

SECTION 1: This organization shall be known as the Panhandle Conference of Mayors and shall be comprised of the Mayors from cities within Region II of the Texas Municipal League. Membership may be extended to the Mayors of cities near TML Region II whose interests coincide with other cities of membership.

SECTION 2: OFFICERS: (A) The officers of the Panhandle Conference of Mayors shall be an Executive Board composed of a Chairman, Vice Chairman and Secretary/Treasurer who shall be so denominated without reference to gender. Such officers shall serve terms of one(1) year following election at the July meeting each year.

B. At the April meeting, the Chairman shall appoint a nominating committee of three(3) persons to nominate candidates for election to the Executive Board in the July meeting. The nominating committee will make its report in the July meeting in the form of a nomination. The Chairman may then receive other nominations from the floor and conduct the election by voice vote.

C. The Executive Board shall:

1. Propose an agenda for all regular meetings and any called meetings.
2. Make recommendations to the membership on items for consideration.
3. Represent the conference and TML Region II before County, State and Federal Governmental bodies and offices.
4. Appoint standing and special committees.
5. Present a proposed annual budget at the July meeting.
6. The Executive Board shall receive no compensation for time expended on behalf of the Conference, but upon determination of the membership may be reimbursed for out-of-pocket expenses incurred in behalf of the Conference.

D. The Chairman shall conduct the meetings and perform such other duties as the membership may from time to time decide.

1. The Chairman may sign correspondence and speak on behalf of the membership unless otherwise directed by vote of the membership.
2. The Chairman shall call any special meetings upon the written request of three(3) members.
3. The Chairman shall decide the procedure for the conduct of meetings.

E. The Vice Chairman shall act in the absence of the Chairman.

F. The Secretary /Treasurer shall:

1. Keep financial records as may be required by the finances of the conference.
2. Keep memoranda of minutes of the regular and called meetings of the membership.
3. Send notice to the membership of the proposed agenda for each meeting.
4. Give an annual report of the financial affairs of the conference and take proposals for the annual budget in the April meeting of each year.

SECTION 3; MEETINGS:

A. Meetings shall be held immediately prior to the quarterly meetings of TML Region II, except the fall meeting may be held during the annual meeting of the Texas Numicipal League or may be waived as determined by a vote in the July meeting. A quorum will not be required for the fall meeting but only informational items may be acted upon during such meeting without a quorum.

B. A simple majority of the membership shall constitute a quorum for the transaction of business. A meeting may be convened, postponed or adjourned without a quorum, but no other action may be taken without a quorum.

C. Each member shall have one(1) vote, and no proxy votes shall be allowed at any meeting.

SECTION 4; DUES Regular dues shall be contributed by each member in an amount to be determined by a vote of the membership. Additional dues may be adopted during any year to fulfill a budgetary requirement if adopted by a two-thirds vote of the membership.

SECTION 6: AMENDMENTS: These Bylaws may be amended by the following procedure:

A. Any member who proposes to change the Bylaws after initial adoption must furnish each member a copy of the proposed change and a written explanation for the change at a regular meeting and may discuss the proposal at such meeting.

B. Proposals to amend the Bylaws may be voted upon at the next regular meeting after introduction of the proposal. A three-fourths vote of members present will be required to adopt an amendment.

SECTION 6: EFFECTIVE DATE: These Bylaws shall become effective immediately upon an affirmative vote of two-thirds of those in attendance in the meeting in which they are presented for adoption.

Passed and approved this the 21 day of November, 1988.

ATTEST:

Claudine Amsterwald
City Secretary

APPROVED

Wanda Reed
Mayor