

# **METROPOLITAN INFORMATION EXCHANGE (MIX) CONSTITUTION**

## **ARTICLE I – NAME**

The name of this association shall be:

METROPOLITAN INFORMATION EXCHANGE (MIX)

## **ARTICLE II – OBJECT**

The purposes of the association are:

**A.** To promote progress in the Information Technology Profession by providing senior Information Technology Executives of large local government jurisdictions (100,000 citizens or more), of comparable interests in information and communication applications and equipment with the means for learning and exchanging all types of management and information processing matters. While all areas of expertise in information technology automation are encouraged for a diverse membership including printing, telephones, computer aided dispatch, E-911, radios, local and wide area networks and others each senior local government information technology executive who becomes a member must have responsibility for a core discipline in computer technology.

**B.** To foster the interchange of knowledge and communication between the membership and major corporations, business partners will be invited to share information concerning matters of common interest. The number of vendor sponsors will be at the discretion of the MIX officers.

## **ARTICLE III - MEMBERSHIP**

### ***SECTION 1 (COMPOSITION)***

Regular membership will be composed of the senior Local Government Information Technology Executive responsible for the technology functions in jurisdictions that have comparable interests outlined in Article II A.

### ***SECTION 2 (SIZE)***

The membership shall be limited in number to 65 senior local government information technology executives, with only one per government entity.

### ***SECTION 3 (BASIS OF MEMBERSHIP)***

Membership shall be on an individual basis qualified by their employment and meeting the membership requirements outlined in Article III, Section 1. Eligibility for membership shall be determined by the officers after the applicant has submitted an application letter

requesting membership. A completed MIX application form for the current year is to be submitted to the Secretary of MIX. (The application form should describe the population of jurisdiction, current information technology budget in thousands of dollars, total number of employees in department, types of application systems, number of on-line devices, and other factors assuring common interest.) The Secretary shall, after proper investigation, present all membership application forms to the other officers. Membership acceptance requires a majority vote of all officers.

#### ***SECTION 4 (MEMBERSHIP FEE)***

An annual organizational fee as determined by the MIX officers shall be charged each MIX member. The fee is to be invoiced in January of each year and to be paid within 90 days.

#### ***SECTION 5 (TERMINATION OF MEMBERSHIP)***

**A.** Membership in MIX may be terminated for conduct deemed to be subversive to the best interests of the association or the profession. Termination shall be by majority vote of the officers.

**B.** Any member failing to pay the required membership fee shall be terminated.

**C.** Any member failing to submit an annual Membership report shall be terminated. The Membership report will describe your jurisdiction (population, employees, total budget), IT organization (employees, total budget), services provided, IT delivery architectures, major initiatives, accomplishments, challenges, and strategic plans. Reports will be due to the Vice President of MIX 30 days prior to the annual conference.

**D.** When individuals representing their jurisdiction terminate employment, their MIX membership shall also terminate.

**E.** MIX members are strongly encouraged to make every effort to participate in the annual conference. The essence of MIX is having support from some of the best minds in the industry. The value comes from the relationship and friendship building, networking with diverse professionals with varied experience levels and expertise, and open sharing of knowledge and information.

Additionally, the listserv provides e-mail contact to all MIX members to immediately ask other members for quick help and to share ideas. The power of the Document library comes from member contributions and the ability to share examples of RFPs, contracts, best practices, policies and procedures, and studies and reports.

The annual conference, listserv, and Document library all make MIX a unique organization so it is essential that we all participate to the fullest extent.

## **ARTICLE IV - OFFICERS**

### ***SECTION 1 (COMPOSITION)***

The officers of the association shall be a President, Vice-President, Secretary and Treasurer.

### ***SECTION 2 (ELECTION OF OFFICERS)***

The President, Vice-President, Secretary and Treasurer shall be elected at the annual meeting and continue in office for one year or until the next subsequent annual election.

### ***SECTION 3 (VACANCY)***

A vacancy in the office of President shall be filled by the Vice-President. A vacancy in the office of Vice-President, Secretary or Treasurer shall be filled by an appointment by the President.

### ***SECTION 4 (DUTIES)***

The duties of the officers of the association shall include, but not be limited to, the following:

- A.** The President shall preside at all regular and special meetings of the general membership, designate committees and appoint committee chairmen, act as the association's prime liaison with information technology suppliers and speakers. The President shall also preside, particularly on matters related to MIX membership, meeting sites, accommodations and agendas and perform other duties as required to accomplish the general purposes of the association.
- B.** The Vice-President shall act for the president in the President's absence, conduct the planning session for the annual conference, prepare the annual conference agenda, interface with information technology suppliers and speakers or others regarding logistical arrangements for the annual conference and notify all members of the final agenda for the annual conference at least two weeks prior to the annual conference. The Vice-President shall also perform other duties as directed by the President to accomplish the general purpose of the association.
- C.** The Secretary shall maintain minutes of the annual business meetings and other special meetings as directed by the President, maintain the membership list, recruit new members for any membership vacancies and perform other duties as directed by the President in order to accomplish the general purpose of the association.
- D.** The Treasurer shall collect and disburse monies and maintain financial records of the association and perform other duties as directed by the President in order to accomplish the general purpose of the association.

## **ARTICLE V - STEERING COMMITTEES**

### ***SECTION 1 (STEERING COMMITTEE)***

**A.** The responsibility of this committee is to serve in an advisory capacity making recommendations to the President concerning the affairs of the association.

**B.** The committee members will consist of all active Past Presidents.

### ***SECTION 2 (NOMINATING COMMITTEE)***

**A.** The responsibility of the nominating committee is to develop a slate of nominees for each office and to submit its nominations at the annual meeting prior to the election.

**B.** The nominating committee shall be comprised of Past Presidents attending the annual meeting. The committee must consist of at least three (3) members. The President will appoint a Past President to serve as Chairman of the Committee. In the event the necessary number of Past Presidents meeting to compose the committee are not in attendance at the annual meeting, the President will appoint additional committee members from the general membership.

### ***SECTION 3 (OTHER COMMITTEES)***

Other committees may be appointed by the President to accomplish special projects of the association.

## **ARTICLE VI - MEETINGS**

### ***SECTION 1 (REGULAR MEETINGS)***

The association shall hold a regular meeting during each calendar year for the entire membership. The President shall have the authority to change the date and place of the annual meeting, should he/she deem it necessary for a more successful meeting. If the meeting date is changed, the membership shall be notified immediately. Final notice of the meeting date shall be sent to all members sixty (60) days prior to the meeting.

### ***SECTION 2 (SPECIAL MEETINGS)***

Special meetings may be called by the President. The call for the special meeting must state the business to be transacted, and no business shall be transacted except that stated in the call.

### ***SECTION 3 (ON-LINE VOTING)***

Proposed motions may be voted by polling Members using on-line capabilities. Motions must:

**A.** Be sent to the entire listserv.

**B.** Designate replies “open” (replies going to the entire listserv) or “closed” (with replies sent to two or more of the officers).

**C.** The motion must be active for a minimum of ten (10) work-days and specify the date and time by which votes must be received to be counted.

**D.** The President will approve the wording of all motions to be presented to the membership, distribute the motion to the membership, and oversee the vote tallying process.

#### **SECTION 4 (AMENDMENTS)**

This constitution may be amended by notifying the membership of the proposed Amendment(s) at least thirty (30) days prior to the date of the proposed vote. Voting may occur:

A. At any annual meeting by a two-thirds vote of all members attending, provided a quorum (50% of Membership plus one) is present. Amendments to the constitution may also be made at any annual meeting without prior notice by:

a. An affirmative vote for consideration of the amendment by a majority of all members present at the annual meeting, provided a quorum is present, and

b. An amendment acceptance by a three-fourths majority of the members present.

B. By polling the Membership or an on-line vote. An amendment acceptance by a two-thirds vote of all valid responses received by the specified date and time is required.

*ADOPTED: October 12, 1983*

*AMENDED: October 7, 1987*

*AMENDED: October 21, 1992*

*AMENDED: October 11, 1995*

*AMENDED: October 2, 1996*

*AMENDED: October 29, 1997*

*AMENDED: November 11, 1999*

*AMENDED: November 2, 2000*

*AMENDED: June 13, 2005*