

LOS ANGELES COUNTY MANAGEMENT COUNCIL

BYLAWS –10/1/15

I. TITLE AND PURPOSE

- A. There is hereby established the Los Angeles County Management Council.
- B. The purpose of the Council is to work for the continued improvement of departmental management in County government by providing for the interchange of information and ideas. This is to be accomplished by:
 - 1. Identifying and discussing management issues that are common to departments and their possible solution.
 - 2. Serving as a clearing house where those responsible for departmental management can exchange views, experiences, and other information, thus developing a common understanding and approach with respect to improvement of County policies, operations, and procedures.
 - 3. Providing opportunities for leadership and professional development of County managers.
 - 4. Providing a vehicle through which issues of departmental management may be communicated to the Chief Executive Officers, the Board of Supervisors, or other appropriate authority.
 - 5. Providing networking opportunities among members to enhance management capability.

II. MEMBERSHIP

- A. The membership of the Council shall consist of all County departmental management personnel. Such membership shall include:
 - 1. The Department Head
 - 2. The Chief Deputy
 - 3. Other departmental personnel recommended as management by the department head and approved by the Executive Committee
 - 4. Retired manager
 - 5. Life member
 - 6. Honorary member
 - 7. Associate member
- B. Retired members may continue their membership in order to participate in Council educational and social activities.

C. Life membership may be conferred by the Executive Committee upon a member who, by the following criteria, has demonstrated dedication and service to the Council.

1. 25 years of dues-paying membership
2. 20 years of dues-paying membership if at least 5 years were in the capacity of an elected member, subcommittee chairperson, or subcommittee member
3. 15 years of dues-paying membership if at least 10 years were in the capacity of an elected member, subcommittee chairperson, or subcommittee member
4. That request and form thereof be made to or by the Executive Committee by a majority vote of those present at meeting.
5. That no sitting member of the Executive Committee is eligible for consideration at the time of the vote
6. The applicant must be retired or have signed a letter of intent with LACERA. Life membership shall not be effective until that individual is retired
7. Life membership shall not be subject to Section V.A.3. and has the following prerogatives.
 - (1) Exemption from paying retired member dues
 - (2) Free attendance at one future conference of the member's choice such that he or she may be appropriately presented to the Council membership
 - (3) Such other benefits as the Executive Committee may deem appropriate (i.e., pins, membership cards, special recognition in publications or events)

D. Each dues-paying member, retired member, or life member is entitled to one vote in all general elections, bylaw amendment elections or other special elections set up by the Executive Committee.

E. Honorary membership may be conferred by the Executive Committee upon individuals who have provided extensive and considerable service to the council over an extended period of time and who meet the following criteria and derive the enumerated prerogatives.

1. An honorary member shall not be subject to Section V.A.3. and has the following prerogatives
 - (a) Exemption from dues
 - (b) Free attendance at one future conference of the member's choice such that he or she may be appropriately presented to the Council membership
 - (c) The right to attend Council events
2. They are not otherwise eligible to become members of the Council
3. They are current or retired County employees

- F. Associate members are those individuals who have become State employees through government restructure. These members shall retain the same rights as they previously held as County managers

III. ORGANIZATION

- A. An Executive Committee shall be formed that shall consist of 16 dues-paying members. A minimum of 6 of these members shall be department heads, and at least one member, but no more than 3 members, shall be a retired member
- B. The term of office for all Executive Committee members shall be 3 years. Each vacancy on the Executive Committee shall be filled by the person who receives the most votes and is qualified to fill such vacancy. There will be a president, vice president, secretary, and treasurer elected on a calendar-year basis for a one-year term from the membership of the Executive Committee.
 - 1. The president shall be a department head member of the Executive Committee and shall be elected by a majority of the members of the Executive Committee. He or she will preside at all formal meetings of the Management Council and Management Council Executive Committee. He or she will also be responsible for appointing all standing committee chairpersons and monitoring their activities.
 - 2. The vice president shall be elected by a majority vote of the members of the Executive Committee. He or she will be responsible for representing the president and chairing meetings in the president's absence. Additionally, he or she will also monitor their activities as well as coordinating the spring and fall conferences.
 - 3. The secretary shall be elected by a majority vote of the members of the Executive Committee. He or she will be responsible for publishing the agenda and minutes for each meeting.
 - 4. The treasurer shall be elected by a majority vote of the members of the Executive Committee and shall be responsible for preparing the annual budget, requesting the annual allocation from the Board of Supervisors, and accounting for and disbursing funds of the Management Council in accordance with instructions established by majority vote of the Executive Committee.
- C. In addition to the Executive Committee membership described in Paragraph III A, the following shall also attend meeting as voting representatives to facilitate training or organizational development for the membership.

1. The Director of Personnel (the Chief Deputy for the Department of Human Resources or an Assistant Director may attend on the Director of Personnel's behalf and vote in their place); and
 2. The current chairperson of the Education Committee.
- D. There shall be standing and ad hoc committees. It is intended that a minimum number of standing committees be developed and that the use of ad hoc committees to deal with specific matters be used as the primary committee structure for the Council.
1. The President shall appoint a Nominating Committee from the membership of the Executive Committee. For the purpose of developing a slate for election of Executive Committee members, the Nominating Committee shall.
 - a. Call for nominations for:
 - 1) Department head members from within the group of County department heads.
 - 2) The non-department-head vacancies from the general membership other than department heads.
 - 3) Nominations shall be accompanied by signatures of 5 dues-paying members, two of whom must work for or be retired from a department other than that of the nominee.
 - b. From these lists of nominees, the Committee will develop slates to be presented to the general membership for election to both department head and non-department-head vacancies.
 - c. Transmit the slate developed by the Nominating Committee to the Executive Committee for its approval prior to the conduct of the election. The Executive Committee shall approve the slate if it conforms to the criteria contained in the bylaws. The Executive Committee may add to the slate of nominees. Each nominee shall be required to submit a one-paragraph biographical fact sheet to the Nominating Committee for its use.
 2. An annual election will be held by mail no later than the last calendar month of the year, with the results communicated to the general membership by January of the subsequent year by announcement at a general membership gathering or notice in a general membership publication. Only dues-paying members of record at the close of nominations may cast ballots.
 - a. In the event of a tie vote for an Executive Committee seat both shall be seated if sufficient vacancies, otherwise, the winner shall be the candidate selected by the Executive Committee.
 - b. The Nominating Committee will conduct the annual election process consistent with these bylaws and good election practices.

- c. The Executive Committee by majority vote may amend the election procedure in any current year consistent with fairness and equity for the purpose of practical management.
3. Vacancies between elections may be filled for the remainder of the term by appointment of the Executive Committee.
4. The Executive Committee shall adopt all necessary rules of conduct of the meetings and shall approve programs for the Council.
5. The Council shall operate on a calendar-year basis, and its schedule of meetings shall be established by the Executive Committee.
6. Each member of the Council and the Executive Committee shall be entitled to one vote.
7. The Executive Committee, after consultation with the respective member, may remove from the Committee any member who fails to attend 3 consecutive Executive Committee meetings or 5 out of 12 meetings per calendar year. A vacancy on the Committee thus created will be filled in accordance with III.C.3.
8. **Communication Committee**
The president may appoint a standing committee of the Executive Committee to become the Communications Committee to review and publish the regular newsletter of the Council. The purpose of the newsletter is to provide means of communication about functions of the Council, problems before County management, or other information relative to management processes or managers within the County. The Communications Committee will maintain the Management Council website and make updates as necessary.
9. **Special Events Committee**
The Special Events Committee will be chaired by the vice president of the Executive Committee. The Special Services Committee will develop plans for biannual conferences, special events and other networking forums.

All logistical arrangements necessary for events will be the responsibility of the Special Events Committee.

The President appoints all committee members. The chair of the Special Events Committee will bring recommendations for events to the full Executive Committee.

10. Management Education Committee

The Management Education Committee is responsible for planning and facilitating educational classes for Management Council members. The chair of the Committee is selected by the Executive Committee vice president. Members of the Management Education Committee must be members of Management Council. Recommendations for educational sessions are to be brought to the full Executive Committee for approval.

11. Membership Committee

The Membership Committee is responsible for determining membership eligibility based on the bylaws and maintaining all membership records. Those records include contact information, payroll classification/job title and dues-paying status for active, retired, and life members. The Membership Committee controls all mailings to the general membership via control number. All correspondence to the general membership is either e-mailed or mailing labels are produced by the Membership chair/assistant.

12. All members of standing committees shall be dues-paying members.

IV. AMENDMENTS

Amendments to the bylaws may be proposed by the Executive Committee. Bylaws may be amended by majority vote of Council members present at any regular meeting where the subject of the amendments has been announced to the general membership at least 30 days prior to the meeting or by referendum at the request of dues-paying members representing 30% of the number who voted in the last election under III.C.2. The Executive Committee may also conduct bylaws elections or the election of Executive Committee members by mail or e-mail.

V. DUES

All active Council members shall be assessed dues in the amount of \$8.00 per month or as amended by IV A.

1. Dues shall be used to support training and management development, subsidy of conference fees, social functions, and administrative overhead including the publication of the newsletter.
2. Dues shall be collected through the payroll deduction process or any other appropriate means.
3. Failure to pay dues shall result in loss of benefits derived by Council members from the collection of dues.

4. Membership for retired members will be contingent upon annual prepayment of membership dues in an amount to be determined by the Executive Committee.

VI. MEETINGS

- A. The Executive Committee shall meet monthly on dates determined by the president to discuss items on an agenda that will be published monthly by the secretary (III.B.)
- B. Management conferences will be continued under the guidance of the Executive Committee.