

CONSTITUTION
and
BYLAWS
for
MISSOURI CITY/COUNTY MANAGEMENT ASSOCIATION

ARTICLE I

Name

The name of this organization shall be Missouri City/County Management Association.

ARTICLE II

Purposes

- Section 1. To aid in the improvement of local government administration and to increase the proficiency of city/county management personnel in Missouri.
- Section 2. To encourage and assist city/county management personnel to administer the affairs of their cities in accordance with the best methods developed through training and actual experience.
- Section 3. To promote efficiency in local government by encouraging the employment of city/county managers and administrators professionally trained for the technical job of administration.
- Section 4. To promote the introduction of the best principles of advanced administrative organization and practice for the proper coordination of all administrative activities under the general supervision of the city/county manager or city/county administrator.
- Section 5. To promote in the city/county manager and the city/county administrator a devotion to a high ethical code of conduct, a deep sense of social responsibility to the community, and a firm belief in the worth of the services rendered by governments.
- Section 6. To cooperate with the Missouri Municipal League in carrying out the purposes set forth in its Constitution and Bylaws.

ARTICLE III

Membership

- Section 1. Full Membership
Any duly appointed Chief Administrative Officer (CAO), Manager, Assistant CAO, Assistant Manager or an individual which has general administrative responsibilities and is recommended by their CAO of any municipality in the State of Missouri may hold Full Membership in the Association.
- Section 2. Associate Membership
Anyone otherwise qualified to be a member of the International City/County Management Association may hold Associate Membership in the Association.

Section 3. Student Membership
Anyone who is enrolled as a student in a college or university public administration or public policy program may hold Student Membership in the Association.

Section 4. Life Membership
Any member who has retired from active service with a municipality or county and who, in the opinion of the governing body, has made an outstanding contribution to the development of the profession may be granted a life membership by unanimous vote of the governing body. Benefits for life members include a waiver of the annual dues and complimentary registration at the Annual Spring Seminar.

ARTICLE IV

Dues

Section 1. Annual dues for all membership categories shall be set annually by the governing body. Dues shall become due and payable annually on July 1. Any member in arrears two months or more after the due date loses his right to participate in the Association until all delinquent dues are paid.

Section 2. Upon payment, a portion of all annual dues, as determined annually by the governing body, shall be set aside by the Secretary/Treasurer for the Kathleen Mansfield Scholarship Program. At a minimum the set aside amount shall be:

Full membership-ten dollars (\$10.00)
All other membership-five dollars (\$5.00)
Student membership-exempt

Section 3. Upon written request to the President, an MCMA member may apply the amount of one year MCMA membership dues to first year International City/County Management Association membership dues.

ARTICLE V

Governing Body and Committees

Section 1. The governing body shall consist of the following:

- a. The President,
- b. 1st Vice President-President-Elect
- c. 2nd Vice President
- d. The Immediate Past President, and
- e. Three Board Members.

The Vice Presidents and Board Members shall be selected annually at the regular meeting to be held in the spring, and shall assume office immediately following the meeting of their election. 1st Vice President-President-Elect of the previous term shall become the President and shall assume office immediately following the meeting of the election of the governing body. No Board Member shall serve three consecutive two-year terms. The Board Members' terms shall be two years and shall be staggered. The Secretary/Treasurer shall be the Executive Director of the

Missouri Municipal League who shall be an ex-officio member of the governing body.

Section 2. The governing body shall be elected from among the full members of the Association and shall be elected by a majority vote of the members casting ballots in the election.

Section 3. A Nominating Committee shall be appointed by the President consisting of five (5) members, one of whom shall be a past president of the Association. The committee shall invite members to submit recommendations for nominations and also shall inform members that names may be placed in nomination by petitions signed by at least ten (10) full members of the Association. Petitions must be received by a date set by the committee, which shall be at least forty-five (45) days prior to the annual meeting. The Nominating Committee shall take into account geographic balance of the governing body in its considerations.

Not less than thirty (30) days prior to the annual meeting, the nominating committee shall mail to each full member a ballot containing the names of all candidates for each office and shall identify the manner in which each nomination has been made (by committee, by petition or both). The ballot shall provide a space for writing in the names of additional candidates. Ballots shall be returned to the Association in care of the Secretary/Treasurer by mail at least seven (7) calendar days prior to the annual business meeting. The Nominating Committee shall open and count such ballots prior to the annual business meeting and announce the results at said meeting. In the event of a tie for any office, the membership shall vote by written ballot at the annual business meeting.

The Nominating Committee shall take such action as deemed prudent to assure that such ballots remain confidential and to ensure the integrity of the election process. Candidates shall have the right to review the ballots cast prior to the annual meeting. All ballots shall be destroyed immediately following the annual conference.

Section 4. Any vacancy shall be filled by a majority vote of the governing body to serve the remainder of the unexpired term.

Section 5. The duties of all officers shall be such as are usually performed by officers holding such titles.

Section 6. Members of the governing body who are in transition may continue their term of office up to twelve months before resigning from the governing body.

Section 7. It shall be the duty of the governing body to transact the business of the organization, including the arrangement of meetings as to time, place and program; to study all matters properly referred to it or originating within any Committee, and to take such action as it deems proper and justified; to hire or contract for such staff as it may deem appropriate; and to perform such other duties pertaining to the advancement and welfare of the Association.

Section 8. Standing Committees of this Association shall be: Ethical Conduct Committee and Membership and Recognition Committee consisting of a Chairperson and a minimum of four full members, to be appointed annually by the President. Special committees may be appointed by the President as may be necessary.

ARTICLE VI

Meetings

- Section 1. The Missouri City/County Management Association shall hold at least two meetings each year, such meetings to be held in the spring at a location to be designated by the governing body, and in conjunction with the annual meeting of the Missouri Municipal League each fall.
- Section 2. Special meetings may be held when called by a majority vote of the members present and voting at any regular annual meeting.
- Section 3. Special meetings may be held at any time when called by the majority of the governing body.
- Section 4. A quorum consisting of one-fourth (1/4) of the full members must be present at all meetings to transact business. Voting on all matters before the Association by mail or at its regular or special meetings will be by full members only.

ARTICLE VII

Code of Ethics

- Section 1. The code of ethics of the International City/County Management Association, including any and all amendments adopted thereto, is hereby adopted by reference as the Code of Ethics of the Missouri City/County Management Association.

ARTICLE VIII

Affiliations

- Section 1. The Missouri City/County Management Association shall be formally affiliated with the International City/County Management Association (ICMA) and the Missouri Municipal League (MML).

ARTICLE IX

Amendments

- Section 1. Amendments to this constitution and bylaws may be proposed by the governing body or by petition signed by fifteen percent (15%) of the full members of the Association and shall require approval by a majority vote of the full members of the Association. Written notice of the proposed amendment(s) shall be mailed or emailed to all full members at least ten (10) days before the regular meeting at which the amendment is to be presented to the Association. Such proposed amendment, as approved by a majority vote of the members present at said meeting, shall be submitted within sixty (60) days by the governing body to the full members of the Association for their consideration by ballot conducted either electronically or by mail as determined by the board.

Amended February 26, 2016