at the end of the business meeting at the Annual Conference of the League of California Cities. Any active member is eligible for election to any office of the Department.

A vacancy in the office of President shall be filled for the unexpired term by the First Vice-President. The First Vice-President shall serve out the remaining unexpired term of the President, and may choose to also complete the regular term as President that he/she would have served through the normal succession process. The First Vice-President shall decide whether to do so within 30 days of assuming the office of President. The term of the Second Vice-President succeeding to the office of First Vice-President shall follow the decision of the First Vice-President.

A vacancy in the office of First Vice-President shall be filled by succession of the Second Vice-President. If the vacancy occurs during the first half of the First Vice-President's term, the Second Vice-President shall then succeed to the office of President after serving out the remaining unexpired term of the First Vice-President. If the vacancy occurs during the second half of the First Vice-President's term, the Second Vice-President shall serve out the remaining unexpired term of the First Vice-President followed by his/her regular First Vice-President term that he/she would have served through the normal succession process.

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 during the first half of the term, the appointee will automatically succeed to the office of First Vice-President at the end of his/her appointed term. Should this occur during the second half of the term, the office of First Vice-President and 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 of Second Vice-President from being elected to the office of First Vice-President or Second Vice-President.

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 elected to the office of Director.

SECTION 2.3 DUTIES AND RESPONSIBILITIES

The PRESIDENT shall preside at all meetings and serve as Chief Executive Officer of this Department. He/she shall appoint Department representatives to all committees and have general supervision of the work of the Department.

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.

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 fiscal 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.

The DIRECTOR shall be responsible for representing the Department on the League Board of Directors.

ARTICLE 3 - OFFICER SELECTION CRITERIA

In selecting the Officers 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 4 – ELECTIONS AND VOTING

The Second Vice-President and any other vacant officer positions shall be announced following the League's annual conference through the Fiscal Officers Department's Listserv and/or via email. Members interested in filling a vacant position shall submit a brief biography to League staff.

League staff will send the candidate biographies and ballot through the Listserv and/or email a month prior to the League's Municipal Finance Institute. Ballots shall be returned via email, fax, or mail to the League two weeks prior to the Municipal Finance Institute. League staff will tabulate the votes, and then forward the totals to the Executive Committee. Election results will be announced at the business meeting of the Municipal Finance Institute.

ARTICLE 5 - DEPARTMENTAL MEETINGS

This Department shall meet during the League of California Cities Annual Conference, during the Department's annual Municipal Finance Institute, and such other times as determined by the Executive Committee.

Departmental business sessions will be developed by the President in consultation with the Department's officers and League staff. 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, email, and/or via the Department's Listserv.

ARTICLE 6 - DEPARTMENTAL COMMITTEES

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

ARTICLE 7 - 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 8 - AMENDMENT OF BY-LAWS

SECTION 8.1 BY-LAWS AMENDMENT

The By-Laws may be amended at any Departmental meeting, by an email 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 8.2 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, League staff shall mail or email 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 actions taken pursuant to the emergency By-Laws amendment are rescinded.

ARTICLE 9 - 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 10 - ADOPTION

The original By-Laws of the Fiscal Officers Department of the League of California Cities were adopted and filed with the League of California Cities on [DATE, YEAR].