



By-Laws

Adopted February 26, 1965
Amended May 17, 1971
Amended March 11, 1983
Amended March 15, 1991
Amended January 19, 2001

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Miami-Dade City and County Management Association

ARTICLE I

NAME

Section 1. Name -- The name of this organization shall be Miami-Dade City and County Management Association (MDCCMA).

ARTICLE II

PURPOSE

Section 1. Purpose -- It shall be the purpose of the Association to regularly bring together local government professional administrators to stimulate the highest standards of public service and administration and to promote good fellowship and closer intergovernmental relationships.

Section 2. (a) The Association shall participate as an organization in community problem solving.

(b) The Association shall advocate the principles, standards and Code of Ethics of the International City/County Management Association (ICMA), and actively influence and participate in State and National ICMA activities. All persons accepted into membership of MDCCMA are bound and agree to abide by the ICMA Code of Ethics.

ARTICLE III

MEMBERSHIP

Section 1. Miami-Dade City and County Management Association membership categories:

(a) **Full Member**

Full membership is granted to a person who has served in one or a combination of the positions described below for more than three years and is actively employed in one of the positions described below by a municipal or county government recognized by ICMA. Eligible positions: Appointed Chief Administrative Officer (or deputy, assistant, administrative assistant or equivalent, appointed by the chief administrator and having significant general administrative responsibilities) of a municipal or county government recognized by the ICMA.

(b) **Associate Member**

Associate membership is granted to a person who has served in one or a combination of the positions described below for less than three years and is actively employed in one of the positions described below by a municipal or

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county government recognized by ICMA. Eligible positions: Appointed Chief Administrative Officer (or deputy, assistant, administrative assistant or equivalent, appointed by the chief administrator and having significant general administrative responsibilities) of a municipal or county government recognized by the ICMA.

- (c) **Affiliate Member**
Affiliate membership is granted to any person who does not meet the criteria for Full or Associate membership and is currently employed in a municipal or county government.
- (d) **Retired Member**
Retired membership is granted to any person who formally was a Full, Associate or Affiliate member, who is 60 years or older, and has retired from local government. The person must be in good professional standing.
- (e) **Honorary Member**
Honorary membership is granted to any person with a distinguished public service career upon the approval of a majority of the membership in attendance at a regularly scheduled meeting.

Section 2. All members of the Association must be eligible to be a member of the International City/County Management Association.

Section 3. Full members shall be eligible to vote on all matters pertaining to the Association and to hold office in the Association. Associate members shall be eligible to vote on all matters pertaining to the Association but shall not be eligible to hold office in the Association. Affiliate, retired and honorary members shall have full rights to participate in meetings, but shall not be eligible to vote or hold office in the Association.

Section 4. To remain in good standing, all Full and Associate members must attend at least six meetings per year.

Section 5. The Executive Director of the Miami-Dade County League of Cities shall be an Affiliate member.

ARTICLE IV

OFFICERS AND ELECTIONS

Section 1. Officers – The officers shall be a President, a Vice-President and a Secretary-Treasurer.

Section 2. Elections

- (a) The officers shall be elected by majority vote of a quorum of members present and voting at an annual meeting, which shall be held in April. In the event any office becomes vacant before the annual meeting held in April,

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the President shall appoint a Full member of the Association to serve the un-expired term of office. In the event the President's office becomes vacant, the Vice-President shall succeed until the next general election.

- (b) At the March regular meeting, the president shall appoint a Nominating Committee consisting of at least three (3) Full or Associate members not holding any elective office, who shall review a list of candidates for the respective offices of President, Vice-President, and Secretary-Treasurer. The list of candidates shall be comprised of names of Full members nominated by the Association members from the floor during the March meeting. The Nominating Committee shall be responsible for ensuring the nominees meet all the eligibility requirements as detailed in the Association By-Laws. The final ballot containing the names of the eligible nominees shall be presented to the membership at the April annual meeting for a vote. Candidates receiving the highest number of votes shall be considered duly elected and forthwith installed. A tie vote for any office shall be resolved by lot. In case there is only one nominee for an elective office, election for the office may be by acclamation.
- (c) The officers shall serve until the next annual meeting or until their successors are duly elected and installed, for a period not to exceed two years.

ARTICLE V

DUTIES

Section 1. President – The President shall act as the executive head of the Association and preside at the meetings thereof, appoint chairmen of standing committees, appoint special committees, and have the discretion to call special meetings. The President shall be, ex-officio, a member of all standing committees.

Section 2. Vice-President – The Vice-President shall assist the President, act for him/her in his/her absence or at his/her direction, and perform such other duties as the President may direct.

Section 3. Secretary-Treasurer – The Secretary-Treasurer shall keep in books provided for that purpose, the minutes of all regular and special meetings of the Association, have charge of the membership roster and be responsible for notifying members of all regular and special meetings. He/She shall collect and keep all dues, monies and securities due the Association or belonging to the Association and be responsible therefore. He/She shall make all disbursements of funds for authorized obligations of the Association. He/She shall maintain accurate books of accounts and report at each regular meeting on the state of the treasury. Upon vacating office, the Secretary-Treasurer shall transfer to his/her successor all funds, securities, and records

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of the Association in digital format as practical, including these By-Laws. He/She may directly appoint aides to assist him/her with his/her duties.

ARTICLE VI

COMMITTEES

Section 1. Executive Committee – The three officers enumerated in Article IV, Section 1, and the chairman of all standing committees shall constitute the executive committee. Meetings shall be called at the discretion of the President.

Section 2. Executive Committee Duties – The Executive Committee shall act for the Association between meetings thereof. The Executive Committee shall review all applications for membership in all categories, and report to the membership as to the applicant's eligibility.

Section 3. Membership Committee Duties – The consisting of three (3) members appointed by the President, is a standing committee responsible for recruiting new membership, encouraging increased participation by the current membership and promoting the Association. The members of the Membership Committee shall be appointed by the new President on a yearly basis at the May regular meeting.

Section 4. Creating a Committee – From time-to-time, a committee may be created by the President for any appropriate purpose. A committee by definition shall mean a group of three (3) or more Association members charged with the completion of a specific task established by the President. The President shall make the appointments and establish a time period during which the task must be completed. The committee shall dissolve automatically upon the end of the President's term.

ARTICLE VII

MEETINGS

Section 1. Except when dispensed with by majority vote of the membership at any regular or special meeting, regular meetings shall be held monthly at such time and place as may be determined by the membership. A quorum must be present to transact the business of the Association. Special meetings may be called by the President when necessary. The annual meeting for the election of officers shall be held in April.

Section 2. In order to achieve the objectives of this Association, it is essential that the members feel free to fully discuss matters under consideration. Therefore, meetings shall only be open to members. Non-elected, administrative public employees, and those persons whose presence may contribute to the purposes of the Association, may attend meetings only upon the invitation of a member. Elected officials, members of the media and the business community, or any other persons may attend Association meetings only upon the specific approval of the Executive Committee.

Section 3. Quorum – A quorum shall consist of a majority of the Full and Associate members.

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ARTICLE VIII

ANNUAL DUES

Section 1. Annual Dues – The annual dues shall be determined by vote of the membership payable prior to the annual meeting. There shall be no dues required for an Honorary member.

ARTICLE IX

AMENDMENTS

Section 1. Amendments to By-Laws – The By-Laws may be amended by presentment in writing of proposed amendment at a regular meeting or at a special meeting called for that purpose and adoption thereof by two-thirds of the members present at the next regular monthly meeting or at a special meeting call for that purpose. Notice in writing of the proposed amendment shall be sent to the membership at least thirty (30) days prior to voting thereon.

ARTICLE X

ASSOCIATION POLICY

Section 1. The Miami-Dade City and County Management Association, through its officers or members, shall not take a public position on any question on behalf of the Association unless such position is approved by a majority of the Full and Associate members of the Association.

ARTICLE XI

ICMA CODE OF ETHICS

Section 1. The ICMA Code of Ethics, which is subject to changes and modifications by the ICMA subsequent to the adoption of these By-Laws, is hereby incorporated by reference and made a part of these By-Laws.

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