

SOUTHWESTERN ILLINOIS CITY MANAGEMENT ASSOCIATION

MISSION AND GOALS

The Southwestern Illinois City Management Association is a professional Association for appointed local government administrators in the Southwestern Illinois area.

The primary mission of the Association is to enhance and expand the professional competence of local government administrators, provide high-quality public service and preserve democratic government.

The Association has the following goals:

- To provide networking opportunities for local government professionals to exchange information and management innovations and provide personal support
- To provide social interaction opportunities for local government professionals and their families
- To encourage intergovernmental cooperation between local governments to insure the provision of quality public services.
- To provide a forum for discussion of public and local government issues from a professional perspective
- To be a mechanism for professional development and ongoing educational opportunities for local government professionals
- To provide a professional home for new local government administrators moving into the region
- To be a voice for the encouragement of professional management in local government in the region

BY-LAWS

I. NAME OF ORGANIZATION

The name of the organization shall be the Southwestern Illinois City Management Association.

II. PURPOSE OF ORGANIZATION

The purpose of the Association shall be to strengthen and improve municipal and county management and to strengthen local government in Southwestern Illinois.

III. MEMBERSHIP QUALIFICATIONS

FULL MEMBER: Full members shall be city, village and county managers and administrators, chief administrative officers of cities, villages and counties, executive directors or chief administrative officers in regional councils of government (COG's), assistant city, county and village managers/administrators, administrative assistants, and persons who have retired from such positions and from active professional life. Full members shall be voting members of the Association.

COOPERATING MEMBER: Cooperating members shall be individuals who by personal attainment, type of business or interest are eligible to cooperate with practicing managers, administrators or chief administrative officers in the advancement of professional knowledge and practice. Cooperating members shall be non-voting members of the Association.

The Board of Directors shall vote to extend membership to a potential member. The Board of Directors will determine full or cooperating member status for new members.

IV. BOARD OF DIRECTORS

There shall be four officers of the Association as follows:

POSITION	NUMBER	TERM
President	1	One Year
Vice President	1	One Year
Secretary/Treasurer	1	One Year
Immediate Past President	1	One Year

The officers will be appointed in the following manner:

The Vice President shall automatically progress to President. The Secretary/Treasurer shall automatically progress to Vice-President. The new Secretary/Treasurer shall be nominated/elected on an annual basis.

A nominating committee will present a slate of candidates for officers to the Board of Directors and make the slate generally known to the membership. In the event of an uncontested election, the officers shall be elected by unanimous consent of the membership and a mail ballot will not be required. In the event of a contested election, voting shall be conducted by mail, or email with votes tabulated by the Secretary/Treasurer and verified by the nominating committee. All officers shall be full members in good standing.

The nominating committee will be the President of the Association and two full members chosen by the President.

Each officer shall remain in office until a successor has been selected and qualified. Vacancies shall be filled by the President with the advice and consent of the directors. For the positions of President and Vice President, advancement shall be based upon the order of the offices.

V. MEETINGS

The Board of Directors shall call an annual business meeting prior to the end of the fiscal year.

VI. AMENDMENTS TO BY-LAWS

These by-laws may be amended at the annual business meeting or by mail ballot as may be directed by the Board of Directors. Amendments shall be made effective by a simple majority vote of the entire membership.

VII. DUES

The Board of Directors shall establish amounts for membership dues. Dues shall be payable on July 1 of each year.

Membership dues will be waived for Managers in Transition, contingent upon a finding by the Executive Board that the member is continuing to actively seek employment in the profession.

VIII. ETHICS

The Association shall encourage adherence to the International City Management Association Code of Ethics.

IX. DUTIES OF OFFICERS

PRESIDENT: The President shall preside at all meetings of the Association and of the Board of Directors. As stated elsewhere in the by-laws, the President shall also appoint members to committees with the advice and consent of the Board of Directors and have general supervision of the Association.

VICE PRESIDENT: In the absence of the President, the Vice President shall preside at all meetings of the Association and Board of Directors. Further, the Vice President shall be responsible for the coordination of the monthly programs and for administration of the by-laws.

SECRETARY/TREASURER: The Secretary/Treasurer shall be responsible for all records and documents of the Association. Additionally, all financial records, receipts, disbursements and investments shall be transacted by the Secretary/Treasurer with the periodic advice and consent of the Board of Directors.

X. FISCAL YEAR

The fiscal year shall begin on July 1 and end on June 30.

XI. FIRST NOMINATING COMMITTEE

First nominating committee to nominate first slate of officers:

The nominating committee will consist of three members whose names were drawn at random among the current members of the SWICMA that have been in attendance of at least six meetings during the year 2003. They will return a slate of candidates for the officer positions and those candidates will be voted upon by mail or email, prior to March 1, 2004.