

BY-LAWS  
OF  
MANASOTA LEAGUE OF CITIES, INC.

ARTICLE I

MEETINGS

SECTION 1. There shall be an annual election meeting of officers/directors of the League which shall be held during the month of October in each year. Notice of the time and place of the annual election meeting shall be given to each member of the League not less than fifteen (15) days prior to the holding of such meeting.

SECTION 2. Regular meetings of the League will be held the fourth Thursday of each month as called by the President or a majority of the members of the League. Reasonable notice of such meeting shall be provided to each member of the League not less than five (5) days prior thereto.

SECTION 3. Special meetings of the membership may be called by either the President or a majority of the members of the League.

SECTION 4. All meetings of members of the League shall be public and conform with the requirements of the laws of the State of Florida.

SECTION 5. Roberts Rules of Order shall govern the proceedings of all meetings of the League, except where otherwise provided in the Charter or By-Laws of the League.

SECTION 6. A majority of regular representatives of the membership of the League shall constitute a quorum for the transaction of business at any meeting of the League. All meetings shall be presided over by the President, or in the President's absence, the Vice President.

SECTION 7. Each city and town holding membership in the League shall be entitled to send as many delegates to League meetings as it may desire, and at all meetings of the League each city and town shall have one (1) vote to be cast by the duly authorized representative of said member city. A majority vote shall control the decision of question before the meeting. Should said duly authorized representative of a member city be unable to cast his ballot for any reason, a proxy may be named in writing by the representative.

## ARTICLE II.

### OFFICERS

SECTION 1. The Officers of the League will be President, Vice President, and Secretary/Treasurer.

SECTION 2. Officers of the League shall be elected annually by a majority vote of member cities and towns at the annual election meeting. Each officer shall hold office until a successor shall have been elected and shall have qualified.

SECTION 3. The President shall preside at all meetings of the League and shall have general supervision over all the business and affairs of the League.

SECTION 4. The Vice President shall perform the duties of the President during his absence or inability to act and shall perform such other duties as may be assigned by the President.

SECTION 5. The Secretary/Treasurer or his designee shall issue notices of all meetings; shall keep the minutes of such meetings; and shall perform all such other duties as may be designated.

SECTION 6. The Secretary/Treasurer shall keep the official minutes, handle and disburse all monies of the Corporation, supervise its financial records, keep an accurate account of all financial transactions, and perform all duties incident to this office.

SECTION 7. Offices vacated by death, resignation or other disqualification shall be filled from among the member representatives for the remainder of the term by the remaining Officers/Directors of the League.

## ARTICLE III.

### LEGISLATIVE MATTERS

SECTION 1. It shall be the policy of the League only to endorse or sponsor legislation pertaining to the welfare of cities and towns, and to refrain from endorsing or sponsoring legislation not pertaining to the affairs of cities and towns. Any committee or delegate of the League officially charged with representing the views of the before any person, the Legislature of Florida, the Congress of the United States or any other organization on measures favored by the League or considered to be detrimental to cities and towns shall confine their representation to the subject legislation affecting cities and towns.

ARTICLE IV.

DUES AND FUNDS

SECTION 1. The annual dues for membership shall be payable in advance in such amounts as determined by a majority vote of a meeting of the membership.

SECTION 2. The officers of the League may accept on behalf of the League any contributions, gifts, bequests, or devise for the general purpose or any special purpose of the League.

SECTION 3. All funds of the League shall be deposited from time to time to the credit of the League in such banks, trust companies, or other depositories in Sarasota or Manatee Counties as a majority vote of a meeting of the members may select. Funds may be withdrawn upon such signatures as may be authorized by resolution adopted by the Officers/Directors.

SECTION 4. The fiscal year of the League shall be from October 1 of each year through September 30 of the following year.

ARTICLE V.

AMENDMENT TO BY-LAWS

SECTION 1. These By-Laws may be amended from time to time by the action of a majority vote of the membership present at any regular or special meeting.

I, Bill Evers, Acting President of ManaSota League of Cities, Inc., hereby acknowledge that these By-Laws were approved at a meeting of said Corporation on the 30<sup>th</sup> day of May, 1991.

  
Bill Evers, Acting President

ATTEST:

  
Katie Pierola, Secretary/Treasurer

**FIRST AMENDMENT  
TO THE  
MANASOTA LEAGUE OF CITIES, INC.  
BY-LAWS**

**ARTICLE I  
NAME AND PURPOSE**

The name of this corporation shall be the “ManaSota League of Cities, Inc.” (MSLC). The principal place of business shall be Manatee and Sarasota Counties, State of Florida. The purpose of this corporation shall be to promote the interests of municipalities in Manatee and Sarasota Counties; to communicate with the Florida Legislature and the United States Congress on issues of interest to all local governments; to provide to its members a forum for discussion, problem solutions and effective communications; to represent the MSLC area to the Florida League of Cities, the Office of the Governor and Cabinet and other State of Florida agencies.

**ARTICLE II  
MEMBERSHIP**

**SECTION 1: Board Member.** Every incorporated municipality within Manatee and Sarasota Counties may be a member of the MSLC by adopting a formal Resolution stating such intent and transmitting the Resolution to the President of the MSLC.

**SECTION 2: Board of Directors.** The members of the Board of Directors of the ManaSota League of Cities shall herein be referred to as “Board Member.”

- a. Board Member. Each member municipality shall appoint (1) elected official to sit as a Board Member of the MSLC. Each Board Member shall have one (1) vote to be cast by the duly authorized elected official of said municipality or the designated Alternate Member.
- b. Alternate Member. The governing body of each member municipality shall also appoint an elected official as an Alternate Board Member to attend meetings and functions in the

absence of the Board Member. The Alternate Board Member shall vote only in the absence of the Board Member.

**SECTION 3. Associate Members.** Shall be composed of individuals, organizations and business entities which support or serve the cities, towns or county governments in the MSLC. Such applicants for Associate Membership must submit a membership application and tender payment of annual dues (as may be subject to change by the MSLC) and receive approval of the membership application at a meeting of the MSLC. Associate Members shall have no voting rights; however, Associate Members may periodically be asked to sit on a committee. Associate Members will be notified of any meetings and may attend all meetings.

**SECTION 4. Ex-Officio Members.** The MSLC may designate former Board Members to the MSLC as Ex-Officio Members. Ex-Officio members shall have no voting rights, but may from time to time be asked to sit on a committee. The Ex-Officio member will be notified of any meetings and may attend all meetings.

**SECTION 5. Dues.** Annual dues shall be set by the Board of Directors of the MSLC.

- a. The fiscal year shall be from October 1 of each year through September 30 of the following year.
- b. Prior to the beginning of each new fiscal year, the MSLC shall establish dues which shall be levied against each municipality Member and Associate Members. The dues for membership shall be an amount sufficient to provide the MSLC with adequate funds for all known and anticipated expenses of the current fiscal year. Dues shall be subject to review and change by the MSLC.
- c. Dues will be billed in August each year and paid no later than October 31. A Board Member is considered delinquent if dues are not paid by December 1; then voting rights of the member municipality will be suspended until dues are paid in full.

## ARTICLE III

### FUNDS

**SECTION 1. Funds.** All funds of the MSLC shall be deposited from time to time to the credit of the MSLC in such banks, trust companies, or other depositories in Manatee or Sarasota Counties as designed by a majority vote of the Board of Directors. Funds may be withdrawn upon such signatures as may be authorized by a Resolution adopted by the MSLC.

## ARTICLE IV

### BOARD OF DIRECTORS

**SECTION 1. Board of Directors.** There shall be a Board of Directors of the MSLC. The Board of Directors shall consist of elected officials representing each member municipality within Manatee and Sarasota Counties. No municipality shall have more than one Board Member.

**SECTION 2. Duties.** The Board of Directors shall be the policy-making body of the MSLC. Minutes of each Board meeting shall be prepared and distributed to all Directors.

## ARTICLE V

### OFFICERS

**SECTION 1. Generally.** The Officers of the MSLC Board are the President, Vice-President, and Treasurer. All Officers shall have voting rights at Board meetings.

**SECTION 2. Officers.** Officers shall be elected annually by a majority vote of the MSLC voting Board Members in the month of January of each year. Only elected officials of a member municipality shall be eligible to be an Officer. Nominations may be made by any voting Board Member. Each Officer shall hold office until a qualified successor shall have been elected. A majority of votes will prevail. Officers shall hold office for a term of one year or until their successors take office. Officers may be re-elected for successive terms.

- a. **President.** The President shall preside at all meetings of the MSLC and shall have general supervision over all the business and affairs of the MSLC and shall perform all duties incident to the office of President and other such duties as may be prescribed.
- b. **Vice President.** The Vice President shall perform the duties of the President during his/her absence or inability to act and shall perform such other duties as may be assigned by the President or the Board of Directors. In the event that the office of the Presidency shall be vacated, at the next publically noticed meeting a President shall be elected for the unexpired term of the President and until the next election cycle.
- c. **Treasurer.** The Treasurer shall be considered the third ranking officer of the MSLC and shall fulfill the duties and responsibilities of the President in the absence of the President and Vice President. The Treasurer shall handle and disburse all monies of the MSLC, supervise its financial records, keep an accurate account of all financial transactions and perform all duties incident to this office. The Treasurer is to present a financial report to membership at each regular meeting of the MSLC and the President may request a financial report at any time. The MSLC may direct that an audit of the financial records of the MSLC be performed at any time. In the event that the office of the Treasurer shall be vacated, at the next publically noticed meeting a Treasurer shall be elected for the unexpired term of the Treasurer and until the next election cycle.

## ARTICLE VI

### ADMINISTRATION

**Section 1.** The MSLC Board of Directors may retain, by the action of a majority vote of the membership present at any regular or special meeting, support services as it deems necessary to carry out the policies and day-to-day duties of the League.

**Section 2.** General Counsel. The Board of Directors may appoint a General Counsel to the MSLC who shall be a member of the Florida Bar. The General Counsel shall serve at the pleasure of the Board and shall perform such duties as assigned by the MSLC Board of Directors.

**Section 3. Vacancies.** If the office of President, Vice President or Treasurer is vacated by death, resignation, disqualification or for any other reason, the vacated position will be filled by a sitting member of the Board of Directors by a majority vote of the Board of Directors at the next publically scheduled Board of Directors meeting.

## ARTICLE VII

### MEETINGS

**SECTION 1. Regular Meetings.** The MSLC will hold regular meetings a minimum of six (6) times per year. Reasonable notice of such meetings shall be provided to Board Members of the MSLC not less than three (3) business days.

- a. **Special Meetings.** May be called by either the President or by two (2) voting Board Members of the MSLC. Reasonable notice of such meetings shall be provided to each Board Member of the MSLC not less than three (3) business days.
- b. **Quorum.** A majority of the regular voting Board Members of the MSLC shall constitute a quorum for the transaction of business at any meeting of the MSLC. All meetings shall be presided over by the President, or in the President's absence, the next ranking officer.
- c. **Voting.** Generally, for all MSLC business, those Board members with voting rights must be present at a meeting to vote. The outcome of all votes shall be determined by a voting majority.
- d. **Rules of Procedure.** Roberts Rules of Order shall be used as a guide to govern the proceedings of all meetings of the MSLC, except where otherwise provided in the Charter or By-Laws of the MSLC.
- e. All meetings of the MSLC shall be open to the public, except as authorized by the Board of Directors.




ARTICLE VIII  
LEGISLATIVE MATTERS

It shall be the policy of the MSLC only to endorse or sponsor legislation pertaining to the welfare of members of the municipalities in the MSLC, and to refrain from endorsing or sponsoring legislation not pertaining to the affairs of members of the municipalities. Any committee or delegate of the MSLC officially charged with representing the view of the MSLC before any person, the Florida League of Cities, the Legislature of Florida, the Congress of the United States or any other organization on measures favored by the MSLC or considered to be detrimental to members of the municipalities, shall confine their representation to subject legislation affecting members of the municipalities.

ARTICLE IX  
AMENDMENT TO BY-LAWS

By-Laws shall be adopted, amended, or rescinded by a super majority vote of the Board of Directors with previous notice at any regular or special meeting. A two-thirds (2/3) vote of the MSLC Board Members is required to suspend or waive any of these rules of the By-Laws. The By-Laws shall be reviewed by the MSLC Board of Directors at each annual meeting in January.

We, the Board of Directors, of the ManaSota League of Cities, Inc., hereby acknowledge that these By-Laws were approved at a meeting of said Corporation on the 11<sup>th</sup> day of June 2015.

  
\_\_\_\_\_  
Jack Duncan, President  
Mayor, Town of Longboat Key

## ManaSota League of Cities (MSLC)

### Operating Rules

#### Membership

1. Incorporated municipalities within Manatee and Sarasota Counties
2. Formal municipal letter or Resolution stating intent
3. Resolution or municipal letter transmitted to the President of the MSLC
4. Each municipality appoints an elected official to serve as a voting board member
5. Each municipality appoints an elected official to serve as a voting alternate when the board member is not in attendance at a meeting

#### Associate Membership

1. Individuals, organizations, and business entities who support or serve a cities, towns, or county governments in the MSLC area.
2. Membership Application with annual dues payment sent to the MSLC Treasurer.
3. Board membership must approve the Associate Membership application.
4. Associate Members have no voting rights, but may sit on a committee.

#### Ex-Officio Membership

1. MSLC can designate a former Board member as an Ex-Officio Member with no voting rights, but may sit on a committee.

#### Dues

1. Annual dues are set by the Board.
2. Fiscal Year (FY) runs October 1 – September 30. In **July** of each year, the Board shall establish the annual dues amount. **Invoices are sent to municipal members and Associate Members in August** of each year. Voting rights of the member municipality will be suspended until dues are paid.

#### Funds

1. The Treasurer makes the deposits, and funds may be withdrawn upon such signatures as may be authorized by MSLC.

#### Board of Directors

1. The Board of Directors shall consist of an elected official from each municipality in Manatee and Sarasota Counties.
2. The Board of Directors is the policy-makers of the MSLC. Minutes of each Board meeting shall be prepared and distributed to all directors.

#### Officers

1. President, Vice President, and Treasurer. All officers shall have voting rights.
2. Officers are elected annually (in January) by a majority vote of the MSLC. Only elected officials are eligible to be an Officer. Each officer shall hold office until a qualified successor has been elected. Officers may be re-elected for successive terms.
3. The President presides at all meetings. In the event that the office of the Presidency shall be vacated, at the next meeting, a President shall be elected for the unexpired term of the previous President and until the next election cycle.

## Manasota League of Cities (MSLC)

### Operating Rules

4. The Vice President shall perform the duties of the President in the absence of the President.
5. The Treasurer shall handle and disburse all monies of the MSLC, supervise its financial records, keep account of all financial transactions, and perform all duties incident to this office. Financial reports are distributed at each meeting. Financial audits can be performed at any time. In the event that the office of the Treasurer shall be vacated, at the next meeting, a Treasurer shall be elected for the unexpired term of the Treasurer and until the next election cycle.

#### Administration

1. The MSLC (by majority vote) may retain support services as it deems necessary to carry out the policies and day-to-day duties of the League.
2. General Counsel. The Board may appoint a General Counsel, who shall be a member of the Florida Bar, and serve at the pleasure of the Board.
3. Vacancies. If an office of President, Vice President, or Treasurer is vacated by death, resignation, disqualification, or for any other reason, the vacant position will be filled by a sitting member by a **majority vote** at the next publically scheduled Board of Directors meeting.

#### Meetings

1. Regular Meetings: six (6) per year. Notice of meeting not less than three business day in advance.
2. Special Meetings may be called by the President or by two voting members. Notice of meeting not less than three business day in advance.
3. Quorum means a **majority** of the regular voting Board members.
4. Voting; Board members with voting rights must be present at a meeting to vote.
5. Rules of Procedure. Robert's Rules of Order used as a guide, except where the Charter or By-Laws of the MSLC identify a procedure/rule.
6. All meetings are open to the public, except as authorized by the Board of Directors.

#### Legislative Matters

The MSLC policy is to enforce or sponsor legislation pertaining to the welfare of the members of the municipalities, and to refrain from endorsing or sponsoring legislation not pertaining to the affairs of members of the municipalities.

#### By-Law Amendments

By-laws are adopted, amended, or rescinded by a **Super Majority vote** of the Board at a Regular or Special Meeting. A 2/3 vote of the Board is required to suspend or waive any of the rules of the Bylaws. The By-laws are reviewed annually at the **January meeting**.



**ADVOCACY PROGRAM  
OF THE  
MANASOTA LEAGUE OF CITIES**  
(Updated 2/23/2016)

The ManaSota League of Cities (MSLC) is a regional league of the Florida League of Cities (FLC), formed in 1991 by merging Manatee League of Cities and Sarasota County League of Cities. The Board of Directors is comprised of an elected official from each of the nine municipalities in Manatee and Sarasota Counties. Membership includes non-voting Associate Members, consisting of private and public entities.

The MSLC is dedicated to a strong, united, and active advocacy program, with a commitment to Home Rule.

The MSLC works in conjunction with FLC lobbying efforts in identifying common issues and concerns of importance to municipalities. Board members are alerted of legislative issues that require immediate attention. Information is shared by correspondence, telephone, email, and in meetings.

Mid-year, the Board begins to establish legislative priorities for the next legislative session. Board members are requested to submit topics, issues, and concerns of their respective local governments for consideration of inclusion in the legislative priorities. While considering issues that may be specific to an area, the priorities are established based on common issues and concerns. Legislative priorities also take into account those identified at the FLC Legislative Conference each year.

Subsequent to the establishment of legislative priorities, a ManaSota League of Cities' Legislative Priorities brochure is published. The Board identifies two or three major priorities considered to be high priority for advocacy purposes. The brochure is utilized as a lobbying tool and presented to legislators at the annual Local Legislative Delegation Hearings for Manatee and Sarasota County. As additional legislative priorities are identified throughout the year, the brochure is updated.

Early in the advocacy process each year, the MSLC President may appoint Board members to serve as "Key Contacts" to members of the Local Legislative Delegation. This process provides an opportunity for a legislator to establish a personal relationship with a Board member for advocacy purposes.

When an issue of concern arises, the Key Contact may be requested to schedule a meeting with the assigned legislator to discuss the issue. Key Contacts will generally schedule a meeting with the assigned legislator in their District Office prior to the legislative session to review legislative priorities. Subsequent to the meeting, Key Contacts are requested to provide a summary of their meeting to the Board for information purposes. Key Contacts are encouraged to meet with members of the local legislative

delegation at District Offices throughout the year. MSLC Board members and Key Contacts may advocate on behalf of the MSLC with all members of the Legislature, and are not limited to the assigned legislator.

During the legislative session, the MSLC strives to schedule Board members to travel to Tallahassee to lobby on behalf of the priorities as required. Appointments with legislators are scheduled through legislative aides in advance of the travel dates.

Due to legislative session activities in Tallahassee, Tuesdays and Wednesdays are generally most favorable for obtaining appointments. Prior to meeting with legislators, Board members are encouraged to attend a legislative briefing at FLC offices. The briefing will provide a status report and information about legislation requiring immediate attention. Occasionally, Board members may attend committee meetings during the session to advocate in the early stages of the legislative process.

An important aspect of lobbying efforts is to provide assurance to legislators that the MSLC is available to provide information, input, and assistance on legislative issues relative to municipal governments.