

CITY CLERKS ASSOCIATION OF CALIFORNIA
BYLAWS
Revised and Restated

TITLE	PAGE
ARTICLE I NAME	3
ARTICLE II OBJECTIVES	3
ARTICLE III MEMBERSHIP	3
3.1 Primary Members	3
3.2 Associate Members	4
3.3 Voting Members.....	4
3.4 Lifetime Members	4
3.5 Affiliate Members	4
3.6 Honorary Members	5
3.7 Restriction of Rights to Vote or Hold Office	5
ARTICLE IV DUES	5
4.1 Voting Members.....	5
4.2 Lifetime and Honorary Members	5
4.3 Affiliate Members	6
4.4 Distribution of Dues	6
ARTICLE V DIVISIONS	6
5.1 Composition.....	6
5.2 Division Officers.....	7
5.3 Division Bylaws.....	7
ARTICLE VI OFFICERS.....	8
6.1 Executive Board.....	8
6.2 City Clerks' Department of the League of California Cities Additional Duties	8
6.3 Terms of Officers	9
6.4 Duties of Officers	10
6.5 Restrictions of Officer Duties	10
6.6 Removal from Office	10
ARTICLE VII COMMITTEES	11
7.1 Audit Committee	11
7.2 Nominating Committee	11
7.3 Other Standing and Special Committees	11
ARTICLE VIII NOMINATIONS.....	12
8.1 Eligibility for Nominations, Including Geography	12
8.2 Ineligibility for Division Office.....	12
8.3 Nominee Selection Process.....	13
8.4 Write-in Candidates	13
ARTICLE IX ELECTIONS AND INSTALLATION	13

ARTICLE X MEETINGS 13
10.1 Annual Conference 13
10.2 Regular Meetings of the Executive Board 14
10.3 Special Meetings of the Executive Board 14
10.4 Special Meetings of the Association 14
ARTICLE XI AMENDMENTS 15
11.1 Procedure 15
11.2 Effective Date of Amendments 15
ARTICLE XII QUORUM 15
ARTICLE XIII PARLIAMENTARY AUTHORITY 15
ARTICLE XIV VACANCIES 16
ARTICLE XV MISCELLANEOUS 17
15.1 Fiscal Year 17

BYLAWS
CITY CLERKS ASSOCIATION
OF CALIFORNIA, INC.
(Incorporated November 29, 1977)
Corporate No. 832616

ARTICLE I NAME

The name of this organization shall be the CITY CLERKS ASSOCIATION OF CALIFORNIA, hereinafter referred to as the "ASSOCIATION".

ARTICLE II OBJECTIVES

The objectives for which this ASSOCIATION is formed shall be to:

- Promote the interests of City Clerks.
- Promote professional administration and education of City Clerks' offices.
- Promote uniform standards for administering City Clerk duties.
- Promote improved standards of efficiency for City Clerks.
- Promote better municipal government through increased cooperation with other municipal officials.
- Promote legislation which supports the goals and objectives of the organization. (Amended 10/93)

ARTICLE III MEMBERSHIP

3.1 Primary Members

Any appointed or elected City Clerk or appointed Assistant or Deputy City Clerk representing a City in the State of California shall be eligible for Primary Membership on the basis of one Primary Member per City upon payment of the annual dues. Each City shall designate by name and/or position its Primary Member. In the absence of such designation, the City Clerk shall be the Primary Member. (Amended 7/09)

3.2 Associate Members

Any Assistant or Deputy City Clerk whose City Clerk is a Primary Member, institutions and/or organizations whose operations are closely allied with the functions of the City Clerk's office, and professional persons in fields directly related to municipal government, shall be eligible for Associate Membership. Associate Members shall have the same privileges as the Primary Members, except as provided in Sections 3.6 and 6.2 (Amended 7/09)

3.3 Voting Members

All Primary Members and Associate Members shall be Voting Members.

3.4 Lifetime Members

Lifetime Membership shall be conferred upon any person who requests such membership and who, in the opinion of the President, fulfills all of the following criteria:

- a. Has been employed by one or more municipalities, performing City Clerks duties therefor, for a total of ten (10) years or more.
- b. Has been a Voting and/or Associate Member of the ASSOCIATION for a total of ten (10) years or more.
- c. Has been a Voting Member of this ASSOCIATION for at least two (2) years of the total requirement of ten (10) years or more membership.
- d. If a Lifetime Member becomes eligible to be a Voting Member, the Lifetime Member's status is suspended. (Added 9/04, 4/10)

3.5 Affiliate Members

Any former Voting or Associate Member who has left office, and who is not a Lifetime Member, may request, and, upon approval of the Executive Board, shall be granted an Affiliate Membership.

3.6 Honorary Members

Honorary Membership may be proposed at any CCAC Annual Conference either by the Executive Board, or by a petition signed by ten (10) or more Voting Members, for any person who is not eligible for Voting, Associate, Lifetime or Affiliate Membership, and who has contributed in an important way to the improvement of the City Clerk profession. The Voting Members present and voting at a CCAC Annual Conference shall by majority vote approve or reject each recommendation for the conferring of Honorary Membership. (Amended 4/10)

3.7 Restriction of Rights to Vote or Hold Office

Voting Members, whose cities are a member of the League of California Cities, may hold the offices enumerated in Section 6.2. Voting Members are Primary and Associate Members.

Voting Members shall be eligible to vote or hold office in this Association and its Divisions, provided that member's dues are paid for the current year.

ARTICLE IV DUES

4.1 Voting Members

Annual dues per Voting Member shall be payable on January 1. The Executive Board will review and set dues annually as part of their budget responsibilities. (Amended 2/98, 4/10)

4.2 Lifetime and Honorary Members

Lifetime and Honorary Members shall not be required to pay annual dues or fees in order to maintain their respective memberships in this ASSOCIATION. If such members wish to attend the Annual Conference or Special Meetings of the ASSOCIATION, and/or to receive official mailings and publications, they shall pay the cost of registration to attend said conference or meeting, and the cost related to receiving official mailings and publications. (Amended 4/10)

4.3 Affiliate Members

In order to maintain an Affiliate Membership, the Affiliate Member shall pay an annual fee, the amount to be determined by the Executive Board, payment of which fee shall entitle said member to attend the Annual Conference and Special Meetings and to receive the official mailings and publications of the ASSOCIATION at the member rates. (Amended 10/99, 4/10)

4.4 Distribution of Dues

Annual dues of Voting Members shall be paid to the Treasurer of this ASSOCIATION who shall immediately remit forty-five percent (45%) of such dues to the Treasurer of the Division to which the members belong, together with a list of the names of the Voting Members represented by such remittance. (Amended 4/10)

ARTICLE V DIVISIONS

Voting Members may form such Divisions as may be necessary and desirable to promote the interests of this ASSOCIATION, and such Divisions may be activated on the approval of the Executive Board of this ASSOCIATION under the following rules:

5.1 Composition

A Division shall be comprised of the Primary Voting and Associate Members located in an area of such size and convenience that the members therein can meet regularly as prescribed in these Bylaws. (Amended 9/04, 7/09, 4/10)

The Southern, Northern and Central Divisions are defined in the following description:

- a. Southern Division shall consist of the following counties:
Imperial, Los Angeles, Orange, Riverside, San Bernardino,
San Diego, Santa Barbara, Ventura and San Luis Obispo.
(Amended 10/99)
- b. Northern Division shall consist of the following counties:
Alameda, Alpine, Amador, Butte, Colusa, Contra Costa, Del
.....

Norte, El Dorado, Glenn, Humbolt, Lake, Lassen, Marin, Mendocino, Modoc, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo and Yuba. (Amended 10/99)

- c. Central Division shall consist of the following counties: Calaveras, Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono, San Joaquin, Stanislaus, Tulare and Tuolumne.

5.2 Division Officers

Officers of each Division shall be Primary Voting and Associate Members in good standing. They shall include at least: 1) a Division Chair who shall preside at all Division meetings and shall be a member of the Executive Board of this ASSOCIATION; 2) a Vice-Chair who shall preside at Division meetings in the absence of the Chair; 3) a Secretary who shall keep all necessary non-financial records of the Division; 4) a Treasurer who shall keep all necessary records of finances of the Division; and 5) such other officers as the Division may deem necessary. (Amended 10/93, 2/95, 9/04, 7/09, 4/10)

The offices of Division Secretary and Division Treasurer may, upon approval of the Executive Board of this ASSOCIATION, be combined.

5.3 Division Bylaws

A Division may adopt Bylaws, provided they are not in conflict with these Bylaws, form committees and carry on activities in the interest of such Division.

ARTICLE VI OFFICERS

6.1 Executive Board

The Officers of the City Clerks Association of California shall be the President, the First Vice-President, the Second Vice-President, the Recording Secretary, the Communications Director, the Treasurer, the Legislative Director, the Professional Development Director, the three Professional Development Representatives, the Immediate Past President, the Chairs of each Division, and the three Trustees.

Of the three Trustees and three Professional Development Representatives, one each shall be from the Northern Division, the Southern Division, and the Central Division.

Each Officer shall have one vote. These same named officers shall constitute an Executive Board to meet at least semi-annually upon call by the President, or by a majority of the members of the Executive Board. Special meetings of the Executive Board may be called pursuant to Section 10.3. (Amended 10/95, 10/99, 4/10)

The Executive Board shall make recommendations regarding proposed amendments to these Bylaws; shall supervise the affairs of this ASSOCIATION and devise measures for its growth and usefulness; shall make or confirm all appointments to fill vacancies; shall transact business in the interim between ASSOCIATION meetings and shall report on its actions at the Annual League Conference (LEAGUE) (Amended 4/92, 10/95, 10/99)

6.2 City Clerks' Department of the League of California Cities Additional Duties

The President, First Vice-President, Second Vice-President, Recording Secretary, and the Legislative Director shall carry out additional duties set forth in the Bylaws for the City Clerks' Department of the League of California Cities and further explained in the Executive Board Policies. Voting Members, whose cities are a member of the League of California Cities, may hold these offices. (Amended 10/93, 10/99, 7/09, 4/10)

6.3 Terms of Officers

The terms for the officers are as follows:

One-year term:

- President
- First Vice-President
- Second Vice-President
- Recording Secretary
- Communications Director
- Division Chairs
- Immediate Past President

Two-year term:

- Treasurer, whose term will expire in odd-numbered years
- Legislative Director, whose term will expire in even-numbered years
- Professional Development Director, whose term will expire in even-numbered years
- Professional Development Representatives, whose terms will expire as explained later in this section
- Trustees, whose terms will expire as explained later in this section.

No Officer may be elected for two consecutive terms to the same office, except for the Treasurer, Legislative Director, Recording Secretary, Professional Development Director and Communications Director. These five Officers may be elected to succeeding terms of office with no limitation thereon. However, any Officer who fills an unexpired term for any length of time due to a vacancy occurring after installation at the Annual LEAGUE Conference shall be eligible to be nominated and elected to the same office for a full term.

Two Professional Development Representatives, one from the Northern Division and one from the Southern Division, will have terms that expire in odd-numbered years, or until their successors are elected and installed. One Professional Development Representative from the Central Division will have a term that expires in even-numbered years, or until his/her successor is elected and installed.

Two Trustees, one from the Northern Division and one from the Southern Division, will have terms that expire in even-numbered years, or until their successors are elected and installed. One Trustee from the Central Division will have a term that expires in odd-numbered years, or until his/her successor is elected and installed. (Amended 4/10)

6.4 Duties of Officers

Each Officer shall perform the duties of his/her office as described in the list of the Executive Board Policies. This list of duties may be modified from time to time by a majority of Executive Board Members present at any official meeting, but with at least seven (7) affirmative votes. (Amended 10/99)

6.5 Restrictions of Officer Duties

No Officer of this ASSOCIATION, except the Trustees and Professional Development Representatives, may also be an Officer of any Division at the same time. Trustees and Professional Development Representatives may not simultaneously hold the position of Division Chair. This provision does not preclude a Division Officer from accepting a nomination for any Office of the ASSOCIATION, but would require the resignation of the Division Office if elected.

6.6 Removal from Office

If any Executive Board Member fails to perform the duties of his/her office, said Member may be removed from office by a two-thirds vote of the entire Executive Board.

Valid causes for removal from office and the process for removing are listed in the Executive Board Policies. (Amended 4/10)

ARTICLE VII COMMITTEES

The Committee duties are outlined in the Executive Board Policies.

7.1 Audit Committee

The President shall appoint three Voting Members to be the Audit Committee, and shall designate one of the three members to be the Chair. The Treasurer and the Deputy Treasurer, if any, shall be ineligible to serve on the Audit Committee. (Amended 10/93)

7.2 Nominating Committee

The newly installed President shall appoint the Nominating Committee, to consist of at least six Voting Members, an equal number to be appointed from each Division, one of whom shall be designated by the President as the Chair. (Amended 10/93)

7.3 Standing and Special Committees

The Standing Committees of the ASSOCIATION are Legislative, Professional Development and Program Committees. Their duties and membership are outlined in the Executive Board Policies.

In addition, the President may, without authorization of the Executive Board, and shall, upon direction of the Executive Board, appoint special committees and task forces as are deemed necessary or advisable. (Amended 4/10)

ARTICLE VIII NOMINATIONS

8.1 Eligibility for Nominations, Including Geography

Any Voting Member whose dues are paid in full for the current year may be nominated for, and elected to, office; provided that, in order to be eligible to be nominated for President, the Voting Member shall have served at least one full year as a member of the Executive Board.

No member of the Nominating Committee may be nominated for any ASSOCIATION elective office for the ensuing year.

Candidates for the offices of President, First Vice-President, Second Vice-President, Recording Secretary, and Legislative Director shall be from Member Cities of the League of California Cities.

The office of the President shall be alternated annually between Southern, Northern and Central Divisions.

Rotation will begin with the 1990-91 election with President filled from the Southern Division, First Vice-President from the Northern Division, and the Second Vice-President from the Central Division. During the nomination period, each Division has the choice of waiving its option to serve as President. In this event, the usual rotation would continue. (Amended 10/93)

The other offices, except the Trustees, and Professional Development Representatives, shall be elected from any Division in the state. (Amended 4/89, 10/93, 10/99, 4/10)

8.2 Ineligibility for Division Office

No eligible nominee for ASSOCIATION office, except nominees for Trustee and Professional Development Representative, shall accept any Division office between the time of filing the Acceptance of Nomination and the date the ballots are counted. (Amended 10/93, 10/99)

8.3 Nominee Selection Process

The process that the Nominating Committee, the nominees and the ASSOCIATION follow is described in the Executive Board Policies. (Amended 4/10)

8.4 Write-in Candidates

Any Member who is an eligible nominee as designated by the Nominating Committee may run as a write-in candidate, provided he/she meets the timing and other requirements. Write-in candidates must follow the process specified in the Executive Board Policies. (Amended 4/10)

ARTICLE IX ELECTIONS AND INSTALLATION

The process for elections and installation of officers is explained in the Executive Board Policies.

The election for ASSOCIATION officers will take place only if more than one candidate is nominated for at least one available office. This includes write-in candidates. (Amended 4/10)

ARTICLE X MEETINGS

10.1 Annual Conference

The CCAC Annual Conference shall be held during the month of April, the dates to be established by Executive Board action at least six months prior to the first of April. The CCAC Annual Conference shall be devoted to the objectives of this ASSOCIATION.

The dates and times of the CCAC Annual Conference may be changed by a two-thirds vote of the Executive Board. (Amended 4/10)

10.2 Regular Meetings of the Executive Board

The Executive Board shall meet at least semi-annually upon call by the President, or by a majority of the members of the Executive Board. (Added 10/99, 4/10)

10.3 Special Meetings of the Executive Board

Special Meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board.

No matters shall be considered at a Special Meeting other than those stated in the notice of call for the Special Meeting. (Amended 4/10)

10.4 Special Meetings of the ASSOCIATION

Special meetings of the ASSOCIATION may be held, upon approval by the Executive Board or by a petition signed by fifteen percent (15%) of the Voting Members.

When a Special Meeting is called, each ASSOCIATION Voting Member shall be notified not less than fifteen (15) days before the date of such Special Meeting. Notice shall contain the date, time and place of the Special Meeting and shall also contain a statement of the matters to be considered at such Special Meeting. (Amended 10/99, 4/10)

No matters shall be considered at a Special Meeting other than those stated in the notice of call for the Special Meeting.

ARTICLE XI AMENDMENTS

11.1 Procedure

These Bylaws may be amended at any time as follows by a two-thirds vote of the Voting Members voting upon such proposed amendment(s).

Amendments may be proposed by the Executive Board, or by a petition signed by at least ten percent (10%) of the Voting Members in good standing, and submitted in writing to the Nominating Chair.

Unless the proposed petition stipulates that an urgency exists relating to the proposed amendment(s), the election will be consolidated and conducted in the same manner and procedure as for the annual election of officers. If an urgency exists, the Executive Board will follow the process outlined in the Executive Board Policies. (Amended 4/10)

11.2 Effective Date of Amendments

Amendments approved as specified in 11.1 of this Article shall be in force immediately upon their passage, unless the amendment specifies otherwise. (Amended 4/10)

ARTICLE XII QUORUM

Twenty-five (25) Voting Members shall constitute a quorum at any Annual Conference or Special Meeting. (Amended 10/93)

A majority of the Executive Board shall constitute a quorum of that body. (Amended 4/10)

ARTICLE XIII PARLIAMENTARY AUTHORITY

Robert's Rules of Order, newly revised, shall govern the procedures of this ASSOCIATION in all cases where they are applicable and do not conflict with these bylaws. (Amended 4/10)

ARTICLE XIV VACANCIES

The Executive Board shall fill by appointment any vacancies occurring in any elective office not otherwise provided for in these Bylaws. Written consent of the appointee shall be obtained by the Executive Board before any appointment is made.

In the event the office of President is vacated for any reason whatsoever, the First Vice-President shall assume the office of President for the unexpired term and, if elected, for the subsequent term. The vacancy created in the office of First Vice-President shall be assumed by the Second Vice-President for the unexpired term and, if elected for the subsequent term; or be filled by the Executive Board by appointment, only if an officer is not available, from the next Division in rotation order. (Amended 4/89, 10/93, 10/99, 4/10)

In the event the office of First Vice-President is vacated for any reason whatsoever, the Second Vice-President shall assume the office of First Vice-President for the unexpired term and, if elected, for the subsequent term. The vacancy created in the office of Second Vice-President shall be filled by the Executive Board by appointment from the next Division in rotation order. (Amended 4/89, 10/99, 4/10)

In the event of a vacancy in the office of Treasurer, Recording Secretary, Legislative Director, Professional Development Director, Communications Director and/or Professional Development Representatives for any reason whatsoever, the President of the ASSOCIATION will appoint a Member to fill the office for the duration of the unexpired term and, if elected, for the subsequent term. The Executive Board of the ASSOCIATION will confirm the appointment. (Amended 10/99, 4/10)

In the event of a vacancy in the office of Trustee, for any reason whatsoever, the Chair of the Division from which the vacancy has occurred shall appoint a Member to fill the office for the duration of the unexpired term. The Executive Board of the ASSOCIATION will confirm the appointment. (Amended 4/92, 10/95, 4/10)

The Officers of the ASSOCIATION shall fill by appointment any vacancies occurring in the committees for which they are respectively responsible. (Amended 10/99)

ARTICLE XV MISCELLANEOUS

15.1 Fiscal Year

The fiscal year of this ASSOCIATION shall be July 1 to June 30.
(Amended 4/10)

**LEAGUE OF CALIFORNIA CITIES
CITY CLERKS' DEPARTMENT
BYLAWS**

TITLE	PAGE
ARTICLE I – NAME	19
ARTICLE II – PURPOSES	19
ARTICLE III – MEMBERSHIP	20
ARTICLE IV – OFFICERS AND TERMS.....	20
4.1 Officers/Executive Board	20
4.2 Terms of Office	20
4.3 Succession	21
4.4 Vacancies	21
4.5 Rotation of Offices	21
ARTICLE V – DUTIES AND RESPONSIBILITIES OF OFFICERS ...	22
5.1 Duties of the President	22
5.2 Duties of the First Vice-President	23
5.3 Duties of the Second Vice-President.....	23
5.4 Duties of the Recording Secretary.....	23
5.5 Duties of the Director	24
ARTICLE VI – MEETINGS	24
6.1 Department	24
6.2 Executive Board.....	24
ARTICLE VII – ELECTIONS.....	24
ARTICLE VIII – PARLIAMENTARY AUTHORITY.....	25
ARTICLE IX – AMENDMENTS	25
ARTICLE X – QUORUM.....	25
ARTICLE XI – CONFLICT OF BYLAWS.....	25

**LEAGUE OF CALIFORNIA CITIES
CITY CLERKS' DEPARTMENT
BYLAWS**

ARTICLE I – NAME

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

ARTICLE II – PURPOSES

The purposes of this Department shall be:

To serve as a technical and advisory Department to the League of California Cities (League or LCC).

To enhance the professional development of City Clerks through the conduct of conferences, seminars and related training.

To improve communications among City Clerks concerning legislative matters.

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.

To cooperate with other League functional departments in promoting the purposes and goals established by the League of California Cities Bylaws.

ARTICLE III – MEMBERSHIP

Any appointed or elected City Clerk representing a League member city in the State of California, or appointed Assistant or Deputy City Clerk so named by the City Clerk as his/her designated alternate, shall be eligible for voting membership on the basis of one voting member per city.

Voting members shall be eligible to be elected officers of the Department. (Amended 10/93)

ARTICLE IV – OFFICERS AND TERMS

4.1 Officers/Executive Board

The officers of this Department shall be a President, First Vice-President, Second Vice-President, Recording Secretary, and Department Director. These officers shall constitute the Executive Board of the Department. (Amended 10/93, 10/99, 4/10)

The President, First and Second Vice-Presidents, and Recording Secretary shall be the same officers as the City Clerks Association of California. The Department Director shall be the Legislative Director of the City Clerks Association of California. (Added 10/93, 10/99, 4/10)

4.2 Terms of Office

The term of office of the President, First Vice-President, Second Vice-President, and Recording Secretary shall be for one year. (Amended 10/93, 10/99)

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 Annual Conference of the League (LCC) and conclude at the adjournment of the next subsequent Annual Conference of the League (LCC).

4.3 Succession

Typically, the First Vice-President shall succeed to the office of President. The Second Vice-President shall succeed to the office of First Vice-President. (Amended 10/99)

4.4 Vacancies

A 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. (Amended 10/99)

A vacancy in the office of President shall be filled for the unexpired term, and if elected for the subsequent term, by the First Vice-President. A vacancy in the office of First Vice-President shall be filled for the unexpired term, and if elected for the subsequent term, by the Second Vice-President. A vacancy in the office of Second Vice-President shall be filled by appointment by the President of the Department, subject to confirmation of the Executive Board. (Amended 10/99)

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 Board. (Amended 10/99)

The person filling a Director vacancy shall serve the remainder of the unexpired term. (Amended 10/93)

4.5 Rotation of Offices

Offices shall be rotated as provided for in Article 6 of the City Clerks of California Bylaws. (Amended 10/93)

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**

5.1 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 League's Policy committees.
 - One representative (generally the Director of the Department) to the General Resolutions Committee for the League's Annual Conference. (Amended 10/93, 10/99)
3. Recommend to the League President three members (generally the Department President, First Vice President and Second Vice President) to serve as the Credentials Committee for the League's Annual Conference (Added 10/93, 10/99 and 5/06)
4. Recommend Voting Members to the League President for additional appointments to the Administrative Services Committee. (Amended 10/93)
5. Testify at State legislative sessions in Sacramento on legislation affecting City Clerks; respond to the Secretary of State's office when requested to support or oppose legislation affecting City Clerks.
6. Maintain ongoing communications with Executive Board members.

5.2 Duties of the First Vice-President

The First Vice-President shall:

1. Perform the duties of the President in the President's absence and act in an advisory capacity at all times. (Amended 10/93)
2. Serve as Chair, appoint all members of the Program Committee, and coordinate conference planning with the City Clerks Association of California Professionals Development Director for the Department's portion of the League's Annual Conference. (Amended 10/93, 10/99)
3. Report points of interest to the President for inclusion in the City Clerks' Association of California newsletter. (Amended 10/99)

5.3 Duties of the Second Vice-President

The Second Vice-President shall serve as Chair of the Program Committee. This includes appointing all members of the Program Committee and coordinating conference planning with the CCAC Professional Development Director for the seminar on laws and elections. (Amended 10/93, 10/99)

5.4 Duties of the Recording Secretary

The Recording Secretary shall:

1. Keep an accurate record of the proceedings of all meetings of the City Clerks' Department of the League of California Cities and the Department's Executive Board. (Added 10/93, Amended 10/99)
2. Preserve, in a permanent file, all records and letters of continuing value to the Department and Officers, to be transferred to the successor at the expiration of the term. (Added 10/93)

5.5 Duties of the Director

The Department Director shall:

1. Represent the Department on the League Board of Directors.
2. Report points of interest to the President for inclusion in the City Clerks' Association of California newsletter. (Amended 10/93, 10/99)
3. Assist as required with the Annual Conference of the League (LCC) and act as Co-Chairperson of the seminar on laws and elections. (Amended 10/93)

ARTICLE VI – MEETINGS

6.1 Department

The Department shall have one annual Business meeting during the Annual Conference of the League (LCC).

6.2 Executive Board

The Executive Board of the Department shall meet no less than two times yearly at a time and place specified by the President. (Amended 10/99, 9/06)

ARTICLE VII – ELECTIONS

All elections for Department officers shall be held in accordance with the procedures set forth in the City Clerks Association of California Bylaws and Executive Board Policies as the same may exist or may hereafter be amended. (Added 10/93, 4/10)

ARTICLE VIII – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, newly revised, shall govern the procedures of the Department in all cases where they are applicable and do not conflict with these bylaws. (Amended 10/99, 4/10)

ARTICLE IX – AMENDMENTS

Bylaws amendments shall be made in accordance with the procedures set forth in the City Clerks Association of California Bylaws as the same may exist or may hereafter be amended. (Added 10/93)

ARTICLE X – QUORUM

Twenty-five voting members shall constitute a quorum at the annual Business meeting. (Amended 10/93)

ARTICLE XI – CONFLICT OF BYLAWS

If any portion of these Bylaws are declared to be contradictory or in any way in conflict with the Bylaws of the League, that portion shall become inapplicable and the Bylaws of the League shall prevail. (Amended 10/99)

Adopted:
October 1987

Amended:
October 1993, October 1995, October 1999, May 2006,
September 2006, April 2010