

Adopted Bylaws of the Suncoast League of Cities

Article 1 – Membership

All municipal corporations in the counties listed in the Charter are eligible for membership in the League.

As used herein, the term, “member municipality”, shall include all members whether cities, towns, or villages located in the above five counties. Other municipalities may be considered for membership by the Executive Committee. All elected officials of member municipalities are eligible to attend meetings of the League.

Associate Memberships may be accepted and approved by the Executive Committee upon application and payment of dues. Business firms, independent special districts, regional public agencies, non-profit organizations and former elected officials may be non-voting Associate Members.

Article II – Dues

Section 1. The fiscal year shall be from October 1 of each year through September 30 of the following year.

Section 2. Prior to the beginning of each new fiscal year, the Executive Committee shall establish dues which shall be levied against each municipality and associate member. The dues for membership to the League shall be an amount sufficient to provide the League with adequate funds for all known and anticipated expenses of the current fiscal year. Dues shall be subject to review and change by the Voting Delegates.

Section 3. The annual dues for members shall be payable in advance in such amounts and according to such classifications as shall from time to time be fixed and determined by the Executive Committee. Under extreme or unusual circumstances the Executive Committee may waive the payment of dues for an individual member for a period not to exceed one year.

Section 4. Dues shall be considered delinquent thirty (30) days after billing; however, members shall remain in good standing until dues are delinquent for a period of six (6) months. Members delinquent for more than six (6) months will not be considered in good standing and shall not have voting privileges. Delinquent members will owe back dues for any year in which a representative from their organization has participated in League activities or attended League meetings.

Article III – Voting Delegates

Each member municipality shall designate one (1) of its elected governing board members to serve as voting delegate, and one (1) to serve as alternate, to the League for one (1) year commencing at the date of the membership meeting in October of each year. The voting delegate of such municipalities shall be chosen by each member municipality in such a manner as it determines. Each member municipality shall notify the Executive Director of the selected representative's name and municipal position at least one (1) month prior to the commencement of the term of office. Unless otherwise required by the Bylaws, no formal method of appointment shall be required of such representatives to be a voting delegate.

All Past Presidents of the League shall be voting delegates as long as they remain in elected office. As such, a member municipality may have multiple voting delegates if they have Past Presidents of the League still in elected office and they have designated another individual to be their voting delegate.

No person shall be eligible to be a voting delegate of the League who is not an elected official of a member municipality. In the event that any such person, who is serving as a voting delegate, shall cease to be an elected official; the position will become vacant until the member municipality selects, in the manner that they choose, a qualified elected official from the member municipality's governing body to fill the unexpired term as the voting delegate. The Executive Committee shall have the power to remove a voting delegate at any time for just cause, including absence for more than two (2) consecutive meetings of the membership without notice to the Executive Director.

Article IV – Meetings of the Organization

The League shall meet annually as provided in the Charter. There will be a minimum of five (5) additional membership meetings of the voting delegates to be held at least once each quarter.

All meetings of the Executive Committee and meetings of all other committees of the League shall be open to the membership. However, the Executive Committee may meet in private when discussing compensation or contract negotiations for the Executive Director.

The time, methodology, and location of membership meetings shall be determined by the President, or in the absence of the President, the First Vice President. Notice of such meetings will be provided to the voting delegates at least three (3) weeks in advance.

A quorum for the transaction of business at any meeting of the membership shall consist of 40% plus one of the currently appointed voting delegates. Less than a quorum shall have the power to adjourn the meeting to a future time.

The voting delegate, or a designated alternate voting delegate, may cast their one (1) vote in the following manner: for, against or abstain.

In case of a conflict of interest an abstaining vote shall be counted as a vote of present for the purpose of ascertaining a quorum.

Article V – Officers

Section 1. The officers of the League shall consist of a President, First Vice President, Second Vice President, Third Vice President and Immediate Past President. Any person elected to serve as an officer must currently be serving as a voting delegate from a member municipality. No member municipality will have more than one representative serving as an officer.

Section 2. Officer Duties:

The President shall preside at all Executive Committee and Membership meetings, shall have general supervision over the affairs of the League, the other officers and shall perform all such duties as are related to the office of President.

In the absence or disability of the President, the duties shall be performed by the Vice President.

Section 3. Officer Resignation:

In the event the President resigns or fails to continually qualify, the First Vice President shall automatically become President. In the event the First Vice-Presidency shall become vacant, the Second Vice President shall become the First Vice President. In the event of the Second Vice Presidency shall become vacant, the Third Vice President shall become the Second Vice President. Vacancy of the Third Vice Presidency position may be filled by appointment by the President, subject to approval by a majority of the Executive Committee. To be eligible for appointment, one must hold elective office in a member municipality.

Section 4. Officer Nomination and Election Process:

- a. A Nominating Committee shall be appointed not later than May of each year.
 - i. The Immediate Past President shall chair the nominating committee
 - ii. The President shall appoint at least two other Directors to also serve on the nominating committee.
- b. At the June membership meeting, the Nominating Committee will give an overview of the nomination process. An overview of duties of the Officers will be given at the meeting in conjunction with the Nominating Committee's presentation. Also at the June meeting (or some other time in the month of June) the Executive Director shall distribute by email/mail to all voting delegates a form asking for interest in serving in the following positions:
 - i. President

- ii. First Vice President
- iii. Second Vice President
- iv. Third Vice President
- c. Nominating Committee Actions:
 - i. The Nominating Committee will consider all interest forms returned by August 1.
 - ii. The First Vice President's name will automatically be considered for the position of President even without an interest form being prepared.
 - iii. The Second Vice President's name will automatically be considered for the position of First Vice President even without an interest form being prepared. The Third Vice President's name will automatically be considered for the position of Second Vice President even without an interest form being prepared.
 - iv. The Nominating Committee may poll the voting delegates, to solicit individuals interested in serving if the interest forms are insufficient for any position.
 - v. The nominee must be in good standing currently serving as the appointed voting delegate or alternate for their municipality and meet attendance requirements (absence for no more than two(2) consecutive meetings of the League without notice to the Executive Director).
 - vi. The Nominating Committee will confirm the nominees' willingness to serve prior to publishing their report at the August meeting.
- d. August Membership Meeting:
 - i. The Nominating Committee shall give a report, providing a list of all applicants and the recommended slate of nominees.
 - ii. The Nominating Committee's report will be part of the August meeting minutes distributed prior to the September meeting.
- e. September Membership Meeting
 - i. The Nominating Committee's recommended slate will be read.
 - ii. Voting will occur in the following order:
 - 1. President
 - 2. First Vice President

- 3. Second Vice President
- 4. Third Vice President
- iii. The Chair will ask for additional nominations from the floor for each position (a voting delegate may nominate themselves). Each additional nomination requires a “second”.
- iv. Voting:
 - 1. A quorum must be present for a vote to occur
 - 2. If more than one person is nominated for a position, a paper ballot will be distributed to each voting delegate in attendance.
 - 3. The person receiving 50% plus one of the votes cast, will be the winner. In the case of multiple nominations, where no one receives more than 50% plus one, the ballot will be retaken eliminating the lowest ranking nominee from the previous vote.
 - 4. Should only one person be nominated for a position, a voice vote may be used to elect that person.
- v. The above process will repeat until an election has occurred for each position.
- f. If because of illness, weather, scheduling, or lack of a quorum, the above process cannot proceed as scheduled, the action required may be deferred until the next regular or noticed special meeting of the voting delegates.
- g. The newly elected Officers will be immediately sworn in and take office upon their election.

Article VI – Florida League of Cities Board of Directors Nominations

Each year, the Suncoast League of Cities is asked to recommend two people for the Florida League of Cities Board of Directors for the Eighth District. Length of term and term limits are governed by the Florida League of Cities Charter and Bylaws.

The President and First Vice President of the Suncoast League shall be the nominees for the two Florida League of Cities Board seats.

Article VII – Executive Director

The Executive Committee may retain an Executive Director and/or such staff as it deems necessary to carry out the policies and day to day duties of the League.

Article VIII – Committees

Section 1. There shall be an Executive Committee consisting of the President, First Vice President, Second Vice President, Third Vice President, the Immediate Past President, a nonvoting Executive Director.

Section 2. The President shall appoint annually such committees as may be deemed necessary for the proper conduct of the work of the League, and such other committees as may be created by the voting delegates.

Section 3. No committee other than the Executive Committee shall be vested with power to enter into any agreement or contract to obligate this organization, or create any financial liabilities for the League, except upon express authority of the voting delegates.

Article IX – Robert’s Rules of Order

Robert’s Rules of Order shall govern the proceedings of all meetings of the organization and of the Executive Committee except where otherwise provided in the Charter and Bylaws of the League.

Article X – Gender

Whenever used, the singular shall include the plural, the plural the singular and the use of any gender shall be applicable to all genders.

Article XI – Amendments

These Bylaws may be amended as prescribed in Article VIII of the Charter of the League.

This Charter and Bylaws have been approved and adopted by the Directors and Membership of the Suncoast League of Cities on March 24, 2012.

These Bylaws have been further amended and approved by the Executive Committee and the Membership of the Suncoast League of Cities on April 28, 2023.

J. Tyler Payne 4/28/23
Signed Date

President, Suncoast League of Cities
J. Tyler Payne, Mayor, City of Treasure Island

Angela Crist 6/5/23
Signed Date

Exec. Director, Suncoast League of Cities
Angela Crist