

Michigan Black Caucus of Local Elected Officials (MBC-LEO)

Bylaws

Adopted by membership on September 30, 2004, With Amendments Adopted
March 21, 2007, April 2008, September 29, 2008, March 4, 2009, October 2010, September 16, 2022, February 9, 2024, June 7, 2024, &
January 10, 2025

Purpose:

The purpose of the MBC-LEO, hereafter referred to as the Caucus, is to provide a forum for its members to collaborate, network, share information, and provide support to one another in the State of Michigan. Membership in the Caucus shall be comprised of local elected officials, municipal staff members, associates, students, and supporting members in the State of Michigan that support the concept of diversity in municipal organizations. The Caucus is an affiliate organization of the Michigan Municipal League. Members of MBC-LEO are eligible to participate in the National Black Caucus of Local Elected Officials (NBC-LEO), which is affiliated with the National League of Cities.

Membership:

There shall be six categories of membership. Each category has a different fee, to be determined by the MBC-LEO board.

Full Members: Persons holding elected municipal positions such as mayor, councilmember, commissioner, or any similar position that have paid their membership dues. Full members have voting authority and can hold office within the caucus.

Associate Members: Persons that are non-elected municipal/governmental employees that have paid their membership dues. Associate members have voting authority at annual meetings but cannot hold office within the Caucus.

Corporate Members: Businesses that agree with the mission and purpose of the Caucus. Corporate members do not have voting authority and cannot hold office within the Caucus.

Supporting Members: Persons that are not municipal/governmental employees but agree with the purpose of the Caucus. Supporting members do not have voting authority and cannot hold office within the Caucus.

Alumni Members: Persons that no longer hold a position in municipal government but wish to continue serving in the Caucus. Alumni members that have paid their dues shall have voting authority at annual meetings and may be appointed to hold a committee position within the Caucus.

Student Members: Persons that are currently in school and are not municipal/governmental employees but agree with the purpose of the Caucus. Student members do not have voting authority and cannot hold office within the Caucus.

Membership dues are paid annually and are due in July, in conjunction with MBC-LEO's fiscal year of July 1 to June 30. Dues are not prorated during the year. Membership dues paid to MBC-LEO are not refundable.

MBC-LEO Officers:

All officers of the Caucus must be full members in good standing. The officer positions are:

President	Treasurer
First Vice President	Chaplain
Second Vice President	Parliamentarian (non-voting)
Secretary	

Executive Board:

The member Executive Board shall be comprised of the President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Fund Raising Committee Chairperson, Education/Program Chairperson, and Information/Networking Committee Chairperson. A majority of the Executive Board must be present in order to conduct business.

Election of Officers:

The Officers of the Caucus will be elected to serve two-year terms at the meeting held during the Capital Conference and assume their office at the end of the meeting. The election will be held by secret ballot. The President will appoint a committee of three non-candidates to count the ballots. The candidate with the most votes for each office will be declared the winner.

Nominating Committee:

At the Caucus meeting held during the fall MML meeting, the President will appoint two members of the Caucus to act as a Nominating Committee for the election to be held at the Capital Conference meeting. This will be done every other year to coincide with the election schedule. A call will then be put out to the membership so that individuals interested in running for an Officer position may notify the Nominating Committee. Nominations for any office will also be permitted from the floor at the meeting. The nominated candidate must meet Membership requirements for becoming an Officer.

Removal:

Any officer can be removed from office due to lack of attendance, failure to carry out the duties of their office, or for cause detrimental to the organization. If three or more voting Caucus members bring the individual forward for potential removal, the removal will take place if two-thirds (2/3) of the voting members that are present cast a vote in favor of the motion.

Filling a Vacancy:

In the event an opening in an officer position occurs due to resignation, death, or some other reason, the following method will be used to fill the opening:

President: The First Vice President will assume the role of President along with their current duties for the remainder of the year.

First Vice President: The Second Vice President will assume the duties of the First Vice President along with their duties for the remainder of the year.

Second Vice President: The First Vice President will assume the duties of the Second Vice President along with their duties for the remainder of the year.

Secretary: Membership will be petitioned for a volunteer to provide secretarial duties for the remainder of the year. If more than one candidate volunteers for the Secretary position, a vote of the membership will take place to select the Secretary.

Treasurer: Membership will be petitioned for a volunteer to provide treasury duties for the remainder of the year. If more than one candidate volunteers for the Treasurer position, a vote of the membership will take place to select the Treasurer.

Chaplain: Membership will be petitioned for a candidate to perform the duties of Chaplain for the remainder of the year. If more than one candidate volunteers, a vote of the membership will take place to elect the Chaplain.

Parliamentarian: Membership will be petitioned for a candidate to perform the duties of Parliamentarian for the remainder of the year. If more than one candidate volunteers, a vote of the membership will take place to elect the Parliamentarian.

Committees:

MBC-LEO shall have three standing committees: Fundraising Committee, Education/Program Committee, and Information/Networking Committee.

All standing committee chairpersons must be Full, Associate, Supporting, or Alumni members in good standing. Standing committee chairpersons will be appointed by the President and be members of the Executive Board.

The standing committees shall meet at least twice annually. However, standing committees can meet more often as determined by the standing committee chairperson. Standing committee meetings shall be governed by parliamentary procedure. Standing committee members shall be appointed by the standing committee chairperson and the MBC-LEO President and approved by the Executive Board. All standing committee actions and activities must be in collaboration with the MBC-LEO president.

Fundraising Committee:

The goal of the fund-raising committee is to raise additional dollars annually to be use for scholarships and other educational programs designated by the board of directors. Additionally, the fund-raising committee shall raise sufficient funds to provide registration, travel, and lodging, for the MBC-LEO President or his/her designee to attend MBC-LEO events.

Education/Program Committee:

The goal of the Education/Program Committee is to plan educational programs that address critical needs identified by MBC-LEO such as health care coverage and access or job creation and retention. The Education/Program Committee will also offer training to enhance various aspects of working in the governmental sector such as providing individuals with information regarding running for office, parliamentary procedure, getting re-elected, etc.

Information/Networking Committee:

The goal of the Information/Networking Committee is to create and maintain a system of information distribution such as a newsletter, database, or website. Additionally, the Information/Networking Committee will serve as a pipeline to share successful events, programs, and policies to MBC-LEO members in order to introduce new proven ideas and concepts.

Other Committees:

The President may appoint volunteers to serve on additional committees if a specific task is warranted. These may include a Bylaws Committee, Recruitment Committee, Scholarship Committee, Nominating Committee, etc.

Fiscal Year:

The fiscal year of the Caucus shall begin on the first day of July of each year.

Meetings:

The Executive Board may fix the date and time of the annual meetings of the members, but if no such date and time is fixed by the Board, the meeting shall be held during the Michigan Municipal League (MML) Annual Capital Conference in such year. At the meeting the members then entitled to vote shall elect officers, adopt a proposed budget, and shall transact such other business as may properly be brought before the meeting.

Special Meetings:

Written notice stating the place, day and hour of any special meeting shall be delivered, either personally or by mail or electronic mail with e-mail address on record. In addition, special meetings can be conducted via e-mail with voting coming from the e-mail address on record.

At all meetings, the members of MBC-LEO who are present (but not less than five) shall constitute a majority for the purpose of transacting business.

Voting:

Every full, associate, and alumni member of the Caucus shall be entitled to one vote. All items voted on by MBC-LEO or the MBC-LEO Executive Board must pass by simple majority, except for removal of an Officer which requires a two-thirds majority. An MBC-LEO member or MBC-LEO Executive Board member shall be allowed to vote without being physically present. In the event of a tie, the MBC-LEO President shall cast the deciding vote. All MBC-LEO meetings will be governed by parliamentary procedure. The method of voting by members who are not physically present at the meeting shall be determined and approved by the Executive Board.

Budget:

The Caucus shall adopt a proposed calendar year budget and fiscal year budget (effective 7/1) at its annual meeting, or at a time and place as prescribed by the Executive Board. The fiscal year budget will be included within the League's annual fiscal year budget, reviewed, and approved by the League's Trustees.

Expenditures:

MBC-LEO shall not incur any debt or expense unless approved, both as to purpose and amount, by the authorized officers of the Caucus. All revenues and expenses shall be reported to the MML Finance Division and may be subject to audit procedures as prescribed by the MML.

Compliance with Law:

Any fund-raising activity and reporting requirements shall comply with state law.

Indemnification:

Volunteer members of the Executive Board, officers, and committee members of the Caucus shall have the same indemnification, with respect to their liability for damages, costs and

expenses for acts or omissions within the scope of their authorized function for the Caucus, which they would have if they held corresponding positions in the MML.

Changes to Bylaws

The members of the Michigan Black Caucus of Local Elected Officials or the Executive Board of the Michigan Black Caucus of Local Elected Officials may amend or repeal these bylaws or adopt new bylaws. No bylaw shall alter the nature or purpose of the bylaws as expressed in its bylaws.