



131 W. Wilson St., Suite 505
Madison, Wisconsin 53703
phone (608) 267-2380; (800) 991-5502
fax: (608) 267-0645
league@lwm-info.org; www.lwm-info.org

Board of Directors Application Packet

2022-23 Board Year



131 W. Wilson St., Suite 505
Madison, Wisconsin 53703
phone (608) 267-2380; (800) 991-5502
fax: (608) 267-0645
league@lwm-info.org; www.lwm-info.org

Thank you for your interest in serving on the League's board of directors. The 17-person board is the steward of one of the nation's oldest municipal leagues. Each year, we seek two to four officials from Wisconsin's cities and villages to join in the dynamic work of this group. This packet of information was designed to guide you in deciding whether to apply, and to inform you of what you may expect after submitting an application.

If, after reviewing this material, you would like to be considered for League board membership, please fill out the application form available online at www.lwm-info.org.

Appointment Process

- July 1, 2022, applications for board service will be accepted
- August 31, 2022, application period closes
- September 1-October 19 Incoming President reviews applicants; makes selections
- October 19, 2022 Last Meeting of "Old" League Board
- October 21, 2022, "New" League Board terms begin, including all new directors
- November, 22-January 23 Executive Director meets with new appointments for orientation
- On or about First Friday in February, 2023, first meeting for new appointments

Role and duties

The Board of Directors is responsible for the appointment and supervision of the Executive Director, establishment of League membership dues and budget, adoption of a legislative agenda and all other customary duties of a board of directors. The League board holds a planning session annually and communicates its direction via a strategic plan.

Makeup of the board

There are seventeen directors, including

- The President
- The Immediate Past-President
- The First Vice-President
- The Second Vice-President
(These four constitute the officers of the League; each serves a one-year term.)
- The President of the Urban Alliance (a subsidiary organization of the League, representing cities and villages over 10,000 population)
- The Vice President of the Urban Alliance.



131 W. Wilson St., Suite 505
Madison, Wisconsin 53703
phone (608) 267-2380; (800) 991-5502
fax: (608) 267-0645
league@lwm-info.org; www.lwm-info.org

(These two positions serve at the pleasure of the Urban Alliance membership.)

- A Milwaukee City Director
(This position serves at the pleasure of the Milwaukee City Council President)
- 9 Directors who serve staggered three-year terms.
- The Executive Director of the League, who serves ex officio and is non-voting.

Appointments to the board

Nine board members serve staggered three-year terms; thus, in any given year, three or more board members will be replaced with new appointees. Other than the officers, Urban Alliance officers, Milwaukee Director and the Executive Director, **all appointments are made by the League Board President.** The President has sole discretion to determine the qualifications of individuals, except that all directors must serve a League member city or village in an appointed or elective position. (A director who leaves his or her municipal position in the middle of the director's term due to an election or retirement is ineligible to remain on the League board. This sometimes results in mid-year appointments.)

To help the President fulfill his/her role, the League provides this information packet and application form.

Meetings

The board meets in-person quarterly, on or about the first Fridays of February and May, the second Thursday and Friday of July and on the first day of the League's annual conference in October. Meeting dates, times and locations are established early in the year, but may be revised. The board may also meet in special session as needed. Quarterly meetings are generally in-person while special meetings are generally conducted virtually. Meetings may take place in any city or village in Wisconsin and are frequently accompanied by a local tour or other social event. As a result, candidates should be prepared for an overnight stay prior to a board meeting.

Board members are reimbursed for mileage and other travel expenses. The position of director is otherwise uncompensated.



131 W. Wilson St., Suite 505
Madison, Wisconsin 53703
phone (608) 267-2380; (800) 991-5502
fax: (608) 267-0645
league@lwm-info.org; www.lwm-info.org

Constitution and Bylaws

The Board of Directors derives its authority from a constitution established and maintained by League members. With regard to the board, the League Constitution says:

Article V—Officers

Section 1--Personnel. The officers of the League shall be a president, a first vice-president, a second vice-president, an executive director and twelve directors. These officers, together with the immediate past-president if the immediate past-president still holds municipal office, shall constitute the Board of Directors. Except as otherwise provided herein, appointments shall be made by the president.

Section 2--Election. The president and vice-presidents of the League shall be elected annually at the annual meeting and they shall assume office immediately after the close of the annual conference. The executive director shall be appointed by the Board of Directors.

Section 3--Qualifications. All elective officials of the League shall be qualified elected or appointed officials of member municipalities, but no two of such officials shall come from the same municipality.

Section 4--Nominations. A nomination for each elective office shall be made by a nominating committee to be appointed by the president, and nominations may be made from the floor at the business session of the annual conference. All nominees shall have agreed in advance to their nomination.

Section 5--Terms of Office. The president, first vice-president, second vice-president and directors shall assume office immediately after the close of the annual conference, and they shall hold their offices until the close of the succeeding annual conference and until their successors are selected and qualified. The president shall not be eligible for election to more than one successive term. The office of president shall generally be alternated between a representative of a member municipality with a population above 5,000 and a population below that figure; except that the membership may waive this requirement. The executive director shall hold office at the pleasure of the Board of Directors. Directors shall hold office for a three-year term, one-third expiring each year.

Section 6--Vacancies. In case a vacancy shall develop in the office of president, such office shall immediately be assumed by the first vice-president, and the second vice-president shall move up to the office of first vice-president for the remainder of the unexpired terms. In case a vacancy shall develop in the office of first vice-



131 W. Wilson St., Suite 505
Madison, Wisconsin 53703
phone (608) 267-2380; (800) 991-5502
fax: (608) 267-0645
league@lwm-info.org; www.lwm-info.org

president or second vice-president, the Board of Directors shall fill such vacancy for the unexpired term. The person who is immediate past-president of the League shall continue to hold that office for the current term so long as he or she continues to hold municipal office even if the person who is president at the beginning of the term leaves the office of president during the term.

Article VI—Duties of Officers

Section 1--President. The president shall be the chief executive officer and shall preside at all meetings of the League and of the Board of Directors, but the president may in the president's discretion appoint the presiding officers for other meetings. The President shall appoint all committees unless otherwise provided, and the president shall have all of the duties and powers customarily incident to the office of president.

Section 2--Vice-Presidents. The vice-presidents shall have the powers and perform the duties of the president in the order of their succession during the president's absence or inability to act. Other definite or special duties may from time to time be assigned to the vice-presidents by the president.

Section 3--Executive Director. The executive director shall manage the affairs of the League under the general direction of the Board of Directors, and on such terms and at such salary as the Board of Directors may from time to time prescribe. The executive director shall keep accurate minutes of the proceedings of the League and of the Board of Directors, and shall make a full report of its activities at the annual meeting each year. The executive director shall issue notices of all meetings, shall collect and receipt for all fees and dues, shall conduct all correspondence, shall have charge of the bureau of information, shall have custody of, and be responsible for, all records, papers and documents of the League, shall supervise all publications of the League. The executive director shall receive and disburse all moneys, keeping an accurate account of all financial transactions of the League, shall keep all money belonging to the League, and shall submit to the League at each annual meeting a report of receipts and disbursements during the preceding fiscal year. This report shall be audited by a competent accountant, to be selected by the Board of Directors. The executive director shall appoint the various employee of the League and shall be responsible for the proper and efficient administration of the work in the office of the executive director. The executive director shall prepare an annual budget, covering estimated receipts and disbursements of the League, and this budget shall be presented to the Board of Directors for its approval. In general, executive director shall perform the duties usually incident to the offices of secretary and treasurer. The executive director shall furnish a satisfactory surety



131 W. Wilson St., Suite 505
Madison, Wisconsin 53703
phone (608) 267-2380; (800) 991-5502
fax: (608) 267-0645
league@lwm-info.org; www.lwm-info.org

bond in an amount to be fixed by the Board of Directors, and the premium of this bond shall be paid out of the funds of the League.

Section 4--Board of Directors. The Board of Directors shall meet at the time of the annual conference and at the call of the president. It shall consider and report on all matters referred to it. It shall appoint the executive director, fix the executive director's salary and give general supervision to the conduct of the affairs of the League by the executive director.

The League is also subject to Bylaws, which are adopted and revised by the Board. The Bylaws state the following relative to board appointments:

9. Appointment of Board Members. In making appointments to the Board of Directors, as provided in Article V, Section 1 of the League Constitution, the goal of the president should be a board that fully-reflects the diversity of League members. Diversity among us is not limited to geography, population, ethnicity and gender identity. Diversity in this context should be considered as broadly as our members. The Board shall include at least one alderperson from the City of Milwaukee and at least one member from the Wisconsin City/County Management Association. In addition, the President and Vice-President of the Municipal Policy Council of the League of Wisconsin Municipalities shall also be full voting members of the Board of Directors. The president shall not appoint any person to consecutive full terms on the Board of Directors, except for the representative from the City of Milwaukee and the representatives from the Municipal Policy Council, provided they continue to hold their leadership positions on the Council.

Questions?

Contact League Executive Director Jerry Deschane, either by phone (608-3437-1792) or email jdeschane@lwm-info.org