



BYLAWS

Of the League of Kansas Municipalities

Adopted October 9, 2023

BYLAWS

The League of Kansas Municipalities

ARTICLE 1. NAME

Section 1. Name. This instrumentality of the member cities of Kansas, established by 32 cities of Kansas on May 19, 1910 and ratified by K.S.A. 12-1610e, is named the League of Kansas Municipalities and it may be referred to as the League or as the instrumentality.

ARTICLE 2. CITY MEMBERSHIP

Section 1. Action to Join. Any city in Kansas may become a member of the League by action of its governing body and payment of the membership dues, as authorized by state law and as provided for in Article 11 of these bylaws. Payment of the current annual membership dues and subscriptions shall be the limit of liability of any member city for the acts and obligations of this instrumentality. One subscription to the *Kansas Government Journal* is included with the payment of dues.

Section 2. Voting Delegates. When a city is a member of the League, any elected or appointed officials of such city may be appointed by the city governing body as voting delegates and alternate voting delegates, in accordance with the provisions of Article 4 of these bylaws, to represent the city in any meeting of the voting delegates and in the conduct of any other affairs of the instrumentality requiring action of the member cities. In the absence of the appointed voting delegates, the alternate voting delegates may vote on matters before a meeting of voting delegates. Voting delegates or alternates shall qualify by having his or her name, city, title, and address registered with the executive director or designee and shall hold such position while qualified and in the year in which they are appointed by their respective governing body.

ARTICLE 3. DIRECTORS AND GOVERNING BODY

Section 1. Governing Body Constituted. The directors of the League shall be a president, vice president, executive director, 12 elected directors, “large city” directors, as defined in Section 3, and each past president who continues to serve in the municipal office the director held while president on an uninterrupted basis shall be eligible to serve as a voting ex officio director. No past president shall serve in such capacity if that official's city is otherwise represented on the governing body of the League. The directors shall constitute the governing body of the League. The Executive Director shall serve as a non-voting member of the governing body.

Section 2. Qualifications. The directors and the ex officio directors shall be appointed or elected officials of a member city. Such directors shall hold one of the following positions with a city: mayor, councilmember, commissioner, city manager, city administrator, clerk, treasurer, city attorney, finance officer, or department head. All directors of the League, except large city directors, ex officio directors, and the executive director, shall be elected at the annual meeting and shall hold office until their successors are elected and have qualified. No director shall be eligible to serve if the director's city is otherwise represented on the governing body. The executive director shall be appointed by the governing body.

Section 3. "Large City" Representation. The League defines "large city" as a city with a population in excess of 120,000. Large member cities are eligible to appoint a director on the Governing Body. This director may hold any position on the board, but the city may have no more than one director at a time.

Section 4. Terms of Office. The term of office for the president and vice president shall be one year. The term of office for the elected directors and "large city" directors shall be three years. Four of said elected directors shall be elected each year. The executive director shall hold office at the pleasure of the governing body.

Section 5. Vacancies. A vacancy shall occur on the League governing body when a director submits a written resignation, or no longer serves with the city under which they were serving as a director. All vacancies in elective offices—except that of president and vice president—shall be filled by the president's appointment with the consent of the governing body for the unexpired term. When a vacancy occurs in the office of president, the vice president shall become president for the unexpired term. A replacement to fill the vacancy in the office of vice president shall be nominated by the President from the governing body's membership and voted on by the governing body to fill the unexpired term.

Section 6. Voting and Committees. Quorum for the governing body requires a simple majority of the total body to conduct business. All decisions of the governing body shall be made by a majority vote of the members present at an official meeting. The president shall preside at meetings of the governing body and the executive director shall be the secretary. In the absence of the president, the vice president shall preside. The president shall have power to appoint the members of such committees as may be established by the governing body.

ARTICLE 4. ELECTION OF DIRECTORS; CITY VOTES

Section 1. Election and Oaths. The election of directors, except the ex officio directors and the executive director, shall be held on the last day of the annual conference. The elected and appointed directors of the League shall subscribe to the oaths required of city officials by state law.

Section 2. Nominating Committee. Nominations for elected directors shall be made by a nominating committee which shall be chaired by the immediate past president and shall consist of not fewer than five officials of member cities who shall be appointed by the president with the consent of the governing body. The names, titles, and addresses of the members of the nominating committee will be published in *Kansas Government Journal* at least 10 days before the meeting at which the directors are elected. The nominating committee will make its report in writing to the annual conference at a time not later than 24 hours prior to the start of the annual business meeting. Such reports will be available from the president or executive director. Additional nominations may be made in writing and must be presented to the president or executive director at least 7 days prior to the start of the annual business meeting. Each such additional nomination shall be supported by the signatures of 5% of the League's city voting delegates.

Section 3. Election Guidelines. The governing body shall adopt by resolution the guidelines to be utilized by the nominating committee when considering recommendations for the elected directors of the League.

Section 4. City Voting. Whenever the vote of the member cities is taken, each member city shall be entitled to one or more votes as provided by Section 5 of this Article and only a qualified voting delegate may vote. No city voting delegate may vote by proxy. A majority of the city votes cast shall be required for the approval of any matter submitted to the membership for approval. The voting requirements at a meeting of voting delegates shall be as provided in Article 5 of these bylaws.

Section 5. Vote Allocation. Each member city of less than 2,501 population shall have 1 vote. Each city of over 2,500 shall have votes as follows:

Base vote for first 2,500 population or fraction thereof	..1 vote
Next 5,000 or fraction thereof	..1 vote
Next 10,000 or fraction thereof	..1 vote
Next 20,000 or fraction thereof	..1 vote
Each additional 40,000 or fraction thereof.....	..1 vote

Section 6. Quorum and Vote by City. City delegates from 10% of member cities shall constitute a quorum of a meeting of voting delegates. All decisions shall be made by a majority vote of the city voting delegates voting. Whenever a vote by city is conducted, the voting delegates representing each city shall cast a single vote, either yes or no, of all such city's votes.

ARTICLE 5. ANNUAL CONFERENCE & CONVENTIONS

Section 1. Annual Meeting and Convention of Voting Delegates. The League shall organize an annual meeting and convention for its member cities to bring together the voting delegates from member cities. The governing body of the League will decide the specific time and location for the conference and convention.

In special circumstances, there are provisions for alternative meetings:

- If approved by a three-fourths vote of the governing body, a convention of voting delegates may be called at a different time and place.
- If the executive director receives petitions signed by 10% of the city delegates registered in their office, a convention of voting delegates shall be called at the time and place specified in the petitions.

ARTICLE 6. KANSAS GOVERNMENT JOURNAL

Section 1. League Official Publication. The *Kansas Government Journal* shall be the official journal of the League. It shall be published by the executive director. The governing body shall establish the subscription rates by resolution. The governing body may enter into contracts with organizations of political subdivisions and public officials for the adoption of *Kansas Government Journal* as their official publication.

ARTICLE 7. RESEARCH AND SERVICES

Section 1. Inquiries. The League shall provide local-government research, special services, and technical and advisory assistance as authorized by state law and these bylaws. The executive director and employees of the League shall comply with all reasonable requests for information and research relating to local government and administration made by its members.

Section 2. Research Funds. The governing body may provide funds for financing local-government research and other services of the League by soliciting and accepting gifts, grants, contributions, devises or bequests, and by selling research subscriptions.

Section 3. Research Subscriptions. The governing body of the League will determine the specific types and extent of research and information services that will be provided to member cities and other subscribing local governments. Additionally, the governing body may establish a schedule of rates for research subscriptions, which outlines the fees to be charged for accessing these services.

ARTICLE 8. POLICY DEVELOPMENT

Section 1. Municipal Policies. The League shall endeavor to responsibly and effectively serve as the collective voice and spokesperson for municipal-government objectives, championing the cause of local government and home rule.

Section 2. Local Participation. The League shall assist member cities and their governing bodies and chief administrative officials in performing their governing and local policy development and management responsibilities.

ARTICLE 9. ADMINISTRATION

Section 1. Governing Body. The governing body shall supervise and control the affairs of the League as authorized by state law and these bylaws.

Section 2. Executive Director. The executive director shall be the chief executive officer and shall manage the affairs of the League pursuant to these bylaws and policies established by the governing body. The executive director shall:

- a) Appoint and fix the compensation for all the employees and be responsible for the proper and effective conduct of the work of the League;
- b) Keep an accurate record of accounts which shall be audited once each year by a licensed accountant selected by the governing body;
- c) Prepare a budget of the estimated revenues and expenditures, which shall be submitted to the governing body for its approval;
- d) Make all commitments and expenditures for the League pursuant to budget authority;
- e) Disburse the funds of the League with authorization of two persons authorized to do so by the executive director;

- f) Create accurate minutes of the convention and the meetings of the governing body;
- g) Provide notice of all conventions to the city clerk and registered city voting delegates of member cities, which may include notice publication in the *Kansas Government Journal*;
- h) Collect and receive all League revenues and keep a record of accounts;
- i) Be the publisher of the *Kansas Government Journal*.

Section 3. Executive Committee. The executive committee makeup includes: (1) President, (2) Vice President, and (3) the Immediate Past President of the governing body. The Executive Committee shall have general supervision of the affairs of the League between the regular meetings of the governing body. The executive committee shall serve as the review committee for the executive director and shall make recommendations to the governing body concerning the executive director's performance and compensation.

ARTICLE 10. PROPERTY AND CONTRACTS

Section 1. Titles. Title to all property belonging to this instrumentality shall be taken and held in the name of the League of Kansas Municipalities.

Section 2. Personal Property. Personal property of the League of value of \$10,000 or less may be sold, transferred, or otherwise disposed of in the name of the League by the executive director as deemed advisable. Personal property of the League of value of more than \$10,000 may be sold, transferred, or otherwise disposed of in the name of the League by the executive director when expressly authorized by the governing body. The governing body may confer its authorization power to the executive committee in case-by-case situations and only with pre-authorization in an official meeting. Personal property of the League may be pledged or mortgaged in the name of the League only by express authority of the governing body.

Section 3. Real Property. Real property belonging to the League shall require express authority by the governing body to sell, transfer, convey, or mortgage real property. All deeds or mortgages of real property shall be executed in the name of the League by the president and attested by the executive director with the seal of the League affixed.

ARTICLE 11. MEMBERSHIP DUES AND SUBSCRIPTIONS

Section 1. Dues. The annual membership dues and research subscription for each member city shall be payable in advance of the first day of January in each year and shall be determined by

the Governing Body based on city population, city valuation, or other pertinent characteristics. The dues may also include a base charge to each city.

Section 1.2 Dues Requirements. The Governing Body may alter the dues by a three-quarters vote and publication in the League's Administrative Policies.

Section 2. First Year Membership. The governing body of the League may authorize special first-year membership rates to nonmember cities.

ARTICLE 12. MUNICIPAL ASSOCIATIONS

Section 1. Affiliates. The governing body is authorized to formally recognize associations which consist predominantly of municipal officials as affiliates of the League of Kansas Municipalities.

Section 2. Benefits and Privileges. Associations that are recognized by the governing body as affiliates of the League of Kansas Municipalities shall have the following benefits and privileges: (a) recognition as a League affiliate in the *Kansas Government Journal*; (b) the privilege of meeting as a municipal association in conjunction with the annual conference of the League of Kansas Municipalities; and (c) the privilege of having one of its officials participate as a voting member of the Legislative Policy Committee of the League of Kansas Municipalities, provided that the director so designated shall be a municipal official.

Section 3. Revocation. The governing body may revoke the recognition of a municipal association holding the status of affiliate.

ARTICLE 13. LITIGATION

Section 1. Appellate Cases. Assistance in litigation shall be limited to providing legal advice and information to member cities at the district court level and to the filing of *amicus curiae* briefs in the Kansas Court of Appeals, the Kansas Supreme Court, and the federal appellate courts.

Section 2. Advisory Committee. A litigation advisory committee is created for the purpose of advising League staff and the League governing body on whether or not to file an *amicus* brief when such request has been made by a member city. The final decision on whether to file a brief shall be made by the League governing body. The procedures for selecting the members of the litigation advisory committee and for submitting cases to the committee shall be established by resolution of the League governing body.

ARTICLE 14. AMENDMENTS

Section 1. Amendment Process. These bylaws may be amended by a recommendation from the governing body, followed by a majority vote by the city delegates at the League's annual meeting or an alternative meeting as outlined in Article 5, Section 1 of this document.

1.2 Notice Requirements. Prior to voting on any amendments, the following notice must be provided:

- Electronic notification to every member city at least 45 days before the vote.
- Publication in the Kansas Government Journal at least one month prior to the vote.
- Written notification to every voting city that has requested supplemental notification of the upcoming vote.

1.3 Bylaws Voting Process. During the meeting where the bylaws vote takes place, the League must distribute written ballots for conducting the vote. A majority vote by the city delegates in attendance is required to approve any changes to the bylaws.

1.4 Amendment by Written Petition. Alternatively, the bylaws may be amended by a written petition signed by 5% of the member-city delegates. This petition must secure a two-thirds majority vote of the city delegates in attendance at the League's annual meeting or an alternative meeting as specified in Article 5, Section 1 of this document. The written petition must be submitted to the League's executive director at least two weeks before the scheduled meeting.

1.5 Multiple Bylaws Proposals. If there are multiple bylaws proposals being considered concurrently, the following order will be followed:

- Written petitions will be addressed first, in the order received by the executive director.
- Bylaws initiated by the governing body will be considered after the written petitions.

1.6 Conflict Resolution. In the event that multiple bylaw changes are adopted, any conflicting clauses in the adopted changes will be resolved by prioritizing the changes adopted last in time. The governing body will make every effort to reconcile the final bylaws.

Section 2. Counting Committee. The governing body shall appoint a counting committee of three members to tally the votes on bylaw amendments, no later than 45 days after the vote. The committee will then submit the results to the governing body for vote canvassing and announcement. Once approved, the amendments will become effective.

Section 3. Bylaws Review. The governing body shall review the bylaws at least every five years.

These bylaws were revised and readopted in their entirety on October 9, 2001. Amended by voting delegate October 19, 2016.

Previous History: These bylaws were originally adopted by Resolution No.53-1 on September 23, 1953. They have been amended by Resolutions No. 53-3, No. 56-1, No. 61-7, No. 62-1, No. 64-1, No. 66-3, No. 69-3, No. 72-4, No. 73-4, No. 74-1, No. 77-1, No. 78-2, and No. 81-1. Further amended by ballot in 1993; 1997, 2000, 2001, 2016, and 2022.

STATE LAWS ESTABLISHING AND GOVERNING THE LEAGUE OF KANSAS MUNICIPALITIES*

K.S.A. 12-1610e. Any city in the state of Kansas may have membership in the League of Kansas Municipalities by action of the governing body and payment of the annual membership dues and subscriptions. The League of Kansas Municipalities is hereby constituted an instrumentality of the member cities of said league. The member cities acting by, through and in the name of such instrumentality are authorized to maintain local government information and research services and facilities and the *Kansas Government Journal*. This act shall be supplemental to K.S.A. 12-1610a, 12-1610b, 12-1610c, and 12-1610d or any amendments thereto.

K.S.A.12-1610f. The governing body of each member city may elect city delegates from among the city's officers to represent the city in the conduct and management of the affairs of the League of Kansas Municipalities. Such city delegates shall have power to adopt resolutions and establish general policies for the conduct of the affairs of said league, to establish annual membership dues and subscriptions, and to provide for the necessary officers and a governing body and to prescribe the powers and duties thereof.

K.S.A. 12-1610g. The member cities of the League of Kansas Municipalities acting by and through such instrumentality and in its name shall have power to purchase, or to receive by gift; devise or bequest and to hold real and personal property, to sell and convey any such real or personal property; to make contracts; to have and use a seal for such instrumentality; to sue and be sued in the name of such instrumentality in relation to its property and affairs; and to do all other acts necessary to the exercise of the functions of such instrumentality: *Provided*, That the payments of the current annual membership dues and subscriptions shall be the limit of liability of any member city for the acts and obligations of said instrumentality: *Provided*, further, That in the event the League of Kansas Municipalities is dissolved or otherwise terminated, all of its files, records, assets and property whatsoever, shall be delivered to the secretary of state to be held in custody for the cities of this state.

K.S.A. 12-1610a. The governing bodies of the political subdivisions of the state of Kansas are authorized to purchase annual subscriptions to *Kansas Government Journal* for their officers and employees and to maintain at least one bound set of these journals in their archives for reference,

K.S.A. 12-1610b. The officers and employees of the political subdivisions of the state of Kansas may cooperate with the editor and the publishers of *Kansas Government Journal* in the compilation of statistical data and other information on the operation of their respective governments for publication in *Kansas Government Journal*.

K.S.A. 12-1610c. Any city is authorized to pay the annual city dues in the League of Kansas Municipalities and to pay the actual expenses of its officers or employees who are authorized by the city governing body to attend any meetings of such League.

K.S.A. 12-1610d. Any political subdivision of the state of Kansas is authorized to pay subscriptions to the local government research services and publications of the League of Kansas Municipalities.

* Any reference within these statutes mentioning "officers" constitutes appointed and elected officials for League purposes. Contact League General Counsel, John Goodyear, with any questions concerning bylaws. (*jgoodyear@lkm.org*)