

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 The Treasurer makes the deposits, and funds may be withdrawn upon such signatures as may be authorized by MSLC.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

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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**.