

Effective: March 28, 2018

MARIN COUNTY COUNCIL OF MAYORS AND COUNCILMEMBERS

BY LAWS

ARTICLE I

Name

Section 1 The incorporated cities and towns of Marin County, California, hereby form "THE MARIN COUNTY COUNCIL OF MAYORS AND COUNCILMEMBERS", hereinafter referred to as the "COUNCIL".

ARTICLE II

Purpose

Section 1. The COUNCIL is formed to:

- a. Promote cooperation and good working relationships between the governments of all the cities, the County government, and the governing bodies of autonomous special districts.
- b. Develop and maintain cooperation and understanding between the cities and the State and Federal governments.
- c. Promote inter-city cooperation by:
 1. Assembling information to help in the solution of mutual problems.
 2. Supporting legislation beneficial to member cities.
 3. Studying means of improving municipal services.
- d. Promote "home rule" for each member city. Resist State and Federal preemption of city responsibilities by providing effective local leadership through active legislative efforts.
- e. Serve as the agency through which the cities of Marin County, acting in concert, select their representatives to various statutory bodies or advisory groups.
- f. Foster and disseminate knowledge relating to municipal government by all appropriate means and arouse greater interest and more active consciousness among the members.

Section 2. The COUNCIL shall not support or endorse any candidate for public office.

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ARTICLE III

Membership/Dues

- Section 1. Regular members of the COUNCIL shall consist of the Mayors and Councilmembers of each city in Marin County.
- Section 2. Advisory members shall be the duly appointed city managers or administrators of each city in Marin County.
- Section 3. Annual dues shall be due and payable after the adoption of the COUNCIL budget in September.

ARTICLE IV

Officers

- Section 1. There shall be two officers, namely, a President and a Vice-President. Nominations shall be open and taken from the floor at the May meeting, and election of President and Vice-President shall be held each year at the June meeting, for a one-year term beginning July 1, according to procedures outlined in Article VIII, Sec. 1.
- a. President: Duties of the President are to prepare a budget, to coordinate and plan business portions of the meetings, preside over meetings and sign correspondence authorized and directed by the COUNCIL.
- b. Vice-President: The Vice-President shall perform the duties of the President in the absence of such officer.
- Section 2. Secretary/Treasurer:
- a. A Secretary/Treasurer will be appointed by the President each year.
- b. Duties of the Secretary/Treasurer are to prepare the business agenda of the meeting, record the minutes, prepare correspondence authorized and directed by the COUNCIL for the signature of the President, handle correspondence addressed to the COUNCIL, maintain and be responsible for the official minutes and financial records of the COUNCIL and perform other duties as required.
- Section 3. Vacancy: In the event a vacancy occurs in any office, such vacancy shall be filled by election at the next regular meeting of the COUNCIL. The person elected to fill such vacancy shall hold office for the remainder of the term.

ARTICLE V

Committees/Authority Assignments

- Section 1. Standing Committees:
- a. Legislative Committee: The Legislative Committee shall consist of a Councilmember from each of the member cities, chosen by their respective City Councils, one city manager and one alternate city manager. Its duties shall be to review pending Federal

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and State legislation affecting cities and to take a position on the legislation consistent with a vote of the majority of the committee and the authority given the committee by MCCMC policies.

- b. Executive Committee: The Executive Committee shall consist of the President, Vice-President and the most immediate Past-President who is a member. It shall serve in an advisory capacity to the President to help plan and organize the activities of the COUNCIL.
- c. Mayors Select Committee: The Mayors Select Committee shall consist of the Mayor, or his/her designated representative from among each member's council, from each of the member cities and the Executive Committee of MCCMC. Its duties will be to form a consensus on and a recommended advocacy action for citywide and/or regional issues that directly and immediately affect all member cities and for which there is no other appropriate forum. The Mayors Select Committee shall also perform the functions of the City Selection Committee (relating to certain appointments and nominations) and under the powers vested by and pursuant to Cal. Gov't Code §50270 et seq. The Mayors Select Committee shall meet annually in April or at the first reasonably convenient time thereafter, and its Chair will be the President of MCCMC. Executive Committee members may be present but may not cast votes on City Selection Committee matters except when designated as described above. The President of MCCMC will report on the actions or recommendations of the Mayors Select Committee at the next regularly scheduled meeting of the COUNCIL, and shall call for a full vote of any recommended advocacy actions.

Section 2. Appointments – Other Committees/Commissions: All appointments of individuals to represent Marin County Council of Mayors and Councilmembers shall be by nomination and approved by the membership at a regularly scheduled monthly meeting.

Section 3. COUNCIL appointees shall make periodic reports to the COUNCIL.

Section 4. Ad Hoc Committees: Ad hoc committees may be formed by vote of the COUNCIL to perform a specific task not within the designated function of a standing committee, and is dissolved when the task is completed and the final report is given. Ad hoc committees function to investigate a matter (requiring a representative from each member) or carry out a task (requiring only those in favor of the COUNCIL's task) as directed by the COUNCIL. The Chairs and Vice Chairs of the ad hoc committees shall be selected by the committees themselves at their first meetings.

ARTICLE VI

Selection of Representatives

Section 1. The COUNCIL's selection of its officers and of appointees to the County, regional, and other bodies, shall be governed by the following procedure:

- a. When an election is to be held or when an appointment is to be made, letters of candidacy will be received through the President, who will transmit names of candidates to member cities. A complete list of candidates will be sent to each

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member city prior to the meeting at which the selection of a representative or appointee is made.

- b. In the event no member seeks an appointment, the President will seek out candidates for the position.
- c. Nominations may be made:
 - 1. Through the Executive Committee
 - 2. By a member of the COUNCIL from the floor at the meeting when the selection is made.
 - 3. No nominations from the floor will be accepted at a prior meeting.

Section 2. A list of appointments by MCCMC, as well as the Commissioners and Committee Representatives appointed by the Board of Supervisors from submissions by MCCMC, and other appointments will be published annually by the Secretary and included in the materials provided to the membership, showing the term(s) of each appointee.

ARTICLE VII

Meetings

Section 1. There shall be at least nine regular meetings of the COUNCIL each year. Regular meetings shall be held on the fourth Wednesday of each month unless a change in meeting date is approved by a majority vote of the member cities at the regular COUNCIL meeting. Meetings shall be rotated among the member cities.

Section 2. Special meetings may be called upon the request of a majority of the cities to the President of the COUNCIL. Notice and a proposed agenda shall be provided all members at least one week in advance of a special meeting.

Section 3. All meetings shall be open to the public and comply with the spirit of the Ralph M. Brown Act.

Section 4. The conduct of the meetings shall be governed by Rosenberg's Rules of Order where the question at issue is not determined by these By Laws.

Section 5. Within six months prior to an election a declared candidate for public office shall not be a featured speaker at a MCCMC meeting. Within three months prior to an election, a representative of any ballot initiative shall not be a featured speaker at a MCCMC meeting.

ARTICLE VIII

Voting

Section 1. Each member City shall have one vote. Voting may be by voice vote, unless a roll call vote is requested by any individual Councilmember. In a roll call vote, the representatives in attendance from each member city shall collectively cast the vote for their city. In the case of a policy issue, roll call votes shall be cast verbally. In the event of a committee, board, or other open seat sought by more than one

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councilmember, the vote may be cast by ballot, one ballot per city. The MCCMC Secretary will collect the ballots, tabulate them, and announce the tabulated result. City ballots will be available at the end of the meeting for viewing by any MCCMC member. A majority of the votes cast shall be necessary for a decision.

Section 2. Advisory members shall be given the right to speak on any question, but shall not have voting privileges or the right to make a motion.

Section 3. Quorum: Attendance at a duly called meeting by at least one Councilmember from each of a majority of the member cities shall constitute a quorum for the transaction of all business of the COUNCIL.

ARTICLE IX
Amendments

To amend the bylaws, a proposed amendment must:

- 1) be introduced at a regular meeting, at which it cannot be enacted; and
- 2) be noticed in writing and mailed to the entire membership at least 10 days prior to a subsequent regular meeting at which it has been agendized for enactment; and
- 3) be approved by two-thirds of the member cities at the noticed meeting.

Adopted: November, 1979
Revised: November, 1981
Revised: February, 1983
Revised: March 26, 1986
Revised: Oct. 26, 1988
Revised: Oct. 27, 1993
Revised: June 27, 2001
Revised: March 28, 2007
Revised: October 26, 2011
Revised: June 25, 2014
Revised: March 28, 2018
