

# VENTURA COUNTY MANAGEMENT COUNCIL BYLAWS

OCTOBER 2016

## 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. It does so by encouraging the exchange of information and ideas relating to management matters by:
  - a. Providing opportunities for the personal and professional development of County managers.
  - b. 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.
  - c. Promoting and celebrating members' successes by publicly acknowledging such at events and awards programs;
  - d. Facilitating a positive, public perception of County government by interacting with those we serve and promoting County goals, initiatives and accomplishments.

## 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.
- C. Upon retirement Management Council members may continue to participate in Council education and social activities. Costs, if any, for such participation will be at the sustaining member rate.

### **III. ORGANIZATION**

- A. A Board of Directors shall be formed consisting of a maximum of fifteen members. A minimum of two of these Board seats shall be allocated for members from the County Executive Committee. Each Board member shall designate an Alternate to represent them in their absence.
  
- B. The term of office for each member of the Board of Directors shall be one year, commencing on July 1<sup>st</sup> through June 30<sup>th</sup>. Current Board members may be considered for reappointment at the June meeting.
  
- C. At the start of each fiscal year, the Board of Directors will elect Board officers, including the President, Vice President, Secretary, and Treasurer, from within the membership of the Board. Each Board officer will serve in their elected capacity for that fiscal year.
  - 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. It is the goal of the Management Council to create a Board of Directors that reflects the diversity of its membership in both the depth and breadth of its composition.
  
- F. Vacancies on the Management Council Board will be filled with nominations or recommendations made to the Management Council Board of Directors.
  - a. 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. The nominee will be provided an opportunity to describe their interests and for the Board to ask questions of the nominee.

- b. After the nominee’s presentation, the Board will consider and vote on the nomination. A simple majority vote by the Board members present is required to confirm an appointment.
  
- G. The Board of Directors may, after consultation with the respective member and upon majority vote, remove any Board member who fails to attend or send an alternate to three (3) consecutive Board of Directors meetings. Board members may also be removed for cause by majority vote.

#### **IV. AMENDMENTS**

Any member of the Management Council may propose amendments to the bylaws. Prior to adoption, proposed revisions will be posted to the Management Council website giving members a minimum of 15 days to comment. Such comments will be considered by the Board. The bylaws may be amended by majority vote of the members of the Board of Directors at any regular meeting.

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

- A. Active Council members shall be assessed dues in one of two categories. Those paying \$2.00 per pay period are classified as “*Supporting*” members and those paying \$5.00 per pay period are “*Sustaining*” members.
  - 1. Dues shall support general membership activities such as training and management development, subsidy of conference fees and Council sponsored social functions (i.e. annual barbeques; and awards program, etc.). Dues will also be used to pay for administrative costs, including maintaining the Management Council website and purchasing engraved plaques for sustaining members.
  - 2. Upon receipt and processing of 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.
  - 3. Failure to pay dues shall result in cancellation of Management Council membership, and all other benefits afforded to all supporting and sustaining members.

- B. Recognition, event discounts, and other benefits or membership will be established by the Ventura County Management Council Board of Directors.

## **VI. MEETINGS**

- A. 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 the agency represented by the Director, engaging fellow managers in discussions about Council activities, and/or soliciting feedback about events for discussion at Board of Director meetings.
- B. Management conferences, seminars, and other special meetings will be conducted under the guidance of the Board of Directors.

## **VII. SUBCOMMITTEES**

- A. 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 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.
  - 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 for regularly scheduled ‘Things You Should Know’ series.
4. Membership Subcommittee - 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.