

By Laws

Connecticut Town And City Management Association

A. NAME:

The name of this organization shall be the CONNECTICUT TOWN AND CITY MANAGEMENT ASSOCIATION (CTCMA).

B. PURPOSE:

This association is organized as a local chapter of the International City/County Management Association (ICMA).

The purpose of CTCMA is to support professional management in local government by:

1. increasing the knowledge and ability of current and future municipal administrators and managers,
2. promoting the exchange of information between CTCMA members, and
3. providing opportunities for professional development of members; to strengthen the quality of local government through professional management; to encourage and preserve high ethical standards for municipal professionals; and to encourage, support and assist in acquainting citizens of the state with the precepts of professional administrators and managers.

C. MEMBERSHIP:

There shall be the following classes of membership:

1. **MANAGER/FULL MEMBER:** A person serving as a full-time administrative appointee of a Connecticut municipal legislative body with responsibility and authority to carry out policies established by the legislative body, or as a full-time administrative head of a council of governments. Said members shall have full rights and privileges are associated with membership including the right to vote.
2. **ASSISTANT MANAGER/FULL MEMBER:** A person serving in a Connecticut community in a principal administrative role directly responsible to a manager member or administrative head of a council of governments such as, or similar, to Assistant Manager, Administrative Assistant, or Assistant Director of a council of governments. Said members shall have full rights and privileges are associated with membership including the right to vote.
3. **AFFILIATE MEMBER:** A Government/Management Consultant or member of a professional organization having an active interest in the improvement of local

government administration. Such membership shall not have the privilege of voting but shall enjoy all other privileges associated with membership.

4. **RETIREE/HONORARY MEMBER:** A person whose active working life has included a significant role in the conduct of local government administration. Such membership shall not have the privilege of voting but shall enjoy all other privileges associated with membership.
5. **STUDENT:** A person who is enrolled in an accredited college or university who demonstrates an interest in a career in local government. Such membership shall not have the privilege of voting but shall enjoy all other privileges associated with membership.

D. ELIGIBILITY:

Individual membership to the organization shall be made by written request to the President, setting forth the type of membership desired and a statement of qualification. Each applicant shall be in good standing within the profession and within the community and eligible as provided within the membership classes. The Executive Committee shall act on membership applications.

E. FEES AND DUES:

Dues shall be payable on the first day of July of each year and shall be as recommended by the Executive Committee.

F. OFFICERS:

At the annual conference each year, which normally occurs in the Summer, the voting members shall elect a President, Vice President, Secretary, and Treasurer, and two other elected members of the Executive Committee, for a 2-year term beginning July 1 and expiring on June 30, or at such later time as a successor is duly qualified to take office. Eligibility for officers shall be limited to Full members.

In the event of a vacancy in the office of President, the Vice President shall automatically succeed to the office of President for the remainder of the term. All other vacancies shall be filled for the remainder of the term by a majority vote of the remaining members of the Executive Committee.

Resignations shall be submitted in writing to the President and shall take effect upon receipt or at the time specified in the notice.

G. EXECUTIVE COMMITTEE:

The Executive Committee shall consist of the President, immediate Past President, Vice President, Secretary, Treasurer, and two members elected at large. At least one member of the Executive Committee shall be an assistant manager. The Executive Committee shall meet periodically upon the call of the President and shall perform those duties listed below including but not limited to adopting a budget and accepting new members.

The **Past President** shall provide general assistance to the President and serve on any committees as may be assigned by the President.

The **President** shall serve as the chief executive officer of the Association and shall preside at all meetings of the Association. The President shall call meetings of the Executive Committee as necessary and shall recommend appointment of members to committees as deemed appropriate.

The **Vice President** shall be responsible for programming at the meetings and shall serve as President in the absence of the President.

The **Secretary** shall be responsible for the membership directory, website and records and documents of the association.

The **Treasurer** shall be responsible for preparation of an annual budget and financial transactions of the association including annual dues.

The **Members at Large** shall serve as assigned by the President to support the activities of the association.

A quorum shall be a simple majority of the Executive Committee. Action of the Executive Committee shall be through consent of those present.

All questions concerning ethical practices of the association members, whether raised by ICMA, by a member, or from any other source, shall be referred to the Executive Committee for initial action. The ICMA Code of Ethics shall be the basis for complaint and determination concerning cases of ethical practices.

H. COMMITTEES:

There shall be such committees as determined by the Executive Committee. Appointment to such committees shall be the responsibility of the Executive Committee.

The President shall appoint a Nominations Committee. The duties of the Nominations Committee shall be to make nominations for all officers to be voted upon at the annual conference.

I. MEETINGS:

During the year, the association shall hold at least four (4) meetings.

A simple majority of those members present and eligible to vote is necessary for all motions.

J. ADOPTION AND AMENDMENT:

These By-Laws shall become effective and may be amended by vote of a majority of voting members present at a meeting for which due warning has been given.

Revised June 11, 2026