

KACM Bylaws as of November 12, 2010

ARTICLE I

SECTION 1. NAME. The name of the organization shall be the Kansas Association of City/County Management.

SECTION 2. PRINCIPAL OFFICE. The principal office of the Kansas Association of City/County Management shall be the office of the president of the association.

ARTICLE II

SECTION 1. PURPOSE .The purpose of this association is to promote and improve the proficiency of its members and public administration in Kansas. The association will obtain its objectives by study, research, mutual counsel, and by the adoption of goals and techniques for the betterment of our profession.

ARTICLE III

SECTION 1. BOARD OF DIRECTORS. The association shall be governed by a board of directors and officers. The board of directors shall consist of nine (9) members: two (2) elected from each of three population categories and three (3) positions from an open population category to better represent women, minorities, county managers and assistants. Each population category shall consist of an equal, or as nearly equal as possible, number of members. The board shall certify the number of members in each category at the board's fall meeting each year. The board of directors shall elect the president, vice president, secretary and treasurer. Officers may continue to serve in the officer progression even if they assume a new position in a different city or county. Officers shall vote on all matters before the board but shall not occupy one of the nine (9) board positions. For purposes of selecting officers and members of the board of directors the population categories for cities and counties shall be as follows: small—0 to 4,000; medium—4,000 to 20,000; large—over 20,000. Each population category shall consist of an equal, or as nearly equal as possible, number of members. The board shall certify the number of members in each category at the Fall Board meeting each year.

SECTION 2. TERMS OF OFFICE. Members of the board shall be elected for a two (2) year term of office. The most recent past president shall be an ex-officio member of the board without voting privileges.

SECTION 3. QUALIFICATIONS. The board of directors shall have at least two (2) years experience in Kansas municipalities, and be a full member in good standing with the Kansas Association of City/County Management. Their term in office shall be two (2) years or until their successors are elected and have qualified, or upon retirement of the incumbent from active service as a chief administrative officer in the state of Kansas, the resulting vacancy is to be filled by a majority vote of the board of directors. The president and vice president shall not be eligible to succeed themselves in office. All terms of office shall begin on January 1, following their election.

ARTICLE IV

SECTION 1. STANDING COMMITTEES. The president shall appoint, with the approval of the board of directors, such standing committees as are desirable and necessary to carry out the business of the association.

ARTICLE V

SECTION 1. NOMINATION AND ELECTIONS. At the fall conference, the association shall elect by ballot the board of directors of the association. Candidates receiving the largest number of votes shall be declared elected. The president shall appoint a nominating committee comprised of three (3) current members of the board of directors, one from each population category, including the open classification, who shall nominate a full slate of board of directors. There may also be open nominations from the floor.

ARTICLE VI

SECTION 1. MEMBERSHIP. The members of this association shall be full, affiliate, business affiliate, student, and honorary.

SECTION 2. MEMBERSHIP CATEGORIES.

A. FULL. Full members shall have the privilege of voting and holding office. Chief administrative officers (CAO), assistant managers, and senior level staff members may qualify for full voting membership based upon the following criteria. A CAO qualifies for full voting membership if the individual: 1) occupies a position that is appointed by an elected representative or representatives and is directly responsible to an elected representative and/or representatives; 2) has significant responsibility in the development and analysis of public policy alternatives and in the implementation of policy once adopted; 3) has major responsibility for the preparation and administration of the operating and capital improvements budget; 4) exercises significant influence in the appointment of the key management personnel of the local government and particularly the appointment of the administrative and financial staff; 5) is recognized

within the local government organization as the principal general management professional and have a continuing direct relationship with the operating department heads on the implementation and administration of the programs; and 6) is appointed to the position based on education, experience and on qualifications to perform the duties and responsibilities of the position as defined by ICMA's Practices for Effective Local Government Management. Assistant managers and other senior level staff members are eligible for full voting membership if the individual: 1) is appointed by the CAO; 2) reports to the CAO; 3) has significant general administrative responsibilities; and 4) has the approval of the CAO.

B. AFFILIATE. Affiliate members shall have the privilege of voting, but shall not be eligible to hold office. In order to qualify for affiliate membership, the individual may be any person who does not otherwise meet the qualifications for full membership and who is currently, or was formerly, employed by a city, a county, or a university.

C. BUSINESS AFFILIATE. Business affiliates shall not have the privilege of voting or holding office. In order to qualify as a business affiliate, the individual must complete the application and pay the appropriate fees as established by the Board of Directors.

D. STUDENTS. Students do not have the privilege of voting or holding office. Any person who is registered as a student in a college or university public administration program qualifies to join as a student.

E. HONORARY MEMBERS. The Board of Directors may grant honorary memberships. To be eligible for honorary membership in the association, the individual must have been a full or affiliate member of the association and is currently retired from the profession or no longer employed in the profession. Honorary members shall pay no dues, hold no office, or vote.

SECTION 3. APPROVAL OF APPLICATION. Upon submission of the application and payment of the appropriate dues, such applicant shall be considered a provisional member of the organization. Notice of such application shall be sent to the membership on the organization's list serv. During the 60 days following notification on the list serv, any member in good standing of the organization may file a protest regarding the applicant's membership. If a protest is filed, then the Board of Directors shall make the determination of whether to approve the membership application. If there is no protest filed during the 60 days following notification on the list serv, the application shall be considered complete and the membership status shall no longer be provisional.

ARTICLE VII

SECTION 1. DUES. Dues for full, affiliate, business affiliate, and student members shall be set for the upcoming year by the full Board of Directors at the annual Fall Conference. Honorary members shall be exempt from dues.

SECTION 2. MEMBERSHIP. Membership in the Kansas Association of City/County Management shall reside with the individual, regardless of who pays the membership dues of the individual.

ARTICLE VIII

SECTION 1. CODE OF ETHICS: SUSPENSION AND EXPULSION OF MEMBERS. All members shall, as a condition of membership, agree to be voluntarily governed by a professional code of ethics approved by the membership. The board of directors shall establish procedures for the handling of complaints against members and for the investigation and elimination thereof. A violation of such code will be considered reason for appropriate disciplinary action as herein provided.

SECTION 2. COMMITTEE ON PROFESSIONAL STANDARDS. The board of directors shall constitute a standing committee of professional standards and shall adopt rules of procedure for the committee's operation.

SECTION 3. DISCIPLINARY ACTION. The board of directors may censure, suspend or expel a member for any violation of the code of ethics of the association and shall notify the member promptly of its action. The member may, if so desired, present a written and/or oral defense to be considered by the board of directors which may rescind, modify or conform its earlier decision. If the board of directors' action is for public censure, suspension or expulsion, notice shall be given to all members of KACM, the legislative body and/or supervisor for whom the member works or worked at the time, the executive director and appropriate regional vice president of ICMA and appropriate public news media.

SECTION 4. JURISDICTION. The code of ethics and procedures relating thereto are applicable to members who voluntarily agree to accept the KACM code.

ARTICLE X

SECTION 1. AMENDMENTS. This constitution may be amended or repealed by two-thirds vote of the full and affiliate members of the association present at any conference or five active members of this association may by petition to the secretary and treasurer initiate a desired change which shall become effective upon the ratification by two-thirds of the full and affiliate members of the association voting thereon by a letter ballot. Such letter ballot to be canvassed by five members of the board of directors on the 30th day after the same is mailed by the secretary and treasurer.

ARTICLE XI

SECTION 1. BOARD DUTIES. The duties of the board of directors of this association shall be such as by general usage are indicated by the title of the office. The board of directors shall have the authority to contract with the League of Kansas Municipalities

for those services deemed necessary. The board of directors shall prepare and present for the approval by the membership an annual budget for the following fiscal year. The budget shall be presented for consideration and approval at the annual fall meeting.

SECTION 2. BOARD MEETINGS. The board of directors shall meet quarterly or may call a special meeting of the association when by a majority vote of the board of directors it is felt to be in the best interest of the association. Written notification of a special meeting must be sent to each member of the association at least ten (10) days prior to the date established by the board of directors for the meeting. The board of directors shall be responsible for the preparation of agendas for all meetings of the association.

SECTION 3. MEMBERSHIP APPLICATIONS. Application for membership in the association shall be made to the board of directors. Proper forms for application shall be prepared and made available to applicants by the board of directors.

ARTICLE XII

SECTION 1. SECRETARY/TREASURER DUTIES. The secretary and treasurer shall keep all minutes, reports and correspondence pertinent to association business in a permanent manner and shall distribute all information relevant to the group as an association. The secretary and treasurer shall transact the necessary financial business of the association, keeping a complete record of all transactions which shall be submitted for auditing at the annual fall conference of the association. The secretary and treasurer shall be responsible for the collection and accounting of dues from all members. He or she shall read the minutes of all meetings of the association and of meetings of the board of directors at the spring and fall conferences or other meetings if requested by the membership.

SECTION 2. MINUTES AND RECORDS. Minutes of all meetings shall be mailed to all members by the secretary and treasurer. A permanent file of all records of the association shall be placed in the office of the League of Kansas Municipalities and shall be kept current at all times by the secretary and treasurer.

ARTICLE XIII

SECTION 1. ORDER OF BUSINESS. At the meetings of the association, established by the board of directors, the order of business shall be as follows: (1) reading of the minutes of the previous meeting; (2) reading of the financial statement; (3) report of the committees; (4) unfinished business; (5) election of officers; (6) new business; (7) adjournment. This order of business may be altered or suspended by a majority of members eligible to vote.

ARTICLE XIV

SECTION 1. VOTING BY PROXY. Voting by proxy shall not be allowed.

The KACCM name change was adopted at the May 7, 1992 KACM business meeting.

The ICMA Code of Ethics and Guidelines for professional conduct were adopted as KACM's code and guidelines at the May 6, 1977 KACM business meeting.

Last amended at the KACM Annual Fall Conference in Garden City, November 12, 2010. Prior Constitution and Bylaws merged into one document at this time.