

**Sacramento Valley Division City Managers' Area Group**  
**Bylaws**  
*June 21, 2012*

ARTICLE I – NAME

This organization shall be known as the Sacramento Valley Division City Managers' Area Group of the League of California Cities.

ARTICLE II – PURPOSES

The purposes of this Area Group shall be:

1. To seek the personal development and enrichment of its members through participation in seminars, social events, discussions, and periodic meetings of the City Managers within the Sacramento Valley Division.
2. To provide a support system for all members, and particularly for City Managers in transition. Members can draw upon the resources of their professional colleagues. Members are encouraged to both ask for, and offer, assistance to each other.
3. To support, both collectively and at the individual city level, the elected members of the Sacramento Valley Division.
4. To foster support of the sub-area City Manager groups in the Sacramento Valley Division.
5. To serve as a technical and advisory resource to the City Managers' Department of the League.
6. To be a regional subdivision, Area Group, of the City Managers' Department of the League of California Cities.
7. To promote the purposes and goals established in the League of California Cities Constitution and Bylaws.

ARTICLE III – MEMBERSHIP

Membership shall be limited to one of the following designations: Member, Association Member, and Honorary Member.

Section 1 – Member – A member shall be any individual who is the administrative head of a member city of the League of California Cities within the geographical boundaries of the Sacramento Valley Division. It is recognized that reference to the Sacramento Valley Division is made for identification purposes only and that some cities within this designated Area Group may not, in fact, be within the Sacramento Valley Division.

Currently, the fifty-nine (59) cities and eighteen (18) counties that constitute the League geographical division called the Sacramento Valley Division are:

**Amador County**

1. Amador City
2. Ione
3. Jackson
4. Plymouth
5. Sutter Creek

**Butte County**

6. Biggs
7. Chico
8. Gridley
9. Oroville
10. Paradise

**Colusa County**

11. Colusa
12. Williams

**El Dorado County**

13. South Lake Tahoe
14. Placerville

**Glenn County**

15. Orland
16. Willows

**Lassen County**

17. Susanville

**Modoc County**

18. Alturas

**Nevada County**

19. Grass Valley
20. Nevada City
21. Truckee

**Placer County**

22. Auburn
23. Colfax
24. Lincoln
25. Loomis
26. Rocklin
27. Roseville

**Plumas County**

28. Portola

**Sacramento County**

29. Citrus Heights
30. Elk Grove
31. Folsom
32. Galt
33. Isleton
34. Rancho Cordova
35. Sacramento

**Shasta County**

36. Anderson
37. Redding
38. Shasta Lake City

**Sierra County**

39. Loyalton

**Siskiyou County**

40. Dorris
41. Dunsmuir
42. Etna
43. Fort Jones
44. Montague
45. Mount Shasta
46. Tulelake
47. Weed
48. Yreka

**Sutter County**

49. Yuba City
50. Live Oak

**Tehama County**

51. Corning
52. Red Bluff
53. Tehama

**Yolo County**

54. Davis
55. West Sacramento
56. Winters
57. Woodland

**Yuba County**

58. Marysville
59. Wheatland

Cities designated in this Area Group may be altered from time to time by the City Managers' Department without need to formally adopt an amendment to these Bylaws.

Members shall have voting rights and are eligible to become Area Group officers.

Section 2 – Associate Member – An Associate Member shall be any retired City Manager, City Manager in transition, full time assistant to an administrative head of a member city, or any other middle management level employee so designated by the administrative head of said city. Associate members may participate fully in the activities of this Area Group, except they may not vote or hold office.

Section 3 – Honorary Member – An Honorary Member is a classification which may be bestowed upon any former member who has rendered exceptional service to this Area Group. Such designation shall be made by a majority vote of members present and voting at any regular meeting of the Area Group. An Honorary Member may not vote or hold office.

#### ARTICLE IV – DUES AND FEES

Section 1 – Dues – Dues may be levied or adjusted against all members of the Area Group upon approval of the majority vote of the members present and voting at any regular meeting of the Area Group.

Upon adoption of these Bylaws, the annual dues shall be established at \$25 per fiscal year per city. The annual dues shall be due and payable by all members of the Area Group on July 1 of each fiscal year.

The exclusive purpose of dues is to provide the necessary financial support to Area Group business activities as such may be determined by the Area Group officers or the general membership.

Section 2 – Fees – Any fees assessable against Area Group Members at any Area Group activity, such as meetings and seminars, may be set by the President so as to offset the added expense of social events, including but not limited to, speakers, programs, exhibits, or accommodations that will directly benefit and complement the purpose of the Area Group.

#### ARTICLE V – OFFICERS, DUTIES, VACANCIES

Section 1 – Officers – The Officers of this Area Group shall be a President, Vice-President, Secretary/Treasurer, and the Area Group’s Representative to the Executive Committee of the Department.

Section 2 – Term of Office – The term of office of the President and Vice-President shall be two years, which shall commence in June of even-numbered years and terminate two years thereafter in June of an even-numbered year.

All Officers shall be limited to two consecutive terms in the same position.

The Area Group’s Representative to the Executive Committee of the League of California Cities City Managers’ Department shall serve for a term of two years, which shall commence in June of even-numbered years and terminate two years thereafter in June

of an even-numbered year. The immediate past President shall serve as the Area Group's Representative. If the immediate past President is unable to serve as the Area Group's Representative, the President shall serve as the Area Group's Representative, or appoint another active, past President who will serve until the next regular election at the end of the term.

Section 3 – Duties and Responsibilities – The President shall preside at all meetings of this Area Group. He shall appoint any committees and have general supervision of the work of this Area Group. A vacancy in the office of the President shall be filled for the unexpired term by the succession of the Vice-President.

The Vice-President shall serve as Program Chairman of the Area Group, and shall perform other related duties as assigned by the President. The Vice-President shall preside at Area Group meetings in the absence of the President. A vacancy in the office of Vice-President shall be filled by an election at the next regular meeting following the occurrence of that vacancy.

The Secretary/Treasurer shall be responsible for meeting minutes, the collection of any dues or fees, and shall perform other related duties as assigned by the President. The Secretary/Treasurer shall coordinate with local hosts and facilitate the collection for meal costs. A vacancy in the office of Secretary/Treasurer shall be filled by an election at the next regular meeting following the occurrence of that vacancy.

The Area Group's Representative to the Executive Committee of the League of California Cities City Managers' Department shall serve on the Executive Committee of that Department and shall represent the Area Group at those meetings.

#### ARTICLE VI – AREA GROUP COMMITTEES

Section 1 –Nominating Committee – The Nominating Committee shall consist of the current President and two immediate past Presidents who are still Members of this Area Group. If there are fewer than two past Presidents available to serve, the President shall appoint other members who are willing to serve.

The Nominating Committee will meet, at least once prior to the last regular meeting in June of an even-numbered year, to compose a list of proposed nominees for the following Area Group officers:

President (two-year term)  
Vice-President (two-year term)  
Secretary/Treasurer (two-year term)

Area Representative to the League of California Cities City Managers' Department  
Executive Committee (two-year term)

Section 2 – Ad Hoc Committee – Upon direction of the Area Group membership, or at the sole discretion of the President, Ad Hoc Committees may be established to pursue a special study, cause an investigation of an isolated nature, or prepare a report on any given subject.

Membership selection and their number shall be determined by the President.

The term of office of all Ad Hoc Committees shall automatically terminate at the close of each fiscal year, or upon the transmission and acceptance of the committee's report, whichever event is last to occur.

#### ARTICLE VII – NOMINATIONS AND ELECTIONS

All Members and Associate Members may submit nominations for Area Group officers for consideration by the Nominating Committee. Said nominations must be submitted at least one week prior to the last regular June meeting during even-numbered years. The Nominating Committee may submit their own nominations as well. Those members whose names will be submitted to the Area Group's membership for consideration will have consented to serve if elected, unless they personally state otherwise.

The election of officers shall be held at the last regular meeting in June during even-numbered years. All newly-elected officers shall take office immediately following their election.

#### ARTICLE VIII – OFFICER SELECTION

In selecting officers, the Nominating Committee will:

1. Search out and select those persons who have a notable professional reputation and have exhibited an active interest in Area Group affairs, and who are willing and able to serve.
2. Weigh factors such as city size, all geographical areas, full-service vs. contract cities, general law vs. charter city, and those persons who have maintained an active interest and are knowledgeable about the history and purpose of this Area Group.

It is the declared intent of this provision that outstanding candidates are to be selected to serve as Area Group officers without restriction as to the characteristics or geographical location of a candidate's city.

#### ARTICLE IX – VOTING

Except in cases where otherwise provided, all voting in this Area Group shall be via voice or email unless a roll call vote is demanded by representatives of three or more cities, in which case the Member of a registered city present and in good standing shall cast one vote. A majority of the votes cast by those Members in attendance shall be necessary for a decision.

#### ARTICLE X – AREA GROUP MEETINGS

This Area Group shall meet quarterly, on the fourth Friday of January, March, June, and September at a place and time as designated by the President. As he or she might deem necessary, the President may postpone or cancel any particular monthly meeting.

Special Area Group meetings may be called by the President or upon written request by five (5) Members stating the purpose for such a meeting.

Notice shall be given to all members of the time and place of all regular and special meetings by postal mail or electronic mail, or at least five (5) days prior to said meeting.

At his or her discretion, the President may designate any given month to be "dark" and no meeting shall be held.

#### ARTICLE XI – AMENDMENTS

These Bylaws may be amended as necessary by a majority vote of those members present and voting at any regular, quarterly meeting of the Area Group. Any proposed revisions must be circulated via email to all members, at least thirty (30) days prior to a vote.

#### ARTICLE XII – CONFLICTS OF BYLAWS

If any portion of these Bylaws are declared to be contradictory or in any way conflict with the Constitution and Bylaws of the League of California Cities, then that portion shall become inapplicable and the Constitution and Bylaws of the League or the City Managers' Department of the League shall prevail.