

Alameda County Mayors' Conference

EXECUTIVE/LEGISLATIVE COMMITTEE MEETING AGENDA

December 13, 2023

6:00 p.m

City of Piedmont Community Hall

[711 Highland Ave., Piedmont, CA](#)

1. Roll Call
3. Agenda Amendments
4. Public Comments
5. Consideration to Approve the Executive Director's 2024 Service Agreement
6. Consideration to Adopt the Alameda County Mayors' Conference CY 2024 Budget and Membership Dues Schedule
7. Consideration to Amend the Mayors' Conference Bylaws Requiring an Annual Financial Report
8. Adjournment

Executive Director's Report

Agenda Item 5. Consideration to Approve the Executive Director's 2023 Service Agreement

Section 10 (e) of the ACMC Bylaws provides that the Executive Committee shall recommend the appointment of the Executive Director, subject to the approval of the majority of the Conference's membership.

Section 3 of the current contractor service agreement with the Executive Director states that it will automatically terminate on December 31, 2023, unless extended by mutual agreement of the parties in conjunction with the term of the annual budget. As such, it is appropriate to consider the attached new service agreement. If the membership approves the agreement, it would become effective January 1, 2023, and have a one-year term. The agreement includes all of the services expected of the Executive Director. A copy of the proposed agreement is included as Attachment 1.

No changes to the Executive Director's compensation are requested or included in the agreement.

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In response to the Executive/Legislative Committee's action at its November 8, 2023, meeting, the service agreement includes a change to the scope of services, as noted in Section 1(j), to include coordination with the City of San Leandro and the Mayors' Conference Treasurer regarding the Mayors' Conference financial administration. The proposed new language is as follows:

1. (j) To work cooperatively with the City of San Leandro and the Conference Treasurer concerning their overall financial administration of the Conference, including utilization of Quickbooks for invoicing, accounts payable, preparation of an annual financial report, and other financial matters.

The service agreement is included as Attachment A.

RECOMMENDATION – Consider a recommendation to the entire membership regarding approval, rejection, or amendment to the attached Executive Director's 2024 contractor agreement for professional services.

Agenda Item 6. Consideration to Adopt the CY 2024 Alameda County Mayors' Conference Budget and Membership Dues Schedule

Section 10 (a) of the APMC Bylaws provides that the Executive/Legislative Committee shall review and may revise the proposed annual operating budget and membership dues as presented by the Executive Director and that it be submitted to the entire membership for approval.

The proposed annual budget is set on a calendar year basis. Total estimated expenses are \$89,144, which includes \$38,244 for the executive director's total compensation, \$5,100 for general administrative expenses, including \$720 for an annual subscription to Intuit QuickBooks, \$29,700 for dinner expenses, which includes increasing the dinner reimbursement from \$50 to \$75 per Mayors' Conference attendee, and \$16,100 to provide a one-time offset toward the increase in the annual dinner fee.

Revenues, estimated at \$67,940, come primarily from membership dues comprised of three sources: a) annual membership dues (\$46,140), b) the annual dinner fee, which covers the cost of dinner expenses for mayors, city managers, the executive director, the guest speaker, and regional board attendees (\$16,800), and c) payments from regional boards for dinner attendance (\$5,000). The dinner fee represents the amount that will be collected after applying a one-time 2024 offset of \$1,150 per member city. Without the one-time offset, the annual dinner fee revenue amount would be \$32,900.

Dinner Fees, Reimbursements, and Budget Changes

If the membership adopts the annual budget, it will be approving the following:

- An increase in the annual membership dues, including increasing the dinner fee to \$100 per person. The proposed new fees are as follows:

Proposed 2024 Membership Dues⁽¹⁾

Dues/ Fee Type	Current Dues	Current Small City Dues	New Dues	New Small City Dues
Membership Dues	\$3,422	\$2,565	\$3,480	\$2,620
Dinner Fee	\$840	\$840	\$2,350	\$2,350
Total Fee	\$4,262	\$3,405	\$5,830	\$4,970

1. Does not include a one-time dinner fee offset that will reduce the new dues for each city by \$1,150 in 2024 only.

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- A one-time dinner fee offset of \$1,150 will be applied to 2024 only. With the offset, the 2024 dues would be as follows:

Proposed 2024 Membership Dues with the \$1,150 Dinner Fee Offset⁽¹⁾

Dues/ Fee Type	New Dues	New Small City Dues
Membership Dues	\$3,480	\$2,620
Dinner Fee	\$1,200	\$1,200
Total Fee	\$4,680	\$3,820

- An annual subscription to a multi-user version of Intuit's QuickBooks at \$720.
- Increasing the amount the Mayors' Conference reimburses for attendance at a monthly dinner from \$50 per person to \$75 per person. The \$75 reimbursement amount is anticipated to begin around March/April 2024 after implementing invoicing and other related matters.
- Increasing to \$75 the amount a regional agency representative pays for dinner attendance and encouraging a regional agency to purchase an annual subscription to the dinner service.
- Adoption of a policy that the Mayors' Conference will not reimburse a host city in an amount in excess of its expenses for hosting a monthly meeting.

All of the above actions are consistent with the Executive/Legislative Committee's action at the November 8, 2023, meeting.

RECOMMENDATION – Consider the attached CY 2024 Budget and membership dues schedule and make a recommendation regarding adoption to the full membership regarding their adoption.

Agenda Item 7. Consideration to Amend the Mayors' Conference Bylaws Requiring an Annual Financial Report.

At the November 18, 2023, Mayor's Conference meeting, the Executive Committee approved an amendment to the Conference's bylaws that replaces a requirement for an annual certified audit with a requirement for an annual financial report. The change will allow for more regularity in reporting and reflects the improved reporting capabilities anticipated to be available by utilizing Intuit's QuickBooks. The proposed language is as follows:

17. An annual audit financial report of the budget and all financial transactions of the Conference shall be presented to made by the Executive Committee. For the purpose of conducting presenting the audit annual financial report, the Executive Committee ~~shall~~ may retain the services of a private certified public accounting firm or have it presented by the Executive Director.

RECOMMENDATION – Consider the proposed amendment to the Conference's bylaws and make a recommendation to the membership regarding its adoption.

Attachments

1. Executive Director Service Agreement
2. Proposed CY 2024 Budget with the schedule of membership dues
3. Proposed amended bylaws

Alameda County Mayors' Conference

Executive Committee Members

Chair – Lily Mei

Vice-Chair – Jesse Arreguin

Immediate Past President – Marilyn Ezzy Ashcraft

Member – Melissa Hernandez

Member – (Elected/appointed from City Council) – Vacant

Alternate – Carol Dutra-Vernaci

ALAMEDA COUNTY MAYORS' CONFERENCE

This agreement is entered into this 1st day of January 2024, by and between the Alameda County Mayors' Conference, a voluntary organization of cities hereinafter called "Conference," and Steven Bocian, hereinafter called "Contractor."

WITNESSETH

WHEREAS, Conference is desirous of securing certain professional services in order to carry out the purposes of the organization; and

WHEREAS, the Contractor is organized and equipped for the purpose of providing such professional services.

NOW, THEREFORE, in consideration of the promises hereinafter set forth, the parties do hereby agree as follows:

1. The Contractor shall perform the following activities and services:
 - a. To serve as the Executive Director of the Conference, and as necessary, serve as liaison officer before State Legislative committees pertaining to issues affecting local government, particularly in Alameda County, and to the maintenance of information and communication with the State legislative delegation representing Alameda County.
 - b. To insure proper communication with and representation before all regional agencies and the Alameda County Board of Supervisors, including recording minutes and processing applications and appointments made by the Conference and the Alameda County City Selection Committee to regional boards, as required.
 - c. To keep a good and sufficient record of the proceedings of the Conference.
 - d. To keep a record and ascertain the qualifications of each member and alternate member.
 - e. To maintain files for all reports, correspondence, and other business of the Conference.
 - f. Upon request, to attend meetings of the various committees of the Conference so as to lend any technical guidance, conduct of research, or the provision of whatever clerical assistance that may be needed.
 - g. Annually, with assistance from the Conference Treasurer, to prepare and present a proposed budget and assessment schedule to the Executive Committee, and to control the approved budget.

h. Retain digital files of all matters related to the Conference and post meeting agenda, and related documents, and business meeting minutes on the Conference website for public access.

i. Continue to maintain and regularly update the Alameda County Mayors' Conference website.

j. To work cooperatively with the City of San Leandro and the Conference Treasurer concerning their overall financial administration of the Conference, including utilization of Quickbooks for invoicing, accounts payable, preparation of an annual financial report, and other financial matters.

jk. To perform such other duties as the Conference may from time to time direct.

1. In consideration for providing the Conference specified professional services the Contractor shall be compensated at the rate of Three Thousand Sixty-Four Dollars and 00 Cents (\$3,064) per month. The Contractor shall also receive, an automobile allowance of One Hundred Twenty-Three Dollars (\$123.00) per month. Total compensation and auto allowance shall be (\$3,187) per month. Contractor shall also be reimbursed for out-of-pocket expenses incurred on behalf of the Conference.

2. The Contractor and Conference understand Steven Bocian is not acting hereunder in any manner as an employee of the Conference, but solely under this agreement as an independent contractor. Contractor shall indemnify, defend, and hold harmless Conference, its boards and commissions, officers, and employees from and against any and all loss, damages, liability, claims, suits, costs, and expenses whatsoever, including reasonable attorneys' fees, regardless of the merits or outcome of any such claim or suit arising from or in any manner connected to Contractor's negligent performance of services or work conducted or performed pursuant to this Agreement.

Because Conference has relied on the specific background and capabilities of Contractor in awarding this agreement, any assignment of Contractor's interest in this agreement shall be null and void and shall confer no right, title, or interest in this agreement.

3. This agreement supersedes any existing contract for these services and shall be for the period from January 1, 2024, through December 31, 2024, and will automatically terminate on December 31, 2024, unless extended by mutual agreement of the parties in conjunction with the term of the annual budget. This agreement may be terminated by either party upon ninety (90) days written notice to the other party.

NOTICES: All notices or other communications required or permitted hereunder shall be in writing and shall be personally delivered, sent by courier, messenger services, or sent by registered or certified mail, postage paid, return receipt requested, and shall be deemed received upon the earlier of (1) the date of delivery to the address of the person to receive such notice at the following addresses, or (2) five (5) business days after the date of posting by the United States Post Office:

To Conference: President
 Mayor Jesse Arreguin
 City of Berkeley
 2180 Milvia Street
 Berkeley, CA 94704

To Contractor: Steven Bocian
 4887 Merganser Court
 Pleasanton, CA 94566

IN WITNESS WHEREOF, the parties have caused this agreement to be executed.

CONTRACTOR

ALAMEDA COUNTY MAYORS'
CONFERENCE

Steven Bocian ,
a sole proprietor

Jesse Arreguin,
President

Dated: _____

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**ALAMEDA COUNTY MAYORS CONFERENCE
STATEMENT OF RECEIPTS, DISBURSEMENTS & EQUITY
ACTUAL AND ESTIMATED BUDGET FOR 2022 THROUGH 2024**

	ACTUAL C.Y. 2022	ESTIMATED C.Y. 2023	Proposed C.Y. 2024
CASH RECEIPTS (INCOME) -			
MEMBERSHIP DUES	\$ 44,480.00	\$ 44,480.00	\$ 46,140.00
MEMBERSHIP DINNER FEE	-	11,760.00	16,800.00 (1)
INTEREST INCOME	0.00	0.00	0.00
DINNER REIMBURSEMENTS	600.00	2,800.00	5,000.00 (2)
TOTAL CASH RECEIPTS	\$ 45,080.00	\$ 59,040.00	\$ 67,940.00
CASH DISBURSEMENTS (EXPENSES) -			
CONTRACT (Executive Director)	\$35,016.00	\$36,768.00	\$36,768.00
ACCOUNTING SERVICES (San Leandro)	3,000.00	3,000.00	3,000.00 (3)
OFFICE SUPPLIES/ SUBSCRIPTIONS	0.00	149.00	1,000.00 (4)
CAR ALLOWANCE (Executive Director)	1,476.00	1,476.00	1,476.00
DINNER EXPENSE/ REIMBURSEMENTS	5,000.00	13,550.00	29,700.00 (5)
BANK SERVICE CHARGES	497.93	525.00	500.00
WEBPAGE ADMINISTRATION	0.00	520.00	600.00
2024 Dues Offset			16,100.00 (6)
MISCELLANEOUS	0.00	0.00	0.00
TOTAL CASH DISBURSEMENTS	\$ 44,989.93	\$ 55,988.00	\$ 89,144.00
EXCESS (DEFICIT) OF RECEIPTS OVER DISBURSEMENTS	90.07	3,052.00	(21,204.00)
EQUITY, BEGINNING	31,825.00	31,915.07	34,967.07
EQUITY, ENDING (DEFICIT)	\$ 31,915.07	\$ 34,967.07	\$ 13,763.07

Notes:

1. Includes a one-time 2024 adjusted dinner fee with a offset of \$1,150 per each member city. Actual dinner fee amount is \$32,900.
2. Estimated dinner reimbursements from regional agencies at \$75 per person (Six agencies per meeting)
3. The City of San Leandro is paid \$3,000 annually for financial administration services
4. Includes annual subscription to Intuits QuickBooks at \$720
5. Assumes 11 dinners annually for 35 attendees. The Conference reimburses a member city hosting a monthly business meeting and dinner a total of \$75 for each mayor, city manager (or alternates), a guest speaker and the Executive Director who RSVPs to attend the event. If the reimbursement amount exceeds the host city's total expenses for hosting the event, the reimbursement amount will be equal to the host city's total event cost.
6. The 2024 dinner fee credit of \$1,150 per 14 member cities.

**ALAMEDA COUNTY MAYORS CONFERENCE
PROPOSED 2024 MEMBERSHIP DUES**

	New Membership Dues and Dinner Fees			2024 Dues with \$1,150 Dinner Fee Offset (3)		
<u>AGENCY</u>	<u>Membership Dues (1)</u>	<u>Dinner Fee (2)</u>	<u>Total Dues</u>	<u>Membership Dues</u>	<u>Dinner Fee</u>	<u>2024 Total Dues</u>
Alameda	\$ 3,480.00	\$ 2,350.00	\$ 5,830.00	\$ 3,480.00	\$ 1,200.00	\$ 4,680.00
Albany	2,620.00	2,350.00	4,970.00	2,620.00	1,200.00	\$ 3,820.00
Berkeley	3,480.00	2,350.00	5,830.00	3,480.00	1,200.00	\$ 4,680.00
Dublin	3,480.00	2,350.00	5,830.00	3,480.00	1,200.00	\$ 4,680.00
Emeryville	2,620.00	2,350.00	4,970.00	2,620.00	1,200.00	\$ 3,820.00
Fremont	3,480.00	2,350.00	5,830.00	3,480.00	1,200.00	\$ 4,680.00
Hayward	3,480.00	2,350.00	5,830.00	3,480.00	1,200.00	\$ 4,680.00
Livermore	3,480.00	2,350.00	5,830.00	3,480.00	1,200.00	\$ 4,680.00
Newark	2,620.00	2,350.00	4,970.00	2,620.00	1,200.00	\$ 3,820.00
Oakland	3,480.00	2,350.00	5,830.00	3,480.00	1,200.00	\$ 4,680.00
Piedmont	3,480.00	2,350.00	5,830.00	3,480.00	1,200.00	\$ 4,680.00
Pleasanton	3,480.00	2,350.00	5,830.00	3,480.00	1,200.00	\$ 4,680.00
San Leandro	3,480.00	2,350.00	5,830.00	3,480.00	1,200.00	\$ 4,680.00
Union City	3,480.00	2,350.00	5,830.00	3,480.00	1,200.00	\$ 4,680.00
Total	\$ 46,140.00	\$ 32,900.00	\$ 79,040.00	\$ 46,140.00	\$ 16,800.00	\$ 62,940.00

Notes:

1. Membership Dues for cities with population less than 50,000 are reduced by 25%
2. Each member city is assessed \$100 per mayor and city manager plus the guest speaker and executive director for dinner costs. The Conference will reimburse a member city hosting a monthly business meeting and dinner a total of \$75 for each mayor, city manager (or alternates) a guest speaker and the Executive Director who RSVP to attend the event. If the reimbursement amount exceeds the the host city's total expenses, the reimbursement amount will be equal to the host city's total event cost.
3. For 2024, the 2023 ending balance will be used for funding a one time fee offset of \$16,100 (\$1,150 X 14 cities)

ALAMEDA COUNTY MAYORS' CONFERENCE

BYLAWS

WHEREAS, the Mayors of the cities of Alameda County, California have banded themselves together into an organization known as the ALAMEDA COUNTY MAYORS' CONFERENCE; and

WHEREAS, the purposes of said organization are to:

- . develop and maintain a means of cooperative effort and understanding in matters of mutual interest and concern;
- . assemble information helpful in the consideration of problems peculiar to the various areas of the County;
- . provide guidance for united action by their respective cities in dealing with local municipal affairs;
- . serve as a City-County relations organization;
- . consider, study and make recommendations regarding regional problems;
- . explore all practicable avenues of thought advanced in the interest of local public welfare and policies;
- serve as the Alameda County City Selection Committee in accordance with Government Code §§ 5027-50279.2.

NOW, THEREFORE, BE IT RESOLVED that the following Bylaws be, and are hereby, adopted:

1. The membership of the Alameda County Mayors' Conference, hereinafter the Conference, shall consist of the Mayors of the incorporated cities in Alameda County.
2. Mayors shall be deemed qualified for and shall be admitted to membership in the Conference upon their qualification for the office of Mayor of their respective cities. Until such

qualification, the current Mayor, Vice Mayor or Mayor Pro Tempore, shall continue to serve as the official representative.

3. For the purposes of voting and quorum requirements, a Mayor may designate as his/her alternate any member of the City Council to attend business meetings of the Conference in his/her absence. Alternates to voting members do not participate in committee meetings. Alternates to voting members shall participate in business of the Alameda County City Selection Committee and vote as the mayor's representative pursuant to Government Code §50271(a).
4. Each City duly represented at meetings shall have one vote.
5. A voting representation of a majority of all member cities shall constitute a quorum for the transaction of business of the Conference, as provided herein.
6. Except as provided herein, Robert's Rules of Order, Revised, shall constitute the parliamentary authority for the Conference.
7. The Conference hereby adopts and shall be subject to the provisions of the Ralph M. Brown Act.
8. Dues will be assessed annually for membership. Such dues shall be in an amount adequate to satisfy any incurred or planned expenses and shall be assessable in whatever manner is adopted by a majority vote of the membership. Special assessments may be made during the course of a budget year, as defined herein, subject to the approval of a majority of the membership.
9. Officers of the Conference shall consist of a PRESIDENT, VICE PRESIDENT, IMMEDIATE PAST PRESIDENT, EXECUTIVE DIRECTOR, and TREASURER. All officers except the Executive Director and Treasurer shall be members of the Conference and shall be selected in the manner hereinafter set forth. The President and Vice President shall also serve as the Chairman and Vice Chairman, respectively, of the Alameda County City Selection Committee when the Conference is conducting business in such capacity. The Executive Director shall serve as the permanent

secretary and recording officer of the Alameda County City Selection Committee pursuant to Government Code §50276 and shall be deputized by the Clerk of the Board of the Alameda County Board of Supervisors for the purpose of carrying out those duties.

10. A Conference Executive Committee shall be established by the President and be comprised of the Conference President, Vice President, the most Immediate Past President available and eligible to serve, two members of the Conference, one of whom has been elected as Mayor by his/her Council, and an alternate. (Mayors who are elected by their Councils do not serve as President or Vice President but do have representation on both the Nominating and Executive Committees.) The attendance policy requires that any regular member of the Executive Committee who misses three straight meetings can be replaced.

The powers and duties of the Executive Committee shall be as follows:

- a. The Executive Committee shall review and may revise the proposed annual budget and assessment schedule as prepared by the Executive Director each year. Each year the proposed budget and assessment schedule recommended by the Executive Committee shall be submitted to the Conference for approval.
- b. The approved budget and assessment schedule shall apply to the term January 1 through December 31 of each year.
- c. After adoption of the annual budget and assessment schedule by the Conference membership, the Executive Committee shall control all expenditures in accordance with such budget.
- d. The Executive Committee shall have the power to transfer funds within the total budget in order to meet unanticipated needs or changed situations. Such action shall be reported to the Conference.
- e. The Executive Committee shall recommend the appointment of each Executive Director, subject to the approval of

the majority of the Conference membership.

- f. The Executive Committee shall recommend the appointment of each Treasurer, subject to the approval of the majority of the Conference membership. The Treasurer shall be an official of one of the incorporated cities of Alameda County. The Executive Committee is empowered to grant a reasonable fee, if necessary, to such officer for services performed.
 - g. The term of office of Treasurer shall be at the discretion of the Executive Committee.
 - h. The Executive Committee shall also serve as the Legislative Committee. The purpose of the Legislative Committee is to develop legislative positions and to lobby on behalf of the positions that have been adopted by a majority of the Mayors' Conference.
11. When the President assumes office in May, he/she shall select members to the Nominating Committee, consisting of the President, Vice President, two elected Conference members, one other member who has been elected Mayor by his/her Council, and an alternate. (Mayors who are elected by their Council do not serve as President or Vice President but do have representation on both the Nominating and Executive Committees.) - Any regular member of the Nominating Committee who misses three straight meetings can be replaced by the President. The Nominating Committee shall make recommendations for appointments to be made by the full membership of the Mayors' Conference and the Alameda County City Selection Committee, which makes appointments to various statutory bodies or advisory groups in conformance with the requirements of applicable State legislation.

It is the intent of the Alameda County Mayors' Conference and the Alameda County City Selection Committee that Mayors hold all Mayors' Conference and Alameda County City Selection Committee appointments to county and regional bodies unless precluded from serving. Accordingly, the Nominating Committee and the Conference shall adhere to the following priorities in recommending and making selections for

appointment: Priority 1 - Mayors and/or City Councilmembers of a city where the Mayor is elected by their Council provided the councilmember was appointed to the county or regional body while serving as Mayor; Priority 2 - Councilmembers; Priority 3 - Members of the public

If no Mayor applies for consideration of appointment to a regional body within the established schedule, then the Nominating Committee shall inform the membership at a regularly scheduled meeting that the position will remain open for applications from Mayors until the next regularly scheduled meeting. The Nominating Committee will consider a recommendation to appoint and/or reappoint a councilmember only when the councilmember has been nominated by the current Mayor of his/her city.

Any Mayor who is elected by his/her Council can fulfill their term on a regional body for which he/she was appointed when he/she leaves office as Mayor if he/she remains a member of the City Council and continues to provide updates to the membership regarding the county or regional body's activities. Any other appointment will be considered vacant when the appointee is no longer a Mayor or City Councilmember and that vacancy will be brought before the Conference to be filled so that there is no interruption of representation. A member appointed to serve on a county or regional body shall serve no more than eight consecutive years on that body. If a member is appointed to fill a partial term, that term shall not be counted toward the eight-year limit.

12. Nomination and election of Mayors' Conference and Alameda County City Selection Committee officers shall be held at the regular monthly meeting of the Conference in May of each year and may be held at other times as vacancies occur.
13. Nominations for officers shall be made by the Nominating Committee and may also be made from the floor and shall be declared closed for each office after a call by the President for additional nominations. Voting members only shall make all nominations and seconds.
14. An election for each office, beginning with that of President, shall be held immediately after all nominations and seconds

have been made.

15. Officers shall take office immediately after all have been elected and shall serve until disqualified or until a successor is selected by the Conference.
16. Their duties shall be as follows:

PRESIDENT:

To preside at all meetings, maintain order, decide questions of parliamentary procedure, appoint committees authorized by the membership, and designate the chairs thereof, call special meetings when requested in writing by a majority of the members of the Mayors' Conference or when he/she determines it is appropriate and perform such other duties as are usually incident to such office as elsewhere herein provided. The President shall carry out the same duties when presiding as Chairman of the Alameda County City Selection Committee.

VICE PRESIDENT:

To perform the duties of President in his/her absence, or upon the President's inability to serve.

EXECUTIVE DIRECTOR:

To serve as staff to the Conference; to maintain contact with the State delegation from Alameda County; to insure proper representation before county and regional agencies; to keep a record of the Conference meetings; to keep a record and ascertain the qualifications of each member; to maintain the official records of the Conference and the Alameda County City Selection Committee in keeping with the records retention schedule; to attend meetings of the Committees of the Conference in order to provide technical assistance; to work with the Treasurer to prepare the annual budget and the annual audit for the Executive Committee to consider; to coordinate any special events to serve as the permanent secretary and recording officer when the Conference is sitting as the Alameda County City Selection Committee and undertake the duties described in Government Code §50276.

TREASURER:

To insure that a proper record of all financial transactions

of the Conference is maintained; to insure that all dues and revenues which accrue to the Conference are received and placed in a qualified depository; to provide regular statements of the financial status of the Conference, covering revenue and expenditures; to work with the Executive Director in the preparation of the proposed annual budget and the annual audit; to perform any other related duties.

17. An annual audit financial report of the budget and all financial transactions of the Conference shall be presented to made by the Executive Committee. For the purpose of conducting preesenting the audit annual financial report, the Executive Committee shall may retain the services of a private certified public accounting firm or have it presented by the Executive Director.
18. Regular meetings of the Conference shall be held on the second Wednesday of each month at 6:30 p.m.; if that date falls on a Federal holiday, the meeting will be held on the next regular business day. The host city shall determine the location of the meeting. The membership shall be notified of all meetings at least one week in advance thereof.
19. Special committees may be authorized by the membership and appointed by the President from time to time for specific purposes and periods of time. When so authorized and appointed, such committees shall perform such functions as are specifically assigned to them by the membership and report their findings or actions to the membership in writing.
20. All internal committee assignments shall terminate at the end of the May meeting of the Mayors' Conference each year.
21. These Bylaws may be amended by a majority vote of the membership but only after such amendment has been proposed at a regular meeting and continued to the next regular meeting for final action. A final vote or other action on a proposed amendment may not occur unless all members have been given notice of the proposed amendment at the prior regular meeting or by written communication at least ten days prior to the date of the regularly scheduled meeting where the final vote or other action is on the agenda.

Adopted - January 8, 1954
Amended - July 8, 1960
Amended - October 8, 1969
Amended - May 5, 1971
Amended - November 12, 1975
Amended - April 13, 1977
Amended - September 12, 1984
Amended - September 10, 1992
Amended - January 8, 1995
Amended - April 12, 2000
Amended - July 11, 2007
Amended - October 10, 2007
Amended - March 12, 2008
Amended - July 9, 2008
Amended - May 13, 2009
Amended - October 11, 2017
Amended - May 8. 2019