

CONSTITUTION AND BY-LAWS  
CITY MANAGEMENT ASSOCIATION OF OKLAHOMA  
January 15, 1976

Article I, Name

Section 1. The name of the organization shall be the CITY MANAGEMENT ASSOCIATION OF OKLAHOMA.

Article II, Object

Section 1. The purpose of this Association shall be to promote proficiency of city managers, county managers and other urban administrators and aid the improvement of urban administration in general; to provide a clearing house for information on matters of interest or concern to all urban governments.

Article III, Officers

Section 1. The Board of Directors of this Association shall be: a President; a Vice-President; a Secretary-Treasurer; the immediate Past President; four Directors, one of which shall be an Assistant member. Three Directors shall serve a 3 year term; the Assistant Director shall serve a 1 year term. All officers (President, Vice-President, Secretary-Treasurer, and immediate Past President) shall serve one year terms. The three Directors shall serve staggered terms. All officers shall be Full members of CMAO and Corporate members of the International City Management Association. Any position shall be vacated automatically upon the termination of the incumbent from active service as an Urban Administrator in the State of Oklahoma in which event the usual succession in office shall follow, the resulting vacancy to be filled by a majority vote of the Board of Directors. Such officer may be permitted to finish the term of office when a majority of the balance of the Board of Directors favors such service. If the immediate Past President is ineligible to continue on the Board, the vacancy shall be filled by the next most immediate Past President consenting to serve.

Article IV, Board of Directors

Section 1. The Board shall be active urban administrators of the Association remaining in active service as urban administrators and in good standing as members of the Association and elected as set out in Article III, Officers. Except that all elective officers shall automatically serve as members of the Board during their tenure of office.

Article V, Standing Committees

Section 1. The President shall appoint such standing and special committees as may be deemed advisable to promote the efficiency of the Association. All committees shall serve at the pleasure of the President.

Article VI, Nominations and Elections

Section 1. At each spring meeting, the Association shall elect the officers enumerated in Article III. Any candidate receiving a majority of all votes cast for any office shall be declared elected.

Section 2. The President shall appoint a nominating committee, composed of three former officers of the Association, who shall nominate a slate of officers. Nominations may also be made, following parliamentary procedure, from the floor by active members in good standing, and the method of voting shall be by written ballot. The nominees receiving the greater number of votes shall be declared elected.

## Article VII, Membership Classifications

Section 1. Full Membership. The members of this Association shall be active urban administrators. Any person who is the administrative head of a municipality, may be admitted to membership in this Association upon the recommendation of two active members, and then only upon a majority vote of the Board of Directors that such membership be approved. Members may also be assistants working in the City Manager's office. Such assistants shall have one or more year's management experience and receive membership classification only after being recommended by two active members and upon majority vote of Board of Directors. Only Full members shall have voting privileges.

Section 2. Cooperating Membership. To qualify for Cooperating Membership in the organization, the prospective members shall apply on a form submitted by the Board which shall bear the endorsement of the administrative employer and two members of the Association. Such membership shall be open to all who desire to affiliate with this Association; such as department heads, COG directors and staff, university professors, urban researchers and others. Cooperating members shall not have voting privileges.

Section 3. Student Membership. Student Memberships may be granted to any enrollee in an accredited college or university in Oklahoma by virtue of a declaration of preparing for urban administrative work and enrollment in a school which would be considered proper training for this type of work such as: Engineering, Political Science, Business Administration, Public Administration or any other course acceptable to the Board of Directors.

Student members shall make application on a form furnished by the Association which shall bear the endorsement of one member of the City Management Association of Oklahoma and the major instructor of the school in which the applicant is enrolled. Student members shall not have voting privileges.

Section 4. Honorary Membership. Honorary members may be chosen because of distinguished service to the urban management profession. No dues shall be assessed against honorary members. Honorary members shall not have voting privileges.

Section 5. Inactive Membership. Former urban administrators in good standing in the organization, who wish to continue their membership in this Association, may be classified as inactive members. Former urban administrators are required to pay dues to the Association of \$12.50 per year. They will have no voting privileges nor may they hold office. Former urban administrators under this classification will be subject to review and approval by the Board of Directors every two years.

## Article VIII, Expulsion of Members

Section 1. On the written request of ten or more members, setting forth a just cause, any member or members of this Association may be expelled. The Board of Directors shall consider the request and statement of cause, and, if there appears to be sufficient reason for expulsion, shall advise the accused of charges. The accused may present a written defense, which shall be considered by the Board of Directors. Within two months after preferring of the charges, the Board of Directors shall consider the case finally, and if a resignation has not been tendered or a satisfactory defense made, it shall then notify the person of the proposed expulsion unless there is an appeal from the decision. Appeals shall be submitted to the active members by letter ballot in a form to be prescribed by the Board of Directors. Such ballot shall be accompanied by a statement of the charges and the action of the Board of Directors thereon and also by the statement of the person making the appeal. The ballot shall be canvassed by the Board of Directors not more than sixty days after mailing from the office of the Secretary-Treasurer. A majority of the ballots cast will be required to reverse the action of the Board of Directors. The Board will notify the person and the active members of the results of the ballot. In case no appeal is made, the Board of Directors will expel the person and make appropriate notification of its action.

Section 2. Any member may resign from membership by written notice to the Secretary-Treasurer of the desire to do so. In order to resign in good standing with the Association, membership dues to the Association shall have been paid in full.

## Article IX, Convention

Section 1. Conventions of this Association shall be held semi-annually by the membership on a date selected by the Board.

## Article X, Amendments

Section 1. This Constitution may be amended or repealed by a majority vote of the members of the Association present at each semi-annual meeting or fifteen active members of this Association may, by petition to the Board of Directors, initiate a desired change which shall become effective upon ratification by majority of all members present at any convention, or by a majority of active members voting thereon by letter ballot; such letter ballot to be canvassed by two members of the Board of Directors on the sixteenth day after the same is mailed by the Secretary-Treasurer.

## Article XI, Code of Ethics

Section 1. It shall be required that all members of this Association, without regard to classification, subscribe to and be bound by the City Management CODE OF ETHICS as it is now approved or may be later amended by the members of the International City Management Association.

## Article XII, Adoption

Section 1.. This Constitution shall be in full force and effect from and after its approval by a majority of the present active members voting thereon.

## B Y - L A W S

Article 1. The duties of the officers of this Association shall be such as by general usage are indicated by the title of the office.

Article II. The Secretary-Treasurer shall transact the necessary financial business of the Association, keeping a complete record of all business and financial transactions which shall be submitted for auditing at the semi-annual meetings of the Association.

Article III. At the semi-annual meetings of the Association, the order of business shall be as follows, but may be suspended by a majority vote of the members present:

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| (1) Roll Call;                          | (7) Report of Committees;     |
| (2) Reading of the Minutes;             | (8) Nominations and Elections |
| (3) Communications;                     | of Officers;                  |
| (4) Report of the Secretary-Treasurers; | (9) Unfinished Business;      |
| (5) Report of the Board of Directors    | (10) New Business; and        |
| (6) Appointment of Committees;          | (11) Adjournment.             |

Article IV. Voting by proxy will not be allowed.

Article V. The profession of Urban Administrator shall be construed to mean the exercise of the chief administrative power of a municipality, county or other political subdivision or agency as approved by the Board of Directors.

Article VI. It shall be the duty of the Board of Directors of this Association, or a committee appointed by the Board, to make the investigation it deems necessary for the purpose of determining eligibility for membership in this Association and the International City Management Association. The ordinance or charter sections describing the form of government and setting forth the duties of the chief administrative officer shall be considered prior to making recommendations for membership.

Article VII. The fiscal year shall date from January 1 to December 31. Dues shall be payable annually in advance on the first day of January. Any person elected after six months of any fiscal year shall have expired, shall pay only one-half of the annual dues for the year.

Article VIII. Dues shall be set by the Board of Directors with the approval of the membership.

Article IX. These By-Laws may be amended by a majority vote of the members present at either semi-annual conference.