

Bylaws of the Ramsey County League of Local Governments

Adopted January 1988
Amended December 1992
Amended December 1994
Amended December 1996
Amended December 1997
Amended December 1998

Amended December 2000
Amended December 2001
Amended December 2003
Amended November 2007
Amended November 2009
Amended November 2019

ARTICLE I — NAME & PURPOSE

Section 1. NAME. This organization shall be known as RAMSEY COUNTY LEAGUE OF LOCAL GOVERNMENTS (RCLLG).

Section 2. PURPOSE. The purpose of this organization shall be:

- (a) To foster and enhance cooperation and coordination among units of local government, as defined in Minnesota State Laws 1961, Chapter 728, in Ramsey County in order to increase the effectiveness, efficiency and economy of the delivery of public services to the residents of said units of local government;
- (b) To promote the joint and several interests of its Member Organizations through educational programs, legislative/policy discussions, meetings, collective work and networking opportunities;
- (c) To collect and disseminate information to Member Organizations and associates.
- (d) To encourage the coordination of planning and activities in Ramsey County.
- (e) To provide Member Organizations with a better liaison with each other, units of local government in adjacent counties, the Metropolitan Council and other metropolitan agencies, and the State Legislature and state agencies; and
- (f) To work closely with the League of Minnesota Cities, Metro Cities (the Association of Metropolitan Municipalities) and other organizations and associations in the interests of the Members.

ARTICLE II — MEMBERSHIP

Section 1. MEMBER ORGANIZATIONS. Any unit of local government or other governmental subdivisions as hereinabove described in Ramsey County shall be entitled to membership in RCLLG. The cities of Arden Hills, Falcon Heights, Gem Lake, Little Canada, Lauderdale, Maplewood, Mounds View, New Brighton, North Oaks, North St. Paul, Roseville, St. Anthony, St. Paul, Shoreview, Vadnais Heights, and White Bear Lake, White Bear Lake Township, Ramsey County, watershed districts, school districts and all other governmental subdivisions lying in whole or in part within Ramsey County, are hereby empowered to participate in the organization of the Ramsey County League of Local Governments and to be members thereof upon receipt of annual membership dues.

Section 2. MEMBER IN GOOD STANDING. Membership renewal notices shall be sent one month prior to end of the fiscal year. To remain in good standing as a member and have an appointed seat on the Board of Directors, payment of membership dues is required within three months of the start of the fiscal year. The immediate Past President of RCLLG, if no longer serving as an elected or appointed official in Ramsey County, may serve in the capacity of immediate Past President and may be a member of RCLLG without the payment of dues.

Section 3. ASSOCIATE MEMBERS. Any civic organization within Ramsey County, and any present or former elected or appointed government official from within Ramsey County, may be extended the privilege of Associate membership in RCLLG upon payment of dues. Associate members may attend all meetings, but shall have no voting rights.

ARTICLE III — BOARD OF DIRECTORS

Section 1. BOARD MEMBERS. Each Member Organization of RCLLG shall appoint in January of each year one elected official and/or one administrator to serve as a Board Member and an Alternate on the Board of Directors (Board) for one-year terms. Each Member Organization shall be allowed one vote on all RCLLG matters, to be cast by the Board Member, the Alternate or an appointed proxy. A proxy must also be an elected official and/or administrator from that Member Organization. Appointment as a Board Member shall include the duty and responsibility of regular attendance at RCLLG Board meetings.

Section 2. OFFICERS. The Officers shall consist of a President, a Vice President and a Treasurer who shall be elected at the Annual Meeting by a majority vote. Officers shall have served on the Board at least one year and be a current member of the Board.

Section 3. NOMINATIONS. Nominations for board officers will be solicited prior to and during the Annual Meeting from

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all current Board members who meet the criteria as indicated in Article III, Section 2. A slate of nominated officers shall be voted on during each Annual Meeting.

Section 4. **PRESIDENT.** The President shall be the chief executive officer of RCLLG and shall preside at all meetings. He or she shall see that all orders and resolutions are effected and shall have all powers, duties, and authority necessary, incidental, and customary to the office of President. The President shall serve for a term of one year. No one person shall serve more than three consecutive terms as President.

Section 5. **VICE PRESIDENT.** The Vice President shall act in the absence of the President, with the same duties and powers, and shall perform such other duties as the Board may direct. The Vice President shall serve for a term of one year. No one person shall serve more than three consecutive terms as Vice-President.

Section 6. **TREASURER.** The Treasurer shall work directly with the organization's administrator/fiscal agent in the preparation of the budget, the development of fundraising plans, and to ensure monthly financial information is available and accurate. The treasurer shall make a report at each executive and board meeting, and shall render an accounting of funds to the Board when required or requested. He or she shall ensure that an annual review of financial transactions is conducted by a financial officer of a Member Organization (See Article II). The Treasurer shall present an annual budget to the Board (See Article IX) and shall make a report on the financial condition of the RCLLG at the Annual Meeting. The Treasurer shall serve for a term of one year. No one person shall serve more than three consecutive terms as Treasurer.

Section 7. **PAST PRESIDENT.** The Past President shall be the immediate past president of RCLLG. The immediate Past President shall respond to RCLLG's needs, thus providing continuity, and shall perform such duties as the Board deems necessary. The immediate Past President may remain on the RCLLG Board for up to three years in an ex-officio capacity after serving as President. (See Article II, Section 2)

Section 8. **VACANCY.** The following shall constitute a vacancy in the RCLLG Board:

1) resignation, 2) illness which prevents the Director from executing the duties of the office, 3) failure of the Director to continue as an official of a Member unit of local government, 4) removal from office, or 5) failure by member organization to pay annual dues.

A vacancy on the RCLLG Board shall be filled for the remainder of the term by a person designated by the Member Organization. A vacancy in the office of President shall be filled by the Vice President, and the remaining officers shall be elected by the Board.

ARTICLE IV — BOARD: DUTIES, POWERS, EMPLOYEES

Section 1. **DUTIES.** The Board shall have the following duties:

- (a) Control and manage the property and assets of RCLLG;
- (b) Authorize RCLLG expenditures;
- (c) Direct activities of RCLLG for the general benefit of Member Organizations;
- (d) Supervise the activities of an administrator/fiscal agent and
- (e) Inform their organization of the actions of the Board
- (f) Such other duties as are necessary to the operation of RCLLG.

Section 2. **POWERS.** The Board shall have all powers necessary to effectively carry out the duties described in Section 1 of Article IV.

Section 3. **EMPLOYEES.** Administration services, including fiscal management services may be contracted to an external organization on an annual basis. The administrator/fiscal agent shall attend all meetings of the Board, but shall not have the right to vote. Other duties of the administrator/fiscal agent include:

- (a) implement RCLLG's programs and activities
- (b) act as secretary of RCLLG
- (c) notify all Members, Associate members and the media serving Ramsey County of RCLLG activities, and
- (d) manage RCLLG's budget and finances, which includes providing monthly and year-end financial reports to the Board, writing checks, billing and making deposits.

ARTICLE V — MEETINGS

Section 1. **BOARD MEETINGS.** Meetings of the Board shall be held at least quarterly during the year. The regular meetings of RCLLG shall consider issues of importance and relevance to the Member Organizations, as well as any other RCLLG business.

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Section 2. ANNUAL MEETING. The Board shall hold an annual meeting. It shall be the official business of the annual meeting to consider the report of the Treasurer and the budget for the forthcoming year, to consider the annual report of the President, and to elect RCLLG Officers for the forthcoming year.

Section 3. SPECIAL MEETINGS. Special meetings of the Board may be called by any five Board Members. Board Members shall send the Coordinator notice of their request, which notice shall state the purpose of the special meeting.

Section 4. MEMBERSHIP EVENTS. The Board may plan other meetings and events throughout the year.

Section 5. NOTICE. Notice of meetings shall be communicated at least seven days prior to the meeting date. Notice of special meetings shall state the purpose of the meeting and shall indicate at whose request the meeting has been called.

Section 6. BYLAWS. Notice and exact wording of proposed bylaw changes must be included in the notice for the next RCLLG meeting.

ARTICLE VI — COMMITTEES

Section 1. COMMITTEES. The Board or the Membership may establish such committees as deemed necessary to further the interests of the Member Organizations. The President shall appoint the members of such committees with the approval of the Board. Membership on such committees shall not be limited to Board Members.

ARTICLE VII — QUORUM

Section 1. NUMBER. At least 25% of the dues paying Member Organizations must be represented at any meeting to constitute a quorum for the purpose of transacting any business.

Section 2. ATTENDANCE. Attendance at any meeting to fulfill quorum requirements shall mean attendance at any time during the course of the meeting.

ARTICLE VIII — POLICY STATEMENTS

Section 1. LIMITATION ON BOARD MEMBERS. No Board Member may take a public position representing RCLLG without the approval of the Board.

Section 2. APPROVAL BY BOARD. Any policy statement, bylaws amendment, recommendation, criticism, resolution, suggestion for legislative action or any other public stand on any issue must be approved by the Board before such public statement can be said to be an RCLLG position.

ARTICLE IX — FINANCES

Section 1. FISCAL YEAR. The fiscal year of RCLLG shall be January 1 to December 31. The annual budget shall be approved by the Board prior to the beginning of the fiscal year.

Section 2. DUES. Each Member Organization shall be charged dues according to the timeline as presented in Article II, Section 2. A new unit of local government which becomes a member of RCLLG shall be required to pay dues prorated according to the month of year which they became members. Dues shall be determined as part of the annual budget process as allowed by law.

Section 3. SPECIAL EXPENDITURES. Special expenditures shall be authorized by the Board, and contribution amounts to fund such special expenditures shall be determined by the Board.