



Municipal Management Association of Southern California

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MMASC Bylaws Procedures

Last Revised: April 2025 • www.mmasc.org

Process for Amendment Proposals

1. Full members may submit “Amendment Proposal” form to Bylaws and Elections Committee (Committee) at elections@mmasc.org.
2. The Committee will submit the amendment proposal form to the Executive Board for discussion and consideration at the next Board of Directors (BOD) business meeting, ensuring it occurs within 120 days of proposal submission.
3. Full members will receive an email notification of the proposed amendment at least 14 days before the Executive Board meeting where changes to the Bylaws will be discussed.
4. If the proposed amendment to the Bylaws passes with a two-thirds majority vote of the Executive Board, it will proceed to the next Board of Directors meeting for ratification by the full Board of Directors.
5. A quorum must be met for any proposal to be considered at a full Board of Directors meeting. If a quorum is not met, the proposal will not be voted on at that meeting and will be continued to the next full Board of Directors meeting, so long as a quorum is met.
6. If quorum is met at full Board of Directors meeting and the proposed amendment receives approval, the Committee will proceed to update MMASC Bylaws document.
7. However, if proposed changes are not passed by the Board of Directors, the proposed changes can be revised based on comments/discussion/feedback from the Board of Directors.
8. The President, as the presiding officer of MMASC Board meetings, will oversee and provide direction on changes, appeals, and substitute motions during voting or discussions on Bylaw amendments.
8. A notification will go out to MMASC Full Members with information and details on the updates to the Bylaws.
9. The Bylaws webpage will be updated to reflect new Bylaws PDF.
10. A redlined version of the Bylaws PDF will be uploaded for reference on an annual basis.