Michigan Black Caucus of Local Elected Officials  
(MBC-LEO)  
By-Laws  
Adopted by membership on September 30, 2004  

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, 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 four 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, council member, commissioner, or any similar position that have paid their membership dues. Full members having 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.

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 on the Caucus. Alumni members shall have voting authority at annual meetings and may be appointed to hold office within the Caucus.

Membership dues paid to MBC-LEO are not refundable.

MBC - LEO Officers:  
All officers of the Caucus must be full members in good standing.

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<th>Position</th>
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<tr>
<td>President</td>
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<td>Vice President</td>
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<td>Second Vice President</td>
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Executive Board:
The member Executive Board shall be comprised of the President, Vice President, Second Vice President, Secretary, 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.

Treasurer
The position of Treasurer shall be held by a League staff member.

Removal:
The MBC-LEO President, with a majority vote of the Executive Board, may remove an officer or chairperson due to lack of attendance, failure to carry out the duties of his or her office or for cause detrimental to the organization.

Committees:
MBC-LEO shall have three standing committees: fund raising, education / program, and information / networking.

All standing committee chairpersons must be Full, Associate, Supporting or Alumni members in good standing. Standing committee chairpersons will be part 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.

Fund Raising 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.

Fiscal Year:
The fiscal year of the Caucus shall begin on the first day of January 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 Legislative 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. 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 budget for the next fiscal year at its annual meeting, or
at a time and place as prescribed by the Executive Board.

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.