



BYLAWS OF THE [INSERT REGION NAME] CHAPTER OF THE MARYLAND MUNICIPAL LEAGUE

ARTICLE I – NAME AND AFFILIATION

The name of this organization shall be the **[Insert Name] Chapter of the Maryland Municipal League** (hereinafter referred to as the “Chapter”).

The Chapter is established as an **affiliate of the Maryland Municipal League** (hereinafter referred to as the “League”) and shall operate exclusively under the authority of, and in alignment with, the League’s bylaws, policies, and standards. Nothing in these bylaws shall be construed as granting the Chapter separate legal status independent of the League.

ARTICLE II- PURPOSE

The purpose of the Chapter shall be to facilitate communication and cooperation within the League and between municipalities within [Insert MML District Number] and other levels of state and local government.

Affiliates must abide by the mission and nonpartisan nature of the League. All Chapter activities shall be conducted in alignment with the League’s bylaws, standards, and compliance requirements. The Chapter shall not adopt official positions in conflict with the League, its Board of Directors, legislative or regulatory goals and policies.

ARTICLE III – MEMBERSHIP

Section 1. Active Membership

Active membership in the Chapter shall be open to any League member (defined as an incorporated city, town, village or special taxing district) located within [MML District Number] that:

1. Is a member in good standing of the **Maryland Municipal League** (“League”); and
2. Has paid all dues and assessments as prescribed by the League and the Chapter, if applicable.

All duly elected, appointed, or employed officials of Active Member municipalities shall be entitled to participate in the activities of the Chapter.

Section 2. Honorary Membership

The Executive Board may recommend individuals who have rendered distinguished service to municipal government for Honorary Membership in the Chapter, subject to 2/3 approval by the general membership. All past Presidents of the Chapter not currently serving in municipal office may automatically be designated as Honorary Members.

Honorary Members may have the privilege of attending and participating in Chapter activities but shall not have voting rights or hold elected office within the Chapter.

ARTICLE IV – OFFICERS AND THEIR DUTIES

Section 1. Officers

The officers of the Chapter shall be a President, Vice President, Secretary, and Treasurer. These positions constitute membership of the Chapter’s Executive Board.

Any duly elected, appointed, or employed official of an Active Member municipality in good standing with both the Chapter and the Maryland Municipal League (“League”) shall be eligible to serve as an officer. All officers shall be elected no later than the regular May meeting of the Chapter for the following membership year and shall serve until their successors are duly elected and installed in the new League membership year, which begins annually on July 1st. All officers for the new membership year will be submitted to the League no later than May 30th.

Section 2. President

The President shall:

1. Preside at all membership and Executive Board meetings;

2. Exercise general supervision over the affairs of the Chapter, subject to these bylaws and League oversight;
3. Appoint ad hoc committees, as necessary, with approval of the Executive Board;
4. Serve as an ex officio member of all committees except the Finance and Nominating Committees;
5. Confirm all compliance required by the League has been met to keep the Chapter in good standing;
6. Perform other duties as prescribed by resolution of the Chapter, provided such duties are consistent with League policies.
7. Serves as one of two signatures on any financial accounts attached to the Chapter and ensure financial compliance has been completed.

Section 3. Vice President

The Vice President shall perform the duties of the President during the President's temporary absence or incapacity and shall carry out such additional duties as assigned by the President or Executive Board.

Section 4. Secretary

The Secretary shall:

1. Record and maintain minutes of all Chapter meetings;
2. Maintain official rosters, records, and correspondence; and
3. Comply with all League affiliate protocols for archiving and transmitting minutes, rosters, and related documents to ensure consistency and compliance with League practices.

Section 5. Treasurer

The Treasurer shall:

1. Serve as custodian of all Chapter funds, ensuring that funds are deposited, disbursed, and accounted for in accordance with League financial protocols;
2. Prepare and present regular financial reports to the Executive Board and membership;
3. Provide bank statements, reconciliations, and all financial documentation (including but not limited to treasurer's reports) to the League as required;
4. Ensure adherence to all League-prescribed internal controls, including dual authorization requirements where applicable; and
5. Comply with League affiliate protocols for archiving and transmitting financial records.

Section 7. Vacancies

1. **President:** In the event of a vacancy in the office of President, the Vice President shall assume the office of President for the remainder of the unexpired term.
2. **Vice President:** If the office of Vice President becomes vacant, the Executive Board shall elect a qualified individual from among the officials of Active Member municipalities in good standing to serve the unexpired term.
3. **Secretary or Treasurer:** If a vacancy occurs in the office of Secretary or Treasurer, the Executive Board shall elect a qualified replacement from among the officials of Active Member municipalities in good standing to serve the remainder of the term.
4. **Reporting:** All appointments or successions to fill vacancies shall be reported promptly to the Chapter membership and to the Maryland Municipal League.

Section 8. Failure to Perform Duties - Should any officer fail to perform the duties of his or her office, the Executive Board must vote in the majority and shall recommend to the membership that the office be declared vacant. If the membership agrees with a majority vote, the vacant office shall be filled in accordance with Section 7 (above).

ARTICLE V – COMMITTEES AND THEIR DUTIES

The President shall nominate a member in good standing from the Chapter to serve on each permanent standing committee of the Maryland Municipal League ("League"), in accordance with League procedures. All nominations shall be submitted to the League by April 30 or such other date as the League may establish.

The Chapter may establish internal committees as needed, but such committees are not required by the League. Appointments to Chapter committees shall be made by the President with the consent by the Executive Board. Any duly elected, appointed, or employed municipal official of an Active Member municipality shall be eligible to serve on a Chapter committee. Honorary Members may serve in advisory capacities but shall not serve on the Finance or Nominating Committees. All appointments are subject to the approval of the League President.

Section 1. Legislative Committee

The Legislative Committee shall review county policy issues of concern to member municipalities and make recommendations for position consideration by the Chapter. All recommendations must be consistent with and are subject to the policies, positions, and procedures of the League. The Chapter shall not independently contract a lobbyist, as is League policy. All minutes and related documents shall be first approved by the Executive Board and included in the compliance reports to the League.

Section 2. Finance Committee

The Finance Committee shall be formed in May of each year to conduct an annual review of the Chapter's accounts for the prior fiscal year, to be completed in the first quarter of the following fiscal year. The Committee's written report shall be presented to the Executive Board, read at the next regular meeting to the full general membership, and submitted to the League no later than September 1. All minutes and related documents shall be first approved by the Executive Board and included in the compliance reports to the League.

Section 3. Nominating Committee

The Nominating Committee shall be formed in March of each year to solicit candidates for the Chapter's Officers. The Committee shall review the credentials of nominees and approve the final ballot by the regular April meeting for election at the May meeting. All minutes and related documents shall be first approved by the Executive Board and included in the compliance reports to the League.

Section 4. Other Committees

The President, with the consent of the Executive Board, may appoint ad hoc committees as may be necessary for the efficient conduct of the Chapter's affairs, provided that no such committee may assume authority reserved to the Executive Board, officers, or the League. All minutes and related documents shall be first approved by the Executive Board and included in the compliance reports to the League.

Section 5. Committee Structure

Each committee shall consist of at least 60% of the total membership of the Chapter. A majority of each committee shall constitute a quorum. A majority vote of those present and voting shall decide any questions before the committee. No proxies shall be permitted. Vacancies shall be filled by the Chapter President with the consent of the Executive Board.

ARTICLE VI – MEETINGS

Section 1. Regular Meetings

Regular meetings of the Chapter shall be held as determined by the Executive Board. A proposed roster of meeting dates for the fiscal year (July 1 – June 30) shall be submitted to the Maryland Municipal League (“League”) by July 30, and no later than September 1.

The Chapter shall hold no fewer than two (2) regular meetings during each fiscal year. Meeting space will be provided at the annual conferences when requested and available to meet said requirement.

Section 2. Special Meetings

Special meetings of the Chapter may be called by the President, by majority vote of the Executive Board, or upon written request of 2/3 Active Members in good standing with a submitted agenda topic. All special meetings shall be subject to the same notice and reporting requirements as regular meetings.

Section 3. Meeting Notices

Notice of all regular and special meetings shall be provided to all Active and Honorary Members, and to the League office, at least ten (10) calendar days in advance. The Secretary shall submit a full calendar of proposed meeting dates to the League office at the start of each fiscal year, and no later than September 1.

Section 4. Quorum and Voting

The majority of all voting members shall constitute a quorum. -Each Active Member municipality in good standing shall be entitled to one (1) vote, exercised in accordance with procedures adopted by its governing body. Honorary Members shall not have voting rights.

Section 5. Records of Meetings

Minutes of all Chapter meetings shall be recorded by the Secretary, approved by the membership, and provided to the League within thirty (30) days of approval. Attendance records shall also be maintained and made available to the League.

ARTICLE VII – REPRESENTATION AND VOTING

Section 1. Voting Rights

Each Active Member municipality in good standing shall be entitled to one (1) vote. Such vote shall be cast in the manner designated by the governing body of that municipality. Any duly elected, appointed, or employed official of an Active Member municipality may serve as the vote. A majority vote of those present and voting shall decide routine matters.

Section 2. Quorum

A quorum for the transaction of business requiring a vote of the membership shall consist of

representatives of not less than one half of the Active Member municipalities in good standing. No proxies shall be permitted.

Section 3. Voting Methods

All voting shall be conducted in person, by secure electronic means, or by other methods approved by the Executive Board that ensure accuracy, transparency, and verifiability. All voting procedures must comply with Maryland Municipal League (“League”) protocols and shall be reported to the League in a timely manner.

ARTICLE VIII – FINANCES, AMENDMENTS, AND DISSOLUTION

Section 1. Fiscal Year

The fiscal year of the Chapter shall be July 1 through June 30, consistent with the fiscal year of the Maryland Municipal League (“League”).

Section 2. Financial Management

1. All Chapter funds shall be received, deposited, disbursed, and accounted for in compliance with League financial protocols and internal control policies stated in the League Affiliate Handbook.
2. No financial obligation, debt, contract or liability may be incurred by the Chapter that in any way obligates or binds the League without the League’s prior written approval.
3. The Treasurer shall prepare regular financial reports for the Chapter and submit annual financial reports, bank statements, and other required documentation to the League by deadlines established by the League.
4. All Chapter bank accounts shall be subject to review and audit by the League.
5. On-line access to all bank accounts shall be given to a designated representative of MML

Section 3. Dues and Assessments

1. The collection and use of dues shall comply with League financial protocols and shall be subject to review and audit by the League.
2. No dues, fees, or assessments shall be imposed by the Chapter without the prior written approval of the League.

Section 4. Amendments

These bylaws may be amended at any membership meeting of the Chapter requiring a two-thirds vote of the Active Member municipalities, provided that:

1. Written notice of the proposed amendment has been given to all Active Members and the League at least thirty (30) days prior to the meeting; and
2. No amendment shall take effect until the final approval of the Board of Directors of the Maryland Municipal League.

Section 5. Dissolution

The Chapter may be dissolved by action of the League with a MML bylaws change at an annual meeting or general membership meeting with a two-third majority vote of chief elected officers following all bylaws procedures.

If the Chapter requests to be dissolved, it must first record a three-fourths majority vote of the Active Member municipalities present and voting at a regular or special meeting. Chapters must report the outcome of the action in writing to the League immediately, within 48 hours. The Maryland Municipal League Board of Directors must approve the request prior to dissolution.

Upon dissolution, and after payment of all outstanding liabilities, all remaining assets of the Chapter shall be distributed back to the membership of the Chapter or transferred to the League. Under no circumstances shall any assets of the Chapter inure to the benefit of any officer, single Active Member, or private individual.

ARTICLE IX – EX OFFICIO MEMBERSHIP

Section 1. Immediate Past President

During the corresponding membership year, the Immediate Past President of the Chapter shall serve as an **ex officio member** of the Executive Board and Legislative Committee, provided that the Immediate Past President remains a duly elected, appointed, or employed municipal official of an Active Member municipality in good standing during the membership year.

Section 2. Chapter President

The President of the Chapter shall serve as an **ex officio member** of all Chapter committees, except the Finance and Nominating Committees.

Section 3. Voting Rights

Ex officio membership confers all rights of membership, including voting, subject to the same eligibility and standing requirements applicable to other members of the body.

ARTICLE X – AFFILIATE STATUS

As an affiliate of the Maryland Municipal League (“League”), all chapters shall operate at all times in alignment with the League’s bylaws, policies, standards, and compliance requirements.

Affiliate status is expressly conditioned upon adherence to the following obligations:

1. **Compliance** – The Chapter shall comply with all League compliance guidelines, financial controls, reporting requirements, and governance standards.
2. **Officer Orientation** – All Chapter officers shall participate in League-provided orientation and training to ensure consistent understanding of affiliate responsibilities and practices.
3. **Active Status** – To remain in good standing as an active affiliate, the Chapter must meet regularly as required by these bylaws, maintain accurate and timely records, and submit all reports, rosters, and financial statements to the League by deadlines established by the League.
4. **Oversight** – The League Board of Directors retains the authority to review, audit, or amend the Chapter’s operations, and may suspend or revoke affiliate status if the Chapter fails to comply with League standards or applicable laws.