National League of Cities
Women in Municipal Government (WIMG)
Constituency Group

Bylaws
November 2016

Article I. Name, Purpose, Goals, Offices, and Fiscal Year

Section 1: Name: This organization, as established on December 4, 1974, shall be known as “Women in Municipal Government” (WIMG) of the National League of Cities (NLC).

Section 2: A. Purpose and Goals. The Women in Municipal Government is a voluntary association of local elected and appointed officials and supporters, formed within the National League of Cities, to encourage active involvement and full participation of women officials in NLC, particularly the policy-making process, and programs of the National League of Cities and the state municipal leagues, as well as local government.

Women in Municipal Government shall:

1. Promote issues of interest to women and the status of women in our cities.
2. Establish liaisons with other national or state organizations concerned with municipal government or women’s issues.

B. In carrying out this mission, WIMG shall strive to coordinate activities and programs in such a manner so as not to detract from the statements contained in the above section “A.”

C. Serve as a primary resource to the National League of Cities identifying and providing the names, qualifications, expertise, and interests of women municipal officials eligible for the National League of Cities and/or other nationally appointed or elected positions.

D. Registered Office. The offices of Women in Municipal Government in the District of Columbia shall be at the National League of Cities, 660 North Capitol Street, Suite 450, Washington, DC 20001, until otherwise established by a vote of a majority of the Board of Directors in office, and
a statement of such change is filed with the appropriate official in the District of Columbia, or until changed by an appropriate amendment of the bylaws of the organization.

E. Other Offices. The organization may also have offices at such other places within or without the United States of America as the Board of Directors may from time to time appoint for the business the organization may require.

F. Fiscal Year. The fiscal year of the organization shall begin on the first day of October of each year to coincide with NLC’s fiscal year for budget purposes.

Article II. Membership and Dues

Section 1: The Women in Municipal Government shall consist of the following categories of membership: voting, associate, and supporting.

A. Voting Members. Any elected official representing a direct member city of the National League of Cities or a state municipal league who has tendered the amount of dues required for membership is eligible to be a voting member. Members of this class shall have the right to vote on any matter being considered by the organization.

B. Associate Members. Any elected or appointed official of an NLC non-direct member who has tendered the amount of dues required for associate membership. Associate members are not eligible to vote on any matter being considered by the organization.

C. Supporting members. Any former elected or appointed public official or any individual interested in supporting the goals of WIMG and who does not meet the requirements of section “A” and “B” above, and who shall have tendered the amount of dues required for supporting membership. Supporting members are not eligible to vote on any matter being considered by the organization.

Section 2: WIMG dues shall be reviewed and approved as needed by the Board of Directors during the WIMG Board of Directors meeting
at the NLC Congressional City Conference for the following year. Memberships to WIMG can primarily be paid through the NLC conference registration process, through annually invoicing for membership renewals, in person, or by mail to WIMG at the National League of Cities.

Article III. Officers and Board of Directors

Section 1: Board of Directors. The Board of Directors shall consist of 21 members reflecting the demographic diversity of the women across the United States. Associate and supporting members are not eligible to serve on the Board of Directors.

Section 2: Officers. The officers of Women in Municipal Government shall be President, First Vice President, Second Vice President, and Immediate Past President.

Section 3: Standing Committees

A. Executive Committee. There shall be an Executive Committee composed of the officers as directed in Article III, Section 2 for the purpose of carrying out the directives of the Board of Directors.

B. Nominating Committee. There should be a Nominating Committee composed of 5 members. Of those 5, at least one will be an Advisory Council member and the other four will be current Board members who are not under consideration for renewal of their current Board term. The charge of the Nominating Committee will be to review the nominees and make recommendations for the upcoming WIMG Board slate. The Nominating Committee will consider demographic diversity for the composition of the Board slate (as indicated in Article III, Section 1.) that would ensure a broad representation from: many geographic regions (east, west, midwest, north, south); city sizes (large city, suburb, small town); range of elected positions (mayors, mayors pro tem, council presidents, councilmembers, and city clerks); ethnic diversity, and length of service in elected municipal office (newly elected or veteran office holders).

C. Other Committees. The President shall have the power to create and appoint members to special committees, ad hoc committees and task forces as needed.
Section 4: Qualifications. Each officer and Board member shall, at the time of their election, be an official serving in elected office of an NLC direct member city, and a voting member of Women in Municipal Government. All officers must be elected officials from an NLC direct member city.

Section 5: Election and Term of Office. The elective officers and Board members shall be elected at the annual business meeting of Women in Municipal Government at the City Summit each year. The elective officers shall hold office for one year. Officers elected at the annual business meeting are to automatically ascend upward in rank as officers starting at the Second Vice President officer position each year. The 16 Board members shall be elected by voting members present at the annual business meeting. Board members will serve two-year, staggered terms with eight positions elected at the annual business meeting. The term of office shall commence immediately upon the adjournment of the annual business meeting. Board members can be re-elected for a second term and can serve for a total of four years. Individual Board members wishing to continue serving beyond their completed four years (two two-year terms) may re-apply for another two-year term and be reviewed by the WIMG Nominating Committee and Board of Directors. At their discretion, the Nominating Committee and Board of Directors will provide a recommendation about each individual’s nomination status for the upcoming Board slate.

Nominations for officers and the Board of Directors shall be made by a Nominations Committee appointed by the President of Women in Municipal Government.

Vacancies in the office of Board members or officers shall be filled by majority vote of the remaining Board members.

Section 6: Advisory Council. There shall be a WIMG Advisory Council composed of past presidents, who shall serve as long as they continue in their position as officials serving in elected office in their city or town. Advisory Council members shall vote as Board members.

Article IV. Meetings

Section 1: Board of Directors. The meetings shall take place during the NLC City Summit, the WIMG Summer Conference and the Congressional City Conference.
Section 2: Annual and Special Meetings. The time, place and program of the annual business meeting or special meeting shall be determined by the officers and Board members, provided that the annual business meeting will be held in conjunction with the National League of Cities. At the discretion of the officers and Board members, additional meetings, such as the Summer WIMG Board of Directors meeting, will be determined.

Section 3: Quorum. For the purpose of conducting business and voting at any WIMG business meeting, a quorum shall be determined by the majority of the Board members and Advisory Council members in attendance.

Article V. Endorsements
At the City Summit, a special time should be set aside for the WIMG Board of Directors to meet, hold interviews, and, if appropriate, make recommendations for the NLC Second Vice President and At-Large Board of Directors positions. These recommendations will be voted on only by the officers and Board members of WIMG and are not necessarily reflective of the WIMG membership as a whole. The endorsement process will be made based on support of the WIMG goals and objectives with WIMG Board/Advisory Council members endorsing those candidates who are in support of these goals and objectives. Any individuals seeking endorsement from the WIMG Board for NLC Second Vice President and At-Large Board of Directors positions shall appear before the WIMG Board of Directors at the Congressional City Conference or the City Summit in order to be considered for endorsement by the WIMG Board.

Article VI. NLC Support

Section 1: The National League of Cities Constituency Groups staff will provide a staff liaison to help provide services to support the activities of WIMG.

Section 2: NLC will provide staff support to Women in Municipal Government in developing and coordinating WIMG activities during the City Summit, WIMG Summer Conference and Congressional City Conference. NLC will provide the meeting space for such activities and advance notification about the time and location of the meetings.
Section 3: At each of the City Summit and Congressional City Conference meetings, NLC staff will meet with the leadership of WIMG for the purpose of discussing issues of concern and WIMG’s plans for the coming year.

Article VII. Use of the Name

Section 1: WIMG may only use the name of NLC in conjunction with the types of activities described within these bylaws. Should WIMG engage in other activities for which a public statement or endorsement, support of NLC is desired, implied or intended, the explicit written consent of NLC shall be required.

Article VIII. Bylaws

Section 1: These bylaws shall be reviewed every 2 years or as needed by WIMG officers.

Section 2: These bylaws may be amended at the annual meeting by a 2/3\textsuperscript{rd} vote of all members present, provided that the proposed amendments shall have been prepared in writing and distributed to the WIMG membership 14 days in advance of the meeting.

Article IX. Duties and Responsibilities

Section 1. The duties and responsibilities of WIMG officers are as outlined below.

President: The President shall preside over all business, membership, and Board meetings and shall perform such other duties as may from time to time be requested of her by the Board of Directors. The President shall also serve as Chair of the current year’s WIMG Summer Conference Planning Committee.

First Vice President: The First Vice President shall perform the duties of the President in her absence and such other duties as may from time to time be assigned to her by the Board of Directors or by the President. The First Vice President or designee shall also chair the WIMG Policy and Advocacy Committee. Committee responsibilities consist of increasing WIMG representation within the NLC Policy and Advocacy Committees and determining what WIMG policies will be forwarded to NLC Policy and Advocacy
Committees for consideration to be included in NLC National Policy.

Second Vice President: The Second Vice President shall perform the duties of the President or First Vice President in their absence and such other duties as may from time to time be assigned to her by the Board of Directors or by the President. The Second Vice President or designee shall also chair the WIMG Membership Committee. Committee responsibilities consist of setting annual membership goals and planning and implementing outreach strategies to reach those goals.

Immediate Past President: The Immediate Past President shall hold a position on the WIMG Advisory Council. The Immediate Past President or designee shall also chair the Nominating Committee.

To remain in good standing and on the WIMG Board, officers must be current on their membership dues, attend at least two WIMG Board of Directors meetings a year, whether in person or virtual, and participate regularly in designated working groups and conference calls. Failure to remain in good standing will constitute a forfeiture of the position.

These bylaws were approved and adopted by the membership of Women in Municipal Government at the National League of Cities’ City Summit, Pittsburgh, Pennsylvania, November 16, 2016.

Mary Dorothy LaMarche
President, Women in Municipal Government
Vice Mayor, Farragut, TN