

By-Laws: Downstate City/County Management Association

- I. **NAME OF THE ORGANIZATION.** The name of this organization shall be the Downstate City/County Management Association (hereinafter called “Association”).
- II. **PURPOSE OF THE ORGANIZATION.** The purpose of the Association shall be to strengthen and improve municipal and county management and to strengthen local government in the Downstate region.
- III. **MEMBERSHIP.** Membership is open to all managers/administrators, their assistants, and others interested in professional local government management.
- IV. **BOARD OF DIRECTORS.** There shall be five officers of the Association (hereinafter called “Board”) as follows:

POSITION	TERM
President	One Year (Expires June 30 th)
Vice President	One Year (Expires June 30 th)
Secretary-Treasurer	One Year (Expires June 30 th)
Director (County)	One Year (Expires June 30 th)
Director (Early Career)	One Year (Expires June 30 th)

The Board will be appointed in the following manner: A call to serve on the Board will be made by email to Downstate members. The current Board will select the Secretary-Treasurer for the Association whenever a vacancy in the office occurs. The Secretary-Treasurer will be a member in good standing and active with the Association. At the end of June and following expiration of the President’s term, the Vice President will ascend to the Presidency, and the Secretary-Treasurer ascend to the Vice Presidency.

If a vacancy in the Board occurs, the Board will email the membership for letters of interest and will select a qualified member to serve the remainder of the unexpired term.

- V. **MEETINGS.** There shall be three meetings per year: Spring, Summer, and Fall. The Board shall set the meeting registration fee. For Downstate members that are in transition, the meeting registration fee will be waived.

The meeting location shall rotate geographically throughout the Downstate region (which consists of all counties except Cook and the collar counties), with an attempt being made to alternate between the north, central, and southern third of the state. The host community shall not have to pay the meeting registration fee for up to a maximum of four (4) individual employees from the host community.

- VI. **RULES OF ORDER AND PARLIAMENTARY PROCEDURE.** The Board may create rules to expedite the transaction of the business of the Board in an orderly fashion and are deemed to be procedural only. The failure to strictly observe such rules by the Board shall not affect or invalidate any action taken at a meeting that is otherwise held in conformity with these By-

Laws. If a matter arises at a Board meeting which is not covered by the Board's rules, the procedures of the Board shall be guided by the latest revised edition of Robert's Rules of Order. However, the final decision of how best to address a matter not covered by the Board's rules, shall be decided by the presiding officer in consultation with the Association's Secretariat.

VII. AMENDMENTS TO BY-LAWS. These by-laws may be amended at a regularly scheduled meeting or by electronic mail ballot as may be directed by the Board. Amendments shall be made effective by a simple majority of the entire membership.

VIII. ANNUAL DUES. There are no dues for the Association.

IX. ETHICS. The Association shall encourage adherence to the International City/County Management Association Code of Ethics.

X. DUTIES OF OFFICERS

PRESIDENT: The President shall preside at all meetings of the Association and of the Board. The President shall also seek communities to host the Association meetings. The President shall also take steps to promote the professional management of government; to actively engage the membership of the Association; and to encourage attendance at Downstate meetings by Association members.

VICE PRESIDENT: In the absence of the President, the Vice President shall preside at all meetings of the Association and Board.

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.

DIRECTOR (COUNTY): The Director (County) shall be an active member in good standing of the Association currently employed by a County unit of government. The purpose of this position is to ensure the Board has County-level perspectives of the professional management of government and to assist the Board in creating meaningful professional development and networking opportunities for Association members working for County units of government.

DIRECTOR (EARLY CAREER): The Director (Early Career) shall be an active member in good standing of the Association who is new (within their first 3 years) to the profession. The purpose of this position is to ensure the Board has early career perspectives of the professional management of government and to assist the Board in creating meaningful professional development and networking opportunities for Association members new to the profession.

XI. FISCAL YEAR. The fiscal year shall begin on July 1 and end on the following June 30.

Adopted May 13, 2005
Revised April 19, 2025