



# BYLAWS

November 2022

## I. TITLE AND PURPOSE

- A. This document establishes the Ventura County Management Council bylaws.
- B. The Management Council works continually to improve growth and development of existing and new County managers and other unrepresented employees of the County of Ventura. It does so by encouraging the exchange of information and ideas relating to management matters by:
  - 1. Providing opportunities for the personal and professional development of County managers.
  - 2. Sharing issues, views, experiences, and other information relating to government thus developing a common understanding and approach with respect to County policies, operations, and procedures.
  - 3. Promoting and celebrating members' successes by publicly acknowledging such at events, awards programs, communications, and other media.
  - 4. Facilitating a positive, public perception of County government by interacting with those we serve and promoting County goals, initiatives and accomplishments and promoting good will through activities that are positive for the community.
  - 5. Strive to provide these opportunities through a lens of diversity, equity, and inclusion, in the most accessible ways possible.

## II. MEMBERSHIP

- A. Management Council membership is available to all Ventura County management and non-management employees covered by the Management, Confidential Clerical and Other Unrepresented Employees Resolution.
- B. Payment of dues pursuant to Section V is a required prerequisite of membership in the Ventura County Management Council.

### III. ORGANIZATION

- A. A Board of Directors shall be formed consisting of a maximum of fifteen (15) members that represent the diversity of the membership and skill sets that can support Board success. The Board commits to developing, nurturing, and sustaining an equitable environment where we can help all county employees and community members thrive.
- B. The term of office for each member of the Board of Directors shall be two years, commencing on January 1<sup>st</sup> of the next full calendar year. Current Board members may be considered for reappointment at the December meeting. Board members can serve up to four (4) two-year terms.
- C. The Board of Directors will elect Board officers, including the President, Vice President, Secretary, and Treasurer, from within the membership of the Board. Elections for positions will be staggered across alternating years. Each Board officer will serve in their elected capacity for a two-year term.
  - 1. The President shall preside over all formal Management Council meetings and Meetings of the Board of Directors and publish all agendas.
  - 2. The Vice-President shall represent the President and chair meetings in the President's absence.
  - 3. The Secretary will be responsible for reporting and publishing minutes for each meeting.
  - 4. The Treasurer shall prepare the annual budget and account for and disburse Management Council funds in accordance with instructions established by majority vote of the Board of Directors.
- D. The Board of Directors will establish, and chair or participate in, various standing and ad hoc committees within the organization. Dues paying members of the Management Council are encouraged to participate in such committees as a precursor to serving on the Board of Directors.
- E. Vacancies on the Management Council Board will be filled in the following manner:
  - 1. Those interested in serving on the Management Council Board of Directors will be provided information about the Management Council and role of the Board of Directors for consideration and review. Those still expressing interest must prepare a written "Letter of Intent" and attend a Management Council Board of Directors meeting. Those interested will be provided an opportunity to present to their qualifications and interests to the Subcommittee members and provide an opportunity for Board members to ask questions.

2. The Subcommittee will then present a recommended slate to the full Management Council Board at their next meeting to consider and vote on the slate. A simple majority vote by the Board members present is required to confirm an appointment.
- F. Board Members shall apprise the Board President of anticipated absences. The Board of Directors may, after consultation with the respective member and upon majority vote, remove any Board member who has three (3) unexcused absences from Board of Directors meetings in a given year. Board members may also be removed for cause by majority vote.
  - G. A Board Member may resign by addressing a written resignation to the Board President.
  - H. All Board members are expected to participate in at least one (1) subcommittee and contribute actively to planning and implementation of Council activities. Lack of participation may be grounds to have the Board member removed by majority vote.

#### **IV. AMENDMENTS**

Any member of the Management Council may propose amendments to the bylaws. Prior to adoption, proposed revisions will be sent to the entire membership via e-mail and also posted to the Management Council website for a period of 15 days allowing members to comment on the proposed amendments. Such comments will be considered by the Board. The bylaws may then be amended by majority vote of the members of the Board of Directors at any regular meeting following the 15-day comment period.

#### **V. DUES AND CATEGORIES OF MEMBERSHIP**

- A. Active Council members shall be assessed dues at \$3.00 per pay period. Dues shall support general membership activities such as training and management development, subsidy of conference fees and Council sponsored networking functions. Dues will also be used to pay for awards and associated events and administrative costs, including maintaining the Management Council website.
  1. Upon receipt and processing of a membership application, dues shall be collected through voluntary payroll deduction on a bi-weekly basis until such time as member requests that their membership be discontinued.
  2. Failure to pay dues shall result in cancellation of Management Council membership, and all other benefits afforded to all members.

- B. Recognition, event discounts, and other benefits or membership will be established by the Ventura County Management Council Board of Directors.
- C. Benefits of being a dues paying member include:
  - 1. Member-only events in addition to activities available to all those eligible.
  - 2. Discounts for events and activities; non-members may incur additional cost for participation or attendance.

B. **MEETINGS**

- A. Board of Directors: The Board of Directors shall meet monthly, or as needed, on dates determined by the Board of Directors to discuss agenda items.
  - 1. No business shall take place unless a quorum of seated members of the Board of Directors (50% plus 1) is present.
  - 2. All members of the Board of Directors shall take appropriate and timely action to ensure all management employees are kept informed about the activities of the Board of Directors and the Management Council. Examples include promoting events within their agency, engaging fellow managers in discussions about Council activities, and/or soliciting feedback about events for discussion at Board of Director meetings.
  - 3. Meeting minutes will be posted on the Management Council website after each meeting.
- B. Subcommittees: The Management Council Board shall create standing and ad hoc committees to facilitate the work of the Council; the Board shall provide support and recruit other support from its members. Standing committees shall include, but not be limited to:
  - 1. Networking & Membership Subcommittee - responsible for organizing social events, welcome/farewell receptions, trips and activities, and the annual awards program. Periodic surveys are conducted to determine the types of events and activities that should be held each year, factoring in event cost, level of interest, breadth of participation within the organization, and other factors. Also responsible for member recruitment and recognition, planning of the annual membership meeting in consultation with the Council Board of Directors, and coordinating periodic membership surveys in consultation with other subcommittees to determine priorities and organizational goals.
  - 2. Communications Subcommittee - responsible for publishing the newsletter, maintaining the Management Council's web site, and monitoring and responding to e-mail communication with the Council.

3. Education Subcommittee – responsible for organizing periodic inspirational speaker events covering topics of general interest to the membership and scheduling speakers.
  4. Nominating Subcommittee – responsible for the oversight of the recruitment and slating of candidates to the full Management Council Board. The Subcommittee will ensure that the slate put forward to the Council has been fully vetted. Nominees must possess demonstrated leadership qualities, a commitment to ethical principles, an interest in servicing the membership and the ability to dedicate the necessary time to fulfill the obligations of the Management Council.
- C. Open Membership Meetings: A minimum of one (1) business meeting will be offered to the membership each year.