

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

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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.

**Comment [RJ1]:** Clarifying change, "constitution" and "bylaws" only referenced.

**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.

**Comment [RJ2]:** Clarifying change, language added to be consistent with practice.

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

## ARTICLE IV – OFFICERS AND TERMS

**Comment [RJ3]:** Clarifying change, references to Professional Development Director and Representatives were removed throughout LCC Bylaws to be consistent with practice. No tasks associated with these positions for League purposes.

### 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)

**Comment [RJ4]:** Clarifying change, paragraph restated to eliminate repetitive language.

### 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)

**Comment [R35]:** Clarifying change to reflect consistency with CCAC Bylaws.

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.

**Deleted:** City Clerks

## 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)

**Comment [RJ6]:** Clarifying change to reflect current practice.

## 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)

**Comment [RJ7]:** Clarifying change, restated duties to reflect current practice.

## 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)

**Comment [RJ8]:** Clarifying change, reflects new Board Policy document.

## 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)

**Comment [RJ9]:** Clarifying change, reflects most recent version.

## 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