

Chapter Bylaws

For The

Alameda County Chapter of the California Special Districts Association

**An Affiliated Chapter of the
California Special Districts Association**

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**BYLAWS of the
Alameda County Chapter
California Special Districts Association**

ARTICLE I: NAME

Section 1. Name

The name of this organization shall be the Alameda County Chapter of the California Special Districts Association, hereinafter referred to as the ACSDA.

ARTICLE II: OBJECTIVES

Section 1. Objectives

The objectives of the ACSDA shall be:

- A. To further the interests of member districts in the provision of special district local government services for the people of the County of Alameda.
- B. To inform the public about the purpose and benefits of local special district government.
- C. To act as a local forum of member districts for discussion and consideration of special district issues and to establish positions on such issues to be advocated to other government agencies, including, but not limited to, the Alameda Local Agency Formation Commission, Association of Bay Area Governments, and the County of Alameda.
- D. To establish a communication network among member districts as well as other governmental agencies.
- E. To carry out projects and programs which are of joint interest and mutual benefit to member districts.
- F. To make recommendations to the Board of Directors of the California Special Districts Association (CSDA).

ARTICLE III: MEMBERSHIP

Section 1. Membership

A. Regular Members

Any special district, independent and dependent, whose boundaries, in whole or in part, are within the County of Alameda, may become a member of the ACSDA.

B. Partner Members

Any non-profit organization that does not meet the qualifications of regular membership may become a partner member upon payment of annual dues. Partner members may not vote or hold office in the ACSDA Executive Committee.

Section 2. Dues

Membership dues shall be billed at rates established by the ACSDA Executive Committee annually on a fiscal year and are due and payable on or before June 30th of each year.

Section 3. Special Assessment

When the income of the ACSDA is not sufficient to carry out the goals and responsibilities of the chapter, members may voluntarily accept a special assessment through a joint written agreement between the ACSDA and the member districts when specific needs are identified and the member districts determine to participate.

Section 4. Non-Liability of Members

A member of the ACSDA is not individually or personally liable for the debt, liabilities, or obligations of the ACSDA.

ARTICLE IV: MEETINGS OF MEMBERS

Section 1. Bi-Monthly Meeting

The members shall meet at least on a bi-monthly basis at a time and place to be determined by the membership or its President. Written or electronic copy of the membership meeting agenda shall be given to each member of the ACSDA at least seven days before the meeting.

Section 2. Special Meetings

Special meetings of the members may be called by the President upon request of five of the members of the association. Written or electronic notice of the time and place of the special meeting of the members shall be given to each member of the ACSDA at least 20 days before the meeting, except in cases of good faith efforts or a declared emergency by said petitioners or the President.

Section 3. Quorum

A quorum at any of the meetings of the members shall consist of 50% of the membership.

Section 4. Voting

- A. Each member district shall be entitled to one vote. The vote of a district shall be cast by the designated representative of the member district present at the meeting in person, which may include a member of a Board of Directors or an administrator from a member district.
- B. Each member district shall provide, in writing, the name of the designated representative and one alternate representative at the end of each calendar year for the following year (January 1st to December 31st).
- C. Alameda County special districts identified in, and subject to, the Cortese-Knox-Herzberg Local Government Reorganization Act of 2000, are eligible to vote on matters relating to this act. The vote of the district shall be cast by the designated representative for these purposes.

Section 5. Rules Governing Membership Meetings

- A. The Rosenberg's Rules of Order shall govern the meeting of the members insofar as such rules are not inconsistent or in conflict with these Bylaws or the articles of Incorporation for the California Special Districts Association.
- B. An officer shall sign minutes of membership meetings.

ARTICLE V: OFFICERS

Section 1. Officers

The officers of the ACSDA shall be President, Vice-President., and two Members At-Large.

Section 2. Power of Officers

The officers of the ACSDA shall conduct all activities and affairs of the ACSDA in the furtherance of objectives as established in Article II.

Section 3. Term of Office

The officers shall serve for a term of two years. The officers shall be elected at the summer meeting of even-numbered years and shall take office immediately. Any officer may be elected for additional terms of office.

Section 4. Qualifications

Each officer shall, at the time of election, at the time of taking office, and throughout the term of office be a representative of a member district. In the event that any officer at the time of taking office or during the term of office is no longer qualified to serve as an officer of this association, the office shall thereupon become vacant, and said vacancy shall be filled in a manner hereinafter provided. No member district shall have more than one representative from the district serve as an officer of the ACSDA at the same time.

Section 5. Nominations

In even-numbered years, the President shall appoint a Nominating Committee to present a slate of candidates during the month of May to be considered at the summer meeting. Written or electronic notice of the slate of candidates shall be sent to members at least thirty (30) days prior to the summer meeting. Any person qualified to be an officer of this association may be nominated for office by nominations from the floor. At the summer meeting, any member district, through its designated representative or proxy, may nominate a member for office to be filled at the election. If such nominee is elected, the individual shall be eligible to take office only after filing a copy of a resolution adopted by the Board of the individual's district supporting such an election with the ACSDA.

ARTICLE VI: DUTIES OF OFFICERS, MEMBERS-AT-LARGE, AND STAFF

Section 1. President

- A. Presides over general membership meetings and is responsible for the preparation and official signing of minutes.
- B. Serves as ex-officio member of all ACSDA committees.
- C. Appoints committee chairpersons.
- D. Prepares and submits the next year's budget for approval by the general membership.
- E. Provides support services of Chapter Coordinator from District staff.
- F. Performs other duties necessary to carry on the functions of the local association.

Section 2. Vice-President

- A. Presides over meetings in absence of the President.
- B. Serves as parliamentarian at all general membership meetings.

- C. Serves as Treasurer and submits reports to the Executive Committee and the general membership.
- D. Performs other duties necessary to carry on the functions of the local association.

Section 3. At - Large Members

- A. Attend Executive Committee meetings.
- B. May serve as Committee Chairperson as assigned by the President.
- C. May serve as a Communications Chairperson.
- D. May serve as Secretary (responsible to sign minutes once they are approved at the following membership meeting).
- E. Perform other duties necessary to carry on the functions of the local association.

Section 4. Legislative Liaison

- A. President may appoint a legislative liaison.
- B. Attends Executive Committee meetings.
- C. Serves as legislative liaison and provides updates at all general membership meetings.
- D. Performs other duties necessary to carry on the functions of the local association.

Section 5. Chapter Coordinator

- A. Provides administrative support for Chapter and Chapter President.
- B. Works with the CSDA Public Affairs Field Coordinator for the Bay Area to update the ACSDA website.
- C. Sends meeting agenda packets for Chapter and Executive Committee meetings.
- D. Sends CSDA correspondence to the membership as requested.
- E. Coordinates all aspects of the annual dinner meeting.
- F. Twice annually verifies the member roster information.

ARTICLE VII: COMMITTEES

Section 1. Executive Committee

The Executive Committee shall be comprised of the President, Vice-President, a legislative liaison, and two members at large. The Executive Committee members shall meet on at least a bi-monthly basis on opposite months the general meetings are held.

Section 2. Executive Committee Duties

The Executive Committee is to conduct chapter business and may take positions on behalf of the ACSDA under certain emergency circumstances, such as a request from the CSDA, or if the majority of the chapter members make a recommendation for a chapter position and time is of the essence, as long as the chapter's position does not conflict with CSDA's position. If the Executive Committee takes a position on behalf of the chapter under the provisions of this section, a notice of said position will be distributed to chapter members within 72 hours.

ARTICLE VIII: RECORDS AND CHECKS

Section 1. Records

The ACSDA shall keep adequate and correct written records of account and minutes for the proceedings of its meetings.

Section 2. Checks.

The authorized signers on the account shall be the President and Vice-President. Checks written shall have at least one of the two authorized signers / signatures.

ARTICLE IX. AMENDMENTS

These Bylaws may be amended only by majority vote of the member districts at a membership meeting. All proposed amendments shall be mailed electronically or via USPS to the membership district no less than thirty (30) days prior to any membership meeting.

Adopted 4/13/94

Amended 5/2/01

Amended 7/9/03

Amended 5/4/05

Amended 7/13/11

Amended 5/13/15

Amended 5/10/17

Amended 11/14/18

CERTIFICATION

Certificate by Chapter President

I, the undersigned, do hereby certify:

- (1) That I am the duly Appointed President of the Alameda County Chapter of the California Special Districts Association, and
- (2) That the foregoing Bylaws, comprising seven pages constitute the complete Bylaws of said Chapter as duly adopted at a meeting of its membership.

In Witness whereof, I hereunto subscribe my name this (date of month, year).

Signature of Appointed Chapter President

Name of Agency Providing Support Services

Date