

## Public Works Officers Department Bylaws – ADOPTED FEB 17, 2010

### Statement of Purpose

The purpose of the Public Works Officers Department is to:

1. To promote the purposes and goals in the League of California Cities Articles of Incorporation and By Laws.
2. To serve as a technical and advisory department to the League of California Cities including participation on League Policy Committees through the analysis and development of position recommendations on pending legislation and proposed regulatory guidelines.
3. To foster the professional and personal development of its members.
4. To support the exchange of ideas with the County Engineers Association of California, California Department of Transportation, and other agency/industry representatives through the promotion and conduct of conferences, seminars, and related training methods.
5. Advance the interest of Cities by helping to develop, shape, and improve legislation and policies established that regulate the funding, development, construction, and maintenance of public infrastructure.
6. Advance the interest of Cities through the active participation on federal, state, and local committees and advisory boards.

### A. Department Membership

**(1) Eligibility.** No person shall be eligible to hold a position in the Department unless the individual is officially in the service of a League Member City as a director or manager in the areas of public works, transportation, or engineering.

#### **(2) Executive Officers.**

- (a) Eligibility.** Executive Officers must be a Director, Deputy Director, City Engineer, or functional equivalent.
- (b) Identity.** The Executive Officers of the Department consist of the President, First Vice President, Second Vice President, Director, and Immediate Past President. The Second Vice President and Director positions are filled by election. The President, First Vice President and Immediate Past President are filled by succession from the immediately junior position.
- (c) Election Timing.** Elections shall take place for the positions of Second Vice President, Director, and other vacancies prior to the Public Works Officers Institute conference. The Second Vice President is elected annually and the Director is elected bi-annually, in years ending in an even number.
- (d) Terms.** The term of office for Executive Officers is one year, commencing immediately upon the adjournment of the League Annual Conference. The exception is the Director, whose term is two years.
- (e) Vacancies.** A vacancy in the office of President is filled for the unexpired term by the succession of the First Vice-President. A vacancy in the office of the First

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Vice-President, Second Vice President, or Director is filled by appointment by the President for the remainder of the unexpired term. The position of Immediate Past President remains unfilled if a vacancy occurs.

### (f) Duties.

- (i) **President.** The President leads the Department business and presides at Department meetings and events. The President serves on the Public Works Officers Institute Planning Committee, Nominating Committee, and has other powers and duties as prescribed by the Department bylaws.
  - (ii) **First Vice-President.** The First Vice-President carries on the duties of the President in the President's temporary absence or incapacity. In addition, the First Vice-President is Chair of the Public Works Officers Institute Planning Committee and serves on the Nominating Committee.
  - (iii) **Second Vice-President.** The Second Vice-President carries out the duties of the First Vice President in the First Vice President's temporary absence or incapacity. In addition, the Second Vice-President serves on the Public Works Officers Institute Planning Committee and Nominating Committee.
  - (iv) **Director.** The Director shall represent the Department on the League Board and shall keep the department membership informed of League Board activities. The Director serves as a liaison between the Department and the League Board. In addition, the Director serves on the Public Works Officers Institute Planning Committee and Nominating Committee.
  - (v) **Immediate Past President.** The Immediate Past President shall serve as a mentor for the other Executive Officers to provide continuity in Department business. In addition, the Immediate Past President serves as the Chair of the Nominating Committee and is on the Public Works Officers Institute Planning Committee.
- (g) **Resignation.** An Executive Officer may submit their resignation to the President indicating the end-date of their term. In addition, the President may request the resignation of an Executive Officer if their actions or behavior are deemed inappropriate or are in conflict with the Department's Statement of Purpose.

In the event of a Presidential resignation, a letter shall be submitted to the League Department staff person and succession shall follow as prescribed in Section A (2) (d) of these bylaws.

### (3) Policy Committee Representatives

- (a) **Identity.** Department Policy Committee Representatives shall consist of Department appointments and Presidential appointments.
- (b) **Appointments.** The President will make appointments for the Department appointees and Presidential appointments will be obtained through the process outlined by the League bylaws. ([www.cacities.org/policycommittees](http://www.cacities.org/policycommittees))
- (c) **Terms.** Committee appointments are for a single year term, beginning in January of each year. Members may be reappointed providing that they maintain a good record of attendance for Policy Committee and Department meetings.
- (d) **Vacancies.** In the case of a Department appointment vacancy, the President shall appoint a new member to fill that position. If a Presidential appointment vacancy occurs, then that position remains open for the remainder of term and will be available to any League Member City elected official or staff person.

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**(e) Duties.** The duties of Department Representatives include, but are not limited, the following: 1) Participate on monthly Department calls and report on significant agenda items from respective committees; 2) Attend annual Business Session at League Annual Conference and other Department events as requested by the President; 3) Provide comments and feedback as requested via email or phone to League staff on legislative or regulatory proposals; and 4) Provide summary of Committee activities at the League Annual Conference business session.

### **(4) At-Large Members**

**(a) Identity.** At-Large members represent the Department and/or League on various task force, working group, and committees, or are actively engaged in Department activities and events.

**(b) Appointments.** An appointment is not required to obtain At-Large member status. Individuals shall express their interest to the President regarding Department involvement and work with League staff on appropriate assignments.

**(c) Terms.** There is no term limit for at-large members.

**(d) Duties.** The duties of At-Large members include but are not limited to the following: 1) Represent the League and/or Department as assigned or appointed and report significant issues back to staff and Department members; 2) Participate on monthly Department calls; 3) Attend annual Business Session at League Annual Conference and other Department events as requested by the President; 4) Provide comments and feedback as requested via email or phone to League staff on legislative or regulatory proposals.

### **B. Elections**

**(1) Timing.** For elections taking place after September 2009, elections shall take place prior to the Public Works Officers Institute (PWOI) for the position of Second Vice President each year and Director every year ending in an even number.

**(2) Nominating Committee.** The Committee shall consist of the current Executive Committee members. The Immediate Past President shall serve as Chair of the Nominating Committee and coordinate the activities involving putting forward nominees, verifying eligibility, and coordinating activities of the Committee. In the event that the Immediate Past President cannot serve as Chair, the Committee shall be chaired by the Second Vice President. In the event that not all five Executive Committee member positions are filled, the President may appoint additional current Department members as needed to bring the total membership to five people.

The Nominating Committee will be responsible for: 1) verifying eligibility and qualifications of potential candidates; 2) selecting a primary and alternates nominee for each of the open positions; 3) confirming the primary nominee is willing and able to serve in the role they are nominating for, and if they are not, pursuing the alternate nominee; 4) announcing the incoming nominees to the PWOI general assembly for confirmation

**(3) Process.** The Chair will provide a list of all eligible candidates for each open position no later than January 31 to the Committee along with their professional and Department history. No later than February 28, the Committee will convene via conference call to discuss the candidates and select the primary and alternative nominees for each open position. If a member of the Committee is unable to

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participate on the call, they may submit their comments and recommendations in writing for review during the call.

The primary and alternate nominees for each open position will be selected by majority vote of the Committee. Once selected, the Chair will contact the primary nominee first to determine his/her ability to serve. If the primary nominee does not accept their nomination, the Chair will contact the alternate nominee to determine his/her ability to serve. If the alternate nominee does not accept their nomination, the Committee will reconvene to select new primary and alternate nominees for each open position and the process will repeat until a nominee accepts the position.

The incoming nominees for each open position will be introduced at the PWOI for confirmation by the general assembly.

### **(4) Eligibility.**

- (a) Second Vice-President.** Eligible nominees for Second Vice President will have served as an active Department member for more than one year, with at least one year in the role as a policy committee representative. The nominees will seek to rotate between a northern and southern California League Member City.
- (b) Director.** Eligible nominees for Director will have served as a Department President in the past five years prior to their nomination and have maintained active Department membership status since the end of their term as President.

### **C. Department Meetings and Events**

- (1) Monthly Conference Calls.** The Department shall hold monthly conference calls to review legislative and regulatory proposals, plan for events or conferences, and address any other relevant business of the Department. All Department members are invited to participate. Call agendas will be provided upon review and approval by the President.
- (2) League Annual Conference**
  - (a) Business Session.** The Department shall hold a Business Session at the League Annual Conference to report out on Department Business, meet with non-Department members, and seat the incoming Second Vice-President and/or Director.
  - (b) Planning Committee.** The President shall appoint a Department member to represent the Department on the Annual Conference Planning Committee to ensure the Annual Conference sessions are relevant and meaningful to the public works profession.
- (3) Public Works Officers Institute (PWOI)**
  - (a) Department Meeting.** The Department will hold a Department meeting during the Public Works Officers Institute to address current business. All Department members are invited to participate at this meeting.
  - (b) Planning Committee.** A planning committee will assemble before each PWOI to determine the content, theme, and speakers for the conference. The committee shall be Chaired by the First Vice President and consist of the acting five Executive Officers, a Past Presidents Council representative and one to four additional individuals as appointed by the First Vice President to achieve representation of various regions, city size, and Planning Committee members' background.

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- (4) Other Meetings.** The President may call for additional meetings on an as needed basis via conference call or in-person with appropriate Department members.

### **D. Past Presidents Council**

**(1) Membership and Eligibility.** Any member who has served as President of the Public Works Officers Department and still an active appointed public works professional in the service of a League Member City may serve on the Past Presidents' Council (PPC). The past president who most recently served as Immediate Past President of the current PPC membership shall serve as Chair.

**(2) Duties.** The PPC shall serve as an advisory and mentoring body and work with Department in the following capacity:

- (a) Mentor new and up-and-coming public works directors
- (b) Plan and conduct "New Members" session for first time attendees and new/up-and-coming public works directors at Public Works Officers Institute
- (c) Appoint one member to participate on the Public Works Officers Institute Planning Committee
- (d) Coordinate Past Presidents lunch, dinner, or reception at the Annual Conference or Public Works Officers Institute
- (e) Participate in the monthly Department calls
- (f) Attend the Public Works Officers Institute

### **E. Amendments to Department Bylaws**

- (1)** Amendments to these bylaws may be proposed by any Department member
- (2)** Adoption and subsequent amendment of these bylaws shall be confirmed by a 4/5 vote of the Executive Officers.
- (3)** Amendments to these bylaws will go into effect immediately upon adoption by a passing vote.