

# CAPE COD and the ISLANDS SELETMEN'S AND COUNCILOR'S ASSOCIATION

Representing the Towns of Cape Cod and the Islands

## Association By Laws

February 24, 2017 FINAL Draft for Member Review and Possible Adoption

- Barnstable
- Bourne
- Brewster
- Chatham
- Dennis
- Eastham
- Edgartown
- Falmouth
- Harwich
- Mashpee
- Nantucket
- Orleans
- Provincetown
- Sandwich
- Truro
- Wellfleet
- Yarmouth

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**1. Name**

The Organization shall be known as the Cape Cod and the Islands Selectmen's and Councilor's Association.

**2. Purpose**

The purpose of this Association shall be to advance and protect the interests of the Towns of Cape Cod and the Islands and to draw members together for the exchange of ideas and programs to aid mutual cooperation in improving municipal government and increasing knowledge.

**3. Policy**

It shall be the policy of the Association to be non-sectarian and non-partisan in its attitude and procedures at all times.

**4. Officers**

- 4.1. Every voting member of the Association is eligible to hold any office in the Association.
- 4.2. The Association shall have a President, a Vice President, a Treasurer, a Clerk, and a Historian/Parliamentarian.
- 4.3. The Association shall have an Executive Board. The executive Board shall consist of the five (5) officers, the immediate past President of the Association, and five (5) other members nominated and elected in accordance with Article 9.1 of these By-Laws. One member shall be from Barnstable.

**5. Membership**

- 5.1. Any active Cape Cod Selectman or Councilor shall be eligible for voting membership.
- 5.2. Former Selectmen or Councilors shall be eligible for Associate voting membership.
- 5.3. County, state and federal officials are eligible for Affiliate non-voting membership.

**6. Dues**

- 6.1. The annual dues for each Selectman or Councilor shall be \$50, payable July 1<sup>st</sup>.
- 6.2. The annual dues for each Associate and Affiliate member shall be \$35, payable July 1<sup>st</sup>.

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- 6.3. Anyone whose dues are unpaid by the day of the Annual Meeting may, by vote of the Association, be dropped from membership.

**7. Meetings**

- 7.1. The Annual Meeting of the Association shall be held in June.
- 7.2. Meetings of the Association shall be held monthly, except in the months of July and August, or when the President or a majority of the Executive Board deems it unnecessary to meet.
- 7.3. Special meetings of the Association may be called by the President or a majority of the Executive Board.
- 7.4. Meeting Agendas shall be made available to all members, posted on the Association Website and sent to all member Town Clerks.

**8. Standing Committees**

- 8.1. The President or his/her designee shall be responsible for providing speakers and preparing programs for all monthly meetings of the Association. The President shall prepare the Agenda for all Associations and Executive Board meetings.
- 8.2. The President, with the approval of the Executive Board, shall appoint a Nominating Committee consisting of three (3) members, provided that no two (2) members of this committee come from the same town. The Chairman of the Nominating Committee shall not be a current member of the Executive Board.
- 8.3. The President of the Association shall appoint the Chairman for the Nominating Committee from the Nominating Committee membership.
- 8.4. The Nominating Committee shall present their recommendations to the membership at the April Meeting, provide a First Reading at the May meeting, for a full vote at the Annual Meeting.
- 8.5. Additional nominations may be taken from the floor at the May and June meetings.
- 8.6. The President, with the approval of the Executive Board, shall appoint an Auditing Committee comprised of three (3) members whose duty it will be to audit the books of the Association annually prior to the Annual meeting.

**9. Election, Appointment, and Duties of Officers**

- 9.1. The President, Vice President, Treasurer, Clerk and five (5) members of the Executive Board shall be elected for a term of one (1) year, or until their successors are elected, and shall perform the customary duties according to Parliamentary Procedure and as are specified herein. Election shall be by majority standing vote of the members present and voting at the Annual Meeting, and the officers shall assume their offices at the close of said meeting. No President having

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served a full year term shall succeed her/himself. In the event a Vice President having taken over an unexpired term of a Presidency, the partial term served may be followed by a full one year term and no succession beyond the one year term.

- 9.2. The Executive Board shall fill any vacancy from one Annual Meeting to the next.
- 9.3. An Association Officer or Executive Board Member may be removed for just cause by a two-thirds vote of any regular or special Executive Board Meeting, upon due notification of having been called for that purpose, and a quorum being present.
- 9.4. The President or his/her designee may represent the Association at the Executive Board Meetings of the Massachusetts Selectman's Association or Councilor's Association.
- 9.5. The Clerk shall be responsible for keeping records of attendance and all business transacted at any meeting of the Association. A copy of the minutes shall be sent to the Board of selectmen and the Barnstable County Town Council of each town prior to the monthly meeting. These records shall be open at all times to the inspection of any Association member. A copy of minutes shall be posted to the Associations Web Site upon approval by the Members. A copy of the next meeting Agenda shall be posted on the Association's Web Site seven (7) days prior to meeting date.
- 9.6. The budget of the Association may pay an annual stipend to be paid to the Association Clerk for services rendered, upon approval of the Executive Board.

**10. Finances**

- 10.1. The Fiscal Year of the Association shall be July 1 to June 30.
- 10.2. The President with the approval of the Executive Board shall have the power to contract expenses for such items as are not contrary to the purposes of the Association.
- 10.3. Bills shall be paid by the Treasurer only when approved by the President or any two (2) of the other elected Officers. The Treasurer shall provide a financial update of the Association's finances at each meeting and post an annual financial report to the Association's Website.
- 10.4. The Executive Board shall have general supervision of the affairs of the Association, hold and manage all properties in the name of the Association, and perform such other duties as these By Laws of the Association may direct. One member of the Executive Board shall be responsible for updating the Association's Web Site.

**11. Procedures**

- 11.1. The President shall preside at all meetings of the Association and of the Executive Board, and shall have the same powers as a Moderator in the Massachusetts Town Meeting.
- 11.2. In the absence of the President, the following officers shall act in her/his place, in the order named: Vice President, Treasurer, Clerk.

**12. Quorum**

- 12.1. Ten (10) members, representing a majority, eight (8) of the towns, shall constitute a quorum for the transaction of any business at any called meeting of the Association.
- 12.2. Five (5) members of the Executive Board shall constitute a quorum for the transaction of business at any duly called meeting of the Executive Board.

**13. Amendments**

- 13.1. Amendments to these By Laws shall require a two-thirds (2/3) vote of the members present and voting at any Association meeting. Prior to a final vote to adopt any amendments, a First Reading of the proposed Amendments shall be made followed by the next regular meeting of the Association at which a final vote on the proposed Amendments may take place.
- 13.2. A review of these By Laws shall occur once every three (3) years by the Executive Board or their appointed designee.