

CITY CLERKS ASSOCIATION OF CALIFORNIA
EXECUTIVE BOARD POLICIES
REVISED APRIL 2010

TITLE	PAGE
ANNUAL CONFERENCES.....	2
BOARD MEMBER DUTIES	2
BOARD MEMBER REMOVAL OF OFFICE.....	2
BYLAWS AMENDMENT PROCESSES	3
CCAC BANNER AND PAST PRESIDENTS PINS.....	5
CCAC AND IIMC PINS.....	5
COMMITTEES	5
CORRESPONDENCE/CCAC LETTERHEAD	7
DIRECTORY	7
DUES.....	7
EXECUTIVE BOARD MEETINGS.....	7
HANDBOOK	7
IIMC POLICY.....	8
NOMINATIONS AND ELECTIONS	8
RECORDS	12
REGIONAL POLICY	12
REIMBURSEMENT OF PERSONAL EXPENSES.....	12
SCHOLARSHIPS	13
APPENDIX I – CCAC DUES STRUCTURE.....	14
APPENDIX II - INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS.....	14
APPENDIX III – INSTITUTE SCHOLARSHIP POLICY	16
APPENDIX IV - CALIFORNIA MUNICIPAL CLERKS INSTITUTES SCHOLARSHIP SCHEDULE	19
APPENDIX V – TRAVEL AND MEETING REIMBURSEMENT POLICY.....	20
APPENDIX VI – SCHOLARSHIP POLICY FOR ANNUAL CONFERENCE.....	20
APPENDIX VII – CCAC INVESTMENT POLICY	21
APPENDIX VIII – BOARD MEMBER DUTIES.....	21

**CITY CLERKS ASSOCIATION OF CALIFORNIA
(CCAC) EXECUTIVE BOARD POLICIES
AS OF APRIL 2010**

ABOUT THESE POLICIES: The purpose of these policies is to supplement the Bylaws of the City Clerks Association of California and provide guidance to the ASSOCIATION, and the Executive Board, in its operation. These CCAC policies are different than the policies used by the League of California Cities City Clerks Department Bylaws even though members may belong to both organizations and have dual responsibilities.

Comment [RJ1]: General changes were made to reflect grammar and sentence structure. Also, "CCAC" or "League" was added to some sentences for clarity. These non-substantive changes are not shown for ease of review purposes.

ANNUAL CONFERENCES

The site of the CCAC Annual Conference will be based on the recommendation of the Second Vice-President for his/her year as President. The theme for the CCAC Annual Conference will be provided by the President presiding at the conference. All CCAC Conference facility and program expenses shall be accounted for and a written report shall be submitted to the Board within thirty (30) days of the close of the CCAC Annual Conference.

Auction/Raffles/Door Prizes: All proceeds derived from the annual auction and/or raffle will be used to fund training and educational workshops sponsored by CCAC. All auction/raffle/door prize expenses and receipts shall be submitted to the CCAC Treasurer for processing and reporting purposes.

Conference Manual: Specific details regarding the CCAC Annual Conference shall be provided in the Conference Manual.

Presidents' Conference Expenses: For the CCAC Annual Conference the President shall have a complimentary suite and the 1st Vice-President shall have a complimentary upgraded room at the expense of CCAC. For the IIMC Annual Conference, CCAC will pay the expenses for the President and 1st Vice-President. For the out-of-state Region IX Conferences, CCAC will pay for the expenses of the President. Expenses as referred to in this section include registration, hotel, transportation and per diem (food) in the event that funds are not available from their respective cities.

Comment [RJ2]: Clarifying change, paragraph restated to reflect current policy and practice to cover Presidents' expenses for IIMC Conference attendance.

Comment [RJ3]: Clarifying change to restate paragraph more clearly, references to "incoming" and "outgoing" removed. Referenced to hospitality room also removed as there is none.

BOARD MEMBER DUTIES

Board members are expected to assume a number of responsibilities and duties. Traditionally, these responsibilities and duties are divided among officers as set forth in Appendix VIII.

Comment [RJ4]: Clarifying change, duties related language extracted from previous Bylaws and put into policies, reflects current practice and policies. Additional tasks may be outlined in "Job Descriptions" on file with Recording Secretary.

Deleted: ¶

BOARD MEMBER REMOVAL OF OFFICE

As set forth in the Bylaws, an Executive Board Member may be removed from office for failing to perform the duties of his/her office. Valid causes for removal are listed:

1. Continued, gross, or willful neglect of the duties of office.
2. Failure or refusal to disclose necessary information on matters of organization business.
3. Unauthorized expenditure, signing of checks, or misuse of organization moneys.
4. Misrepresentation to outside parties of the organization and its officers.
5. Failure to attend the meetings of the Executive Board for two consecutive meetings without being excused by a majority of the Board present.

If the Executive Board needs to consider removing an Officer from office, the Executive Board, through the President, will state the specific reason(s) for removal and advise the Officer in writing or electronic mail. The Officer shall have fifteen (15) days from the date the notice is distributed to submit his/her written statement to the President. Both the ASSOCIATION Executive Board's specific reason(s) for removal and the Officer's statement will be considered prior to any action being taken to effectively remove said officer. In the event the President is the Executive Board Member sought to be removed from office, the First Vice-President shall perform the duties associated with removal of an officer.

Deleted: Executive Committee

BYLAWS AMENDMENT PROCESSES

For Amendments Deemed Non Urgent – Regular Election: Measures submitted by the Executive Board to be considered at a regular election shall be considered for placement on the ballot no later than the April Executive Board Meeting. The full text of all measures submitted by the Executive Board shall be forwarded to the Nominating Committee Chair at least 137 days before the League Annual Conference. Measures submitted by a petition signed by at least 10 percent of the Voting Members in good standing shall be submitted to the Nominating Committee Chair at least 137 days before the League Annual Conference.

Deleted: not later than

Comment [RJ5]: Clarifying change to reflect proper conference.

Deleted: April Executive Board Meeting

Comment [RJ6]: Clarifying change consistent with the sentence above. Same practice for Board and Member measures.

The Nominating Committee Chair shall submit all measures and a call for arguments for and against measure(s) for publication in the June issue of *The Official Word*. All arguments shall be submitted to the Nominating Committee Chair not less than 91 days before the election.

Arguments shall be submitted by Voting Members only, typed on a form available from the Nominating Committee Chair and shall be no more than 200 words. The statement shall include the title of the measure, the date the argument was submitted, name and signature of Voting

Member, and if the argument is in support or opposition to the measure. Arguments shall be typed with uniform type size and spacing. No special type setting shall be permitted. All arguments must contain the signature of the Voting Member submitting the argument.

Only one argument for and one argument against each measure shall be printed. In the event more than one argument for or against a measure is submitted, it shall be the duty of the Nominating Committee Chair to determine which statement shall be published in the following order:

1. Association Executive Board
2. ~~Committee of the Executive Board~~
3. Division Executive Board
4. Individual Voting Member

Deleted: Association Executive Board

In determining the statement to be published, the Nominating Committee Chair shall consider the clarity of the language and comprehensiveness of content.

The name(s) of the Voting Member(s) submitting the argument shall be printed with each argument. Not more than five (5) Voting Members' names shall be printed with each argument. Arguments may not be withdrawn after submittal to the Nominating Committee Chair.

For Amendments Deemed Urgent – Urgent Election: For those measures scheduled for an urgency election, if time permits, the Nominating Chair shall cause the full text of the measure and a call for arguments for and against to be published in *The Official Word*.

Comment [RJ7]: Substantive change, Nominating Chair duties remain same for both urgency and non-urgency election, which reflects current practice.

Arguments for and against those measures submitted to the Voting Members at an urgency election shall be received by the Nominating Chair no later than twenty (20) working days after receipt of the measure by the Nominating Chair.

Deleted: the Communications Director shall assume all duties of the Nominating Chair discussed above. I

Deleted: print

If an urgency is stipulated in the petition, the following procedures will apply:

A copy of the proposed amendment(s) shall be distributed to every Voting Member, together with a ballot containing boxes designating votes "for" and "against" such amendment(s), not more than forty (40) working days after receipt of such proposed amendment(s) by the Nominating Chair from either the Executive Board or the ten percent (10%) Voting Members specified herein.

Voted ballots, in an identification envelope which has clearly printed or typed on it the name of the city by which the Voting Member is employed, together with the signature of said Voting Member, shall be received by the Nominating Chair within twenty (20) working days of the date on which ballots were distributed by the Nominating Chair to the Voting Members.

The voted ballots so received shall be canvassed by a special committee of three Voting Members, the Chairman of which shall be the Nominating Chair, and the other members of which shall be named by the proponents of the amendment(s). The voted ballots shall be canvassed at a time and place determined by the Nominating Chair, which time shall be within thirty (30) days after the deadline for submitting ballots. Late ballots shall not be counted. Voted ballots, including the unopened late ballots, shall then be destroyed after receiving authorization of the Voting Membership. Results of the balloting shall be reported to the members as soon as possible, either electronically, or by inclusion in an ASSOCIATION publication.

If receipt of eligible proposed amendment(s) by the Nominating Chair, occurs after the first day of June, and before the annual election ballots have been prepared by the Nominating Committee, the proposed amendment(s) shall be combined with and shall appear as a “proposition” on the ballot to elect officers of this ASSOCIATION. In this event, the votes shall be canvassed by the Nominating Committee when they canvass the votes for officers, but the results shall be reported to the members as provided above.

Deleted: as specified in the second paragraph of this Section,

All care shall be taken to ensure the secrecy of all ballots cast by the Voting Members. Those measures scheduled for a regular election shall be subject to the election procedures described in these Executive Board Policies.

Comment [RJ8]: Clarifying change, this policy document is referenced.

CCAC BANNER AND PAST PRESIDENTS PINS

The First Vice-President shall be responsible for the CCAC Banner and Past President’s pins.

Comment [RJ9]: Clarifying change for current practice as there are no separate Division banners. Addresses removed to allow for flexibility in ordering.

CCAC AND IIMC PINS

The California pins distributed at the Annual IIMC Conference shall be inscribed “California” The Treasurer shall retain responsibility for the State Association membership pins and the California pin.

Deleted: Each Division will be given a new banner, if the design changes, and will purchase additional banners, if needed.¶
¶
Note: Past Presidents’ pins are purchased from Altos Trophy Company: 10871 Bloomfield Street, Los Alamitos, CA 90720, (714) 826-4910 or (310) 598-8748. They are holding the die for the pin.

COMMITTEES

The responsibilities of the Standing Committees are as follows:

Deleted: with the California Poppy design

Audit Committee: The Audit Committee shall conduct an audit that covers the financial records of the ASSOCIATION at the end of a Treasurer’s first year in office. This covers the period from the previous audit to the date when all bills have been paid for the Annual League Conference. After the audit, the books may be closed and a final report made. A report of the audit shall be presented at the next regular Executive Board meeting. In addition to the work performed by

Deleted: ¶
Pins Purchased (Poppy design): T.Y. Custom Designs, 20337 Silverado Avenue, Cupertino, CA 95014, Attention: Mrs. Grace Wang.¶

Comment [RJ10]: Substantive change, committees language extracted from previous bylaws and placed in policies document.

the Audit Committee, the financial records of the ASSOCIATION shall be audited at the end of the Treasurer's term of office, whether or not the Treasurer is re-elected, by a Certified Public Accountant recognized as such in the State of California.

Legislative Committee: The Legislative Committee shall stimulate interest and activity in legislation affecting municipal government; study proposed legislation and report thereon to members of this ASSOCIATION; recommend legislation to be sponsored by the ASSOCIATION; and report to the members concerning such ASSOCIATION sponsored legislation.

The Legislative Committee shall be composed of the First Vice-President of each Division and those other members as appointed by the Legislative Director. The First Vice-President of each Division shall be active members of the Legislative Committee. Legislative Committee members shall attend meetings of the Election Legislation Committee of the California Association of Clerks and Election Officials (CACEO), as assigned by the Legislative Director, and following attendance at such meetings, prepare a report to the Legislative Director for publication in the ASSOCIATION newsletter.

Committee Members shall review legislative bulletins and correspondence from the League of California Cities (LCC), Secretary of State (SOS), Fair Political Practices Commission (FPPC), National League of Cities (NLC), and other related materials as necessary. Members shall report on any urgent or routine matters of importance regarding legislation to the Legislative Director. Committee Members may be asked to attend Legislative Hearings in Sacramento to testify on behalf of the ASSOCIATION.

Nominating Committee: The Nominating Committee shall process nominations for the offices of the ASSOCIATION and conduct the annual election for the offices, all as set forth in the Bylaws and described in more detail in these [Executive Board Policies](#).

Comment [RJ11]: Clarifying change, reference made to this policy document.

Professional Development Committee: The Professional Development Committee shall keep the members informed and report on all matters pertaining to continuing education and professional development programs sponsored by the ASSOCIATION and ensure that such programs fulfill the professional objectives of City Clerks. The Committee shall investigate and report on courses and seminars that may be of benefit to the members in furthering their professional status. The Committee shall evaluate the reports regarding CEPO sessions and applications submitted for scholarships and make recommendations to the Executive Board regarding any modifications or enhancements to current policies and/or contract obligations. The Professional Development Director shall serve as the Committee Chair and appoint all members.

Program Committee: The Program Committee shall develop and coordinate a program for the CCAC Annual Conference and the League Annual Conference, seminar on laws and elections,

and Special Meetings in harmony with the objectives and related needs of this ASSOCIATION. The First Vice-President shall serve as the Committee Chair and appoint all members.

CORRESPONDENCE/CCAC LETTERHEAD

Official correspondence shall be written on CCAC letterhead and express the collective view of the Executive Board.

Deleted: rather than the writer alone

DIRECTORY

The Second Vice-President will ensure that the roster of the current Board is printed, distributed and accurate.

Deleted: State Directory changes will be printed in *The Official Word* with a major update provided to the membership immediately following the CCAC Annual Conference.

DUES

See Appendix I.

EXECUTIVE BOARD MEETINGS

Alternate: The First Vice-President or Second Vice-President of a Division is the designated alternate if the Division President is unable to attend the CCAC Executive Board meeting.

The First Vice-President or Second Vice-President shall serve as the designated alternate for the President of the City Clerks' Department, League of California Cities, if he/she is unable to attend the CCAC Executive Board meeting.

A designated alternate liaison for IIMC should attend the CCAC Executive Board meetings if the liaison is unable to attend a meeting.

Meeting Expense: Expenses relating to a scheduled meeting will be paid regardless of whether or not there is a quorum. The meeting will be held and discussion will take place, although no action will be authorized. Expenses for the meeting will be paid as if there were a quorum.

Board members shall be reimbursed by CCAC for expenses for cities that will not reimburse. For more information about reimbursement of board member expenses, refer to the section "Reimbursement of Personal Expenses."

HANDBOOK

Sale: Treasurer or his/her designee shall be responsible for inventory, sale and receipt of funds. Purchase price will be established, as necessary, by the Executive Board. The Handbook will be produced in electronic format only.

Deleted: on CD only

Revisions: The Legislative Committee will update appropriate Government Code Sections of the City Clerks' Handbook every two years. The Legislative Committee will coordinate each even numbered year, for any revisions of the Election Section. Trustees will conduct an entire review of the Handbook every five years beginning in 1993-94. All revisions will be produced electronically following approval by the Executive Board.

Deleted: with Martin and Chapman Co.

Deleted: immediately

IIMC POLICY

Host City: Prior to submitting an application to IIMC, any California city wishing to host an IIMC Conference must obtain support of the CCAC Executive Board. This request shall be submitted to the CCAC Board in the form of the official IIMC Conference Site Bid Form no later than the deadline set by the President to be considered by the Board at its June regular meeting. In the event more than one city submits an application, CCAC may endorse only one site based upon IIMC Guidelines for Selecting an Annual Conference Site.

Comment [RJ12]: Clarifying change to reflect current practice as there is no more hospitality room and expense.

Deleted: Hospitality Expense: CCAC will share in expenses associated with Region IX IIMC Hospitality Room and shall pay its share in advance to Host State. See the Appendix for entire policy. ¶

Hospitality Room Responsibilities: It is agreed by the Presidents of Region IX that each State would set aside funds in their budget yearly for the Hospitality Room, and at the conclusion of the IIMC Conference, each State would be assessed. ¶

The request shall also include:

- (1) A budget for expenses that CCAC will be requested to support, including the Sunday President's Opening Reception;
- (2) A listing of the local Host Committee members (members in addition to those selected by the CCAC President);
- (3) Letters of support/commitment from local chambers of commerce and convention and visitors bureaus; and
- (4) Letter of support from the Host City Clerk's Mayor and Council. (4/94)

Comment [RJ13]: Clarifying change, language restated to more clearly identify policy and practice.

Comment [RJ14]:

Comment [RJ15]: Clarifying change to reflect current practice as there are no lifetime cards.

Comment [RJ16]: Substantive change, thirty (30) days added to all election deadlines to allow for more time. Current practice leaves only a week for newly elected officers to be notified of election results and be present for installation.

Nominations to Directorship Vacancies: See Appendix II for entire policy.

Visiting IIMC Presidents: For IIMC Annual Conferences held in California, CCAC will assume all costs, except travel for visiting IIMC Presidents.

Deleted: LIFE MEMBERSHIP CARDS ¶
Permanent Life Membership Cards are presented only to retiring City Clerks who have served a minimum of ten (10) years. ¶

NOMINATIONS AND ELECTIONS

Nominating Process: The Nominating Committee shall notify the membership in writing at least 147 days before the League Annual Conference, indicating:

Deleted: not later than

- (a) The offices to be filled in the subsequent election;
- (b) The offices are to be filled from the Northern, Central, and Southern parts of the State, respectively;
- (c) The nomination process;
- (d) The consent and eligibility requirement; and
- (e) The deadline for submitting nominations.

The Nominating Committee shall then provide a slate of eligible nominees for each election. There shall be at least one eligible candidate nominated for each office.

Nominees Named by the Nominating Committee: Any member consenting to a nomination from the Nominating Committee must complete an *Acceptance of Nomination and Candidate Statement* form, including signing and dating it. All nominees must be paid Voting Members at the time they file this form.

Also, any nominee who desires to publish a candidate's statement shall provide his/her candidate statement by completing that portion of the *Acceptance of Nomination and Candidate form*. This candidate statement shall not exceed 200 words. Statements shall be typed with uniform type size and spacing. No special type setting shall be permitted, as stated on the *Acceptance of Nomination and Candidate Statement* form.

Candidates can submit their *Acceptance of Nomination and Candidate Statement* form either electronically, by mail or in person. Electronic signatures are acceptable.

The Chair of the Nominating Committee must receive the *Acceptance of Nomination and Candidate Statement* **at least 91** days before the League Annual Conference.

Statements submitted after the nomination acceptance deadline will not be printed and distributed to the membership. A nominee may decline to publish a candidate statement by signing the waiver of candidate statement on the *Acceptance of Nomination* form.

If a nominee withdraws after **91** days before the League Annual Conference, but before the printing of the ballot, that nominee's name shall not appear on the ballot.

The Chair of the Nominating Committee shall submit a list of all eligible nominees, to all members of the Executive Board for their information **at least 87** days before the League Annual Conference. The list also shall be sent to the Recording Secretary for the permanent files, and it shall be accompanied by written confirmation of all members of the Nominating Committee, and by the written consents of the nominees.

Write-in Candidates: Any member who is an eligible nominee and does not file an acceptance of nomination at least 91 days before the League Annual Conference and yet desires to run for any office may run as a write-in candidate. Write-in candidates must declare their candidacy by writing to the Nominating Committee Chair at least 81 days before the League Annual Conference.

Write-in candidates must complete an *Acceptance of Nomination and Candidate Statement* form, including signing and dating it. However, write-in candidates will not be able to use the candidate statement portion of the form for a written candidate statement.

Candidate Statements at the Candidates' Expense: Any candidate, whether nominated by the Nominating Committee or a write-in candidate, may mail a candidate statement at his/her own expense. However, *The Official Word* shall not publish candidate statements for any candidates.

List of Eligible Nominees to Run for Office: The Chair of the Nominating Committee shall submit a list of all eligible nominees, to all members of the Executive Board for their information at least 87 days before the League Annual Conference. The list also shall be sent to the Recording Secretary for the permanent files, and it shall be accompanied by written confirmation of all members of the Nominating Committee, and by the written consents of the nominees.

Cancellation of Election: If, at the close of the write-in period, only one or no candidates are nominated for each available office, the election for ASSOCIATION officers shall be canceled. Measures that have qualified for this election shall not be affected.

The Nominating Committee Chair shall immediately notify the President and Members of the Executive Board of the cancellation of the election of ASSOCIATION officers. The membership shall then be notified of this action as soon as possible.

Election by Voting Members: The Nominating Committee shall conduct the annual election of officers by mail. All Voting Members whose current dues have been paid by January 1 of the election year will have an opportunity to vote. The Second Vice-President shall submit to the Nominating Committee Chair a listing of those eligible Voting Members.

Ballots: The Nominating Committee shall prepare the ballot with the names of all qualified nominees for office, subject to the consent and eligibility requirements. The ballot shall provide a space for a "write-in" vote for each office. The Nominating Committee shall also prepare and distribute with each ballot appropriate voting instructions

The Nominating Committee shall mail one ballot to each eligible Voting Member at least 71 days before the League Annual Conference. The ballot will include an envelope. The envelope

shall have a place on the outside so each Voting Member shall affix his/her signature and indicate the Member City.

The voted ballots shall be returned to the Chair of the Nominating Committee so as to arrive at least 40 days before the League Annual Conference.

When any ballots are returned after the deadline, a member of the Nominating Committee shall indicate on each envelope received the date and time it was received. Late ballots are not opened or counted. Also, votes for persons who do not comply with the provisions shall not be tallied nor reported.

The Nominating Committee Chair shall designate a counting site for the ballots. Following the deadline for receipt of ballots, the ballots shall be publicly opened and tallied at the counting site. The Nominating Committee Chair and two members of the Nominating Committee shall be present during counting of the ballots. Ballots need not be transported to or counted at the League Annual Conference. All care shall be taken to ensure the secrecy of all ballots cast by the Voting Members.

In the event of a tie vote for any office, the Voting Members present at the League Annual Conference shall, by secret ballot, select the successful nominee for the office.

Scheduling: In the event the Annual League of California Cities Conference is not scheduled or not scheduled in sufficient time to accommodate an ASSOCIATION election, the Executive Board will designate a substitute Annual Conference date for purposes of implementing the election schedule.

Any deadline associated with nominations, elections and/or installation of officers that falls on a weekend or holiday will be extended to the next business day.

Reporting: Upon counting of the ballots, the Nominating Committee Chair shall immediately notify all candidates of the results. A full and complete report of the election results shall be made to the members at the Business Meeting session at the League Annual Conference.

At the conclusion of the report and acceptance thereof, the Nominating Committee Chair shall ask authority from the Voting Members present at the League Annual Conference to destroy the ballots.

Installation: The nominees elected shall be installed during the League Annual Conference.

Comment [RJ17]: Clarifying change to reflect current practice as ballots are not physically counted at the League Conference, they are counted prior, and reporting is done at the Business Meeting as indicated in the next paragraph.

Deleted: If ballots are counted during the League Annual Conference, a tally sheet showing the results shall be posted in a conspicuous place immediately following the completion of the tally, and shall remain posted during the entire Annual Conference. If ballots are counted prior to the League Annual Conference, a tally sheet showing the results shall be posted in a conspicuous place during the entire League Annual Conference. ¶

Although the incoming Treasurer of the ASSOCIATION shall be installed and shall assume office in accordance with these provisions, the incoming Treasurer shall not accept the books of the outgoing Treasurer until the books are properly transferred according to the Executive Board Policies.

Comment [RJ18]: Clarifying change, reflects this policy document.

RECORDS

Historian: The Recording Secretary, in coordination with the Communications Director, shall serve as Historian. All documents determined to be historical (minutes, agendas, etc.) shall be forwarded to the Historian for review and safekeeping.

Records Retention: The following are designated as permanent records (copies are retained electronically): minutes, policies, bylaws, *The Official Word*. All other records may be destroyed after they are retained electronically, and/or their useful purpose has been served. (Public Records Act requires retention of two years.)

Deleted: hard

Deleted: microfilmed and retained after filming

Deleted: microfilming

REGIONAL POLICY

Visiting Regional Presidents: When an invitation to the CCAC Annual Conference is extended to a Regional President, CCAC will assume costs (registration fee, all events at conference, and all other related costs), except travel and lodging expenses.

REIMBURSEMENT OF PERSONAL EXPENSES

Generally, members of this ASSOCIATION will not receive reimbursement for their personal expenses incurred in the official performance of their duties. However, in these situations, expenses will be reimbursed:

- Board members will be reimbursed for mileage at the IRS standard mileage rates for the use of their vehicle.
- The President may be reimbursed for other verified expenses only when such expenses are not borne by or reimbursed by the President's City.
- Any member of the Executive Board may receive reimbursement for other personal expenses in addition to mileage incurred in attending meetings of said Executive Board.
- Any member of the ASSOCIATION may receive reimbursement for personal expenses incurred in attending a meeting of the Executive Board or in representing the ASSOCIATION at any other meeting or function, provided such attendance or representation is pursuant to the direction of either the President or a majority of the Executive Board.

The request for reimbursement of expenses which have been approved in the adopted budget or by action of the Executive Board shall be made on an expense voucher in a form determined by the Treasurer and shall be accompanied by proper receipts.

These personal expenses may be reimbursed only if they are legitimate expenses as outlined here and the expenses are not reimbursed by the Member's City.

SCHOLARSHIPS

Monies donated to CCAC may be designated by the donor for scholarships only.

Applications: Scholarship applications shall NOT be included in the agenda packet. The Professional Development Director shall provide a spread sheet on the scholarship applicants.

Institute (LTC and TTC) Scholarships: In order to support the State Institute programs, scholarships are not granted to attend out-of-State IIMC accredited programs. The purpose of these scholarships is to further the membership's achievement of CMC and MMC status.

Ties in points will be broken based on membership, seniority of position held, length of municipal service and committee activity.

The Professional Development Committee approves scholarships up to the authorized individual award and within the budget established by the Executive Board, based on the Executive Board's adopted policy.

Deleted: he Executive Committee authorized t

Comment [RJ19]: Clarifying change for consistency to reflect Board instead of Committee.

Point Determination Schedule: See conditions in Appendix III and point system in Appendix IV.

APPENDIX I – CCAC DUES STRUCTURE

POPULATION	PRIMARY MEMBER DUES	EACH ADDITIONAL MEMBER DUES	ANNUAL MEMBERSHIP FEE
City of Less than 10,000	\$80 plus	\$30	N/A
City of 10,000 to 49,999	\$120 plus	\$45	N/A
City of 50,000 to 100,000	\$160 plus	\$60	N/A
City of More than 100,000	\$200 plus	\$75	N/A
Lifetime, Honorary Members	N/A	N/A	N/A
Affiliate Members (Includes Retired Members)	N/A	N/A	\$75
Governmental Agencies <i>(Includes Special Districts, Joint Powers Authorities, and Any Other City, County or State Government Agency)</i>	\$150	\$56	N/A
Non-Governmental Agencies	\$285	\$107	N/A

Comment [RJ20]: Substantive change, adds an Associate Due consistent with formula used for cities. Also adds definition of Governmental Agency.

Comment [RJ21]: Substantive change, adds an Associate Due consistent with formula used for cities.

APPENDIX II - INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

Region IX Director Agreement

Purpose: To affirm the policy that the IIMC Region IX Director position rotates among the states of Alaska, California, Oregon, and Washington; to establish a schedule for that rotation; to agree to a process for submitting the candidate’s name to IIMC; and to agree to an assessment pool for Region IX Director travel costs.

Policy: The term of office for IIMC Region Directors is three years. Region IX is represented by two directors whose terms are staggered. Each time one director ends a term, the next director

to be voted upon by the region membership shall be selected from the state association next in the rotation schedule.

From the time of this agreement, Region IX Directors will rotate according to the following schedule:

1. California elected May 2006 term expires May 2009, Washington elected May 2007
2. Washington serves 2007-2010 term, expires May 2010, Oregon elected May 2009
3. Oregon serves 2009-2012 term, expires May 2012, Alaska elected May 2010
4. Alaska serves 2010-2013 term, expires May 2013, California elected May 2012

Rotation repeats beginning with California serving the 2012-2015 term expiring in May 2015, with Washington elected May 2013.

The candidate for Region IX Director must meet the qualifications for office as outlined by IIMC:

1. Served at least three years as a Municipal Clerk;
2. Been a member of IIMC for at least three years;
3. Attended at least three annual IIMC conferences;
4. Be a full or additional full member of IIMC and if elected remain a full or additional full member during the term of office;
5. Provide written endorsement of candidacy from the candidate's governing body.

In addition to the IIMC criteria, the representative must:

1. Have served on or chaired an IIMC Committee;
2. Possess the CMC or MMC designation.
3. Meet any further criteria established by their individual state association.
4. Each Region IX State Association will select a single nominee through its selection process. Each state's selection of a nominee will occur with sufficient time to forward

the name of the nominee to each of the other Region IX states for confirmation prior to the deadline for it being submitted to IIMC.

5. In the event that a state association has no eligible candidate for the Region IX Director position, that state association may pass on their turn and the next state association in line may put forth a candidate.

6. Each Region IX State Association shall annually contribute \$4.00 per member into an assessment pool for travel costs for the Region IX Directors. (1/09)

APPENDIX III – INSTITUTE SCHOLARSHIP POLICY

CEPO LEADERSHIP TRACK FOR CLERKS (LTC) CEPO MASTER MUNICIPAL CLERK ACADEMY - CEPO/MMCA TECHNICAL TRACK FOR CLERKS (TTC)

The criteria for award of scholarships by the City Clerks Association of California (CCAC) are as follows:

1. Applicant must be a member of CCAC for one year at the time of attendance at the LTC or TTC training session.
2. Applicant must have attained a minimum of 30 points. If there is a tie in points, tie breaker factors will include the length of CCAC membership, seniority of position held, length of municipal service, and professional organization activity.
3. Scholarships will be distributed to those with the highest number of points, and then in descending order.
4. A limit of one scholarship per person per fiscal year (CCAC's Fiscal Year is July 1 – June 30) will be awarded unless uncommitted monies remain for such requested second scholarship.
5. Scholarships will be awarded up to 33% of the total cost (rounded to the nearest \$5 figure).
6. If an awardee is unable to attend the session for which the scholarship was granted, the scholarship may be utilized at another session held within the same fiscal year (CCAC's Fiscal Year is July 1 – June 30).

7. Deadlines for submitting applications are November 1 for the February, March, and June sessions, and June 1 for the August and September sessions.
8. Attendees will pay in advance for that portion which will be paid by CCAC. The Institute Directors will verify attendance at the sessions and notify the Professional Development Director. The Professional Development Director will notify the CCAC Treasurer. The CCAC Treasurer will reimburse the attendees or their cities, as appropriate, directly for scholarships.
9. CCAC forwards all applications to the appropriate division for consideration of a scholarship from the division. This application is the only application that is approved by the CCAC Executive Board for scholarship consideration from the State and Division levels.

ALTERNATE SCHOLARSHIP PROGRAM CRITERIA

Comment [RJ22]: Clarifying change, current Alternate Scholarship Program Criteria added to this document.

1. Applicant must be a full time Municipal Clerk or Deputy Clerk and have a minimum of one year service as an appointed or elected Municipal Clerk, Assistant, Chief Deputy, Deputy, or Clerk performing the duties commensurate to duties performed by a Municipal Clerk in any city in the State of California.
2. Applicant must be a member in good standing of CCAC for one year at the time of attendance of the educational session.
3. Scholarship applications will be considered and scholarships awarded based on the following applicant criteria:
 - a) Those who are members in good standing of CCAC and IIMC and actively pursuing their CMC, Recertification, or MMC;
 - b) The applicant's number of service years as a full-time City Clerk;
 - c) The applicant's number of service years as a full-time Assistant, Chief Deputy, Deputy City Clerk, or Clerk as described above;
 - d) Applicant's municipality has not provided full funding or allocated only partial funding for travel, training, conferences, etc. in the municipality's budget.
4. Awards will be granted on a FIRST COME, FIRST SERVE basis. A limit of one scholarship per person per fiscal year, not to exceed \$300, will be awarded.
5. Scholarship funds may only be used for the CCAC Nuts & Bolts Workshop, MMC Academy sessions (similar to one-day academy sessions held prior to CCAC Annual Institute), or IIMC Online Learning Institute courses.

6. If an attendee is unable to attend the educational session for which the scholarship was granted, the scholarship may be utilized at another approved educational session held within the same fiscal year.

7. The deadline for submitting an application is May 1.

8. Attendees will pay in advance for their educational session. After verification that the educational session is completed and a receipt is submitted to the CCAC Professional Development Representatives (PDR) subcommittee, a member of the subcommittee will notify the Professional Development Director and the CCAC Treasurer. The CCAC Treasurer will reimburse the attendees or their cities directly, as appropriate, for a scholarship in an amount up to \$300.00.

MAIL, EMAIL OR FAX YOUR APPLICATION TO STATE PROFESSIONAL DEVELOPMENT DIRECTOR ONLY. A COPY WILL BE SENT TO YOUR DIVISION PRESIDENT FOR YOU. THIS WILL AVOID DUPLICATION AND CONFUSION.

Comment [RJ23]: Clarifying change, address removed, position reflected.

***Note: If you fax or email your application, there is no need to forward a copy via mail.**

APPENDIX IV - CALIFORNIA MUNICIPAL CLERKS INSTITUTES

SCHOLARSHIP POINT DETERMINATION SCHEDULE

Comment [RJ24]: No substantive change, reformatted in chart only, title accurately restated.

Deleted: CEPO

30 POINTS MINIMUM

POSITION: Minimum of one year required.

	POINTS
City Clerk, Chief Deputy City Clerk, Deputy City Clerk, or Assistant City Clerk serving under a City Manager with title of City Clerk	35
Deputy or Assistant City Clerk	25
Any Position Other Than Above	20

INSTITUTE SESSIONS ATTENDED

Deleted: CEPO SESSIONS COMPLETED

	POINTS
Two <u>or more</u>	30
One	25
None	0

OTHER ITEMS

	POINTS
1 Point Per Year for CCAC Membership (Maximum 15 Points)	15
1 Point Per Year for IIMC Membership (Maximum 5 Points)	5
1 Point Per Year for Officer in Division or State (Maximum 10 Points)	10
1 Point for Each State Conference Attended (Maximum 10 Points)	10

APPENDIX V – TRAVEL AND MEETING REIMBURSEMENT POLICY

Those expenses reimbursable by CCAC to Board members attending Executive Board meetings are:

Travel – The use of air or private car should be selected on the basis of the least total cost to CCAC.

- (1) Airfare – When an airline is used for travel, only coach class will be reimbursed. Upgrades to a higher class of air service will be at the Board Member's expense. Airport parking is reimbursable.
- (2) Private car – When travel by private automobile is utilized, reimbursement will be the same as allowed by the IRS rates; however, the total mileage reimbursement cannot exceed the price of a coach airfare ticket to and/or from the same destination.
- (3) Transportation from airport to meeting location – Courtesy shuttle service, buses, taxis, or limousine service between airports and meeting locations will be reimbursed by CCAC.

Lodging – Lodging at the site of the Board meeting is reimbursable. Board Members are encouraged to share rooms in order to keep costs at a minimum. Personal costs for room service, movies, personal telephone calls, etc. are not reimbursable.

Meals – Meals are usually provided for by CCAC during the time that the Board meeting is being held. The actual cost of meals, including a reasonable tip, will be reimbursed to the Board member traveling to or from the Board meeting. A rule of thumb for reasonableness for the cost of a meal is \$10/breakfast, \$10/lunch, and \$25/dinner. The cost of alcoholic beverages is not reimbursable.

Tips – Tips for service related to taxi transportation and baggage handling are reimbursable.

Other – Costs associated with a spouse attending a Board meeting with the Board Member will be the responsibility of the Board Member. (7/93)

APPENDIX VI – SCHOLARSHIP POLICY FOR ANNUAL CONFERENCE

Scholarships are awarded by drawing for three scholarships, one from each Division, for attendance at the Annual Conference.

Qualifications for Scholarship:

- City Clerk or Deputy if City Manager serves as City Clerk
- Has not attended any previous Conference
- No City Funds available for attendance
- Name chosen from those cities paying dues by deadline

Expenses Covered:

- Registration
- Hotel for two nights - Shared accommodations with other Clerk or Single Rate
- Transportation of not to exceed \$200

Payment made directly to attendee after the Conference with submitted receipts of expenditures. (3/95)

APPENDIX VII – CCAC INVESTMENT POLICY

1. CCAC shall invest in two CD's in the amount of \$23,000 each (or other appropriate amount as determined by the Treasurer but in compliance with number 2 below) coming due six months apart in the months of March and September which will allow for liquidity if needed during high expenditure times prior to the Annual Conference and the League's seminar on laws and elections.
2. The savings account shall hold between \$3,000 and \$10,000 varying upon the need for payment of invoices. If the savings account exceeds \$10,000, additional funds shall be transferred to the next CD available in an amount to be determined appropriate by Treasurer.
3. Following Executive Board approval of a specific request for assistance with expenses for representatives serving on League of California Cities policy committees, CCAC shall pay for airfare only. League corporate tickets shall be used whenever possible to achieve a cost savings.

APPENDIX VIII – BOARD MEMBER DUTIES

- The President shall 1) plan, organize and direct the work program for the Board; 2) preside at all meetings; and 3) appoint members of the Audit Committee, Nominating Committee and Special Committees. The President shall be an ex-officio member of all Committees.

Deleted: ¶
4. The Special Education Fund was dissolved and unexpended funds of approximately \$36,000 were transferred to the General Fund. (10/96)¶

- The **First Vice-President** shall perform the duties of the President in the President's absence and shall act in an advisory capacity at all times. The First Vice-President shall serve as the Chair of the Program Committee and appoint all members. This officer will also be responsible for the CCAC Banner and Past President's pins.
- The **Second Vice-President** shall perform the duties of First Vice-President in the First Vice-President's absence and shall act in an advisory capacity at all times. The Second Vice-President will select the site of the CCAC Annual Conference at which he/she shall preside. The Second Vice-President shall have primary responsibility for Membership and the ASSOCIATION Directory and report on ASSOCIATION activities at the ASSOCIATION Division meetings.
- The **Recording Secretary** shall serve as the Historian and keep an accurate record of the proceedings of all meetings of the ASSOCIATION, the City Clerks' Department of the League of California Cities, and of the Executive Board. The Recording Secretary shall preserve, in a permanent file, all records and letters of continuing value to the ASSOCIATION and its Officers, to be transferred to the successor at the expiration of the term. The Secretary shall maintain up-to-date copies of all Board Policies, as outlined in this Executive Board Policies and Procedures document, and provide the same for publication in the ASSOCIATION Directory. The Recording Secretary shall distribute a copy of the minutes of all meetings of the Executive Board to each member of such Executive Board. The Recording Secretary shall distribute, upon request, a copy of the minutes of ASSOCIATION meetings or Executive Board meetings to any member of the ASSOCIATION.
- The **Communications Director** shall coordinate with the President, Legislative Director, Professional Development Director, and other appropriate individuals on the content of the communication. The Communications Director shall oversee the publications of the ASSOCIATION in alignment with the Association and Department mission statements. This includes responsibility for *The Official World*, including advertising. The Communications Director shall serve as the repository for ASSOCIATION supplies, including stationery, brochures, and certificate forms and folders, and official ASSOCIATION artwork needed for production. The Communications Director shall notify Members and other individuals of all ASSOCIATION meetings.
- The **Legislative Director** shall report regularly to the ASSOCIATION Executive Board and seek sponsorship and/or position statements regarding legislation from the Executive Board. The Legislative Director shall communicate through the First Vice-President of each Division to Division members regarding legislation and whether it is supported by the Executive Board. The Legislative Director shall serve as Chair of the Legislative

Comment [RJ25]: Substantive change, bylaws tasks assigned to Past President for review and update and Nominating Chair for amendment process.

Comment [RJ26]: Substantive change, bylaws related tasks assigned to Nominating Chair and Past President for process.

Comment [RJ27]: Clarifying change, Recording Secretary serves as historian.

Committee and shall appoint members of the committee in addition to the First Vice-Presidents of each Division. The Legislative Director shall serve as the League's City Clerks Department representative on the League Board of Directors.

- The **Treasurer** shall have charge of all moneys and shall report thereon at each Executive Board meeting, at the League Annual Conference and at the Annual CCAC Conference. This includes collecting dues from all members. The Treasurer shall pay all bills upon written authorization of the President, such payments to be confirmed by the Executive Board at its next meeting after payment; keep an itemized record of all receipts and expenditures in a permanent file; and turn over all such books, records and papers to the successor after completion of the term of office, taking a listed receipt therefor. It shall be the duty of the Treasurer to complete and file the required Internal Revenue and Franchise Tax Board forms by the designated deadlines each year. The Treasurer shall be responsible for the State Association membership pins and the California pin and Handbook sales.

The Treasurer shall be empowered to appoint any Voting Member as Deputy Treasurer, such appointment to be effective upon confirmation by the Executive Board of this ASSOCIATION. The duties of the Deputy Treasurer shall be as assigned by the Treasurer. In the absence of the Treasurer, the Deputy Treasurer shall assume all the rights and obligations of the Treasurer.

The Treasurer and Deputy Treasurer shall be bonded in the minimum amount of one hundred thousand dollars (\$100,000) each, the cost of said bonds to be paid by this ASSOCIATION. The Executive Board shall review this provision as needed and shall have the power to amend the amount of the bonds required.

Although the incoming Treasurer shall be installed and shall assume office in accordance with the provisions in the Bylaws and explained in these **Executive Board Policies**, the books shall not be accepted by the incoming Treasurer until after completion of all accounting for the League Annual Conference has been made, and all outstanding bills paid.

Comment [RJ28]: Clarifying change, reference made to these policies.

- The **Professional Development Director** shall serve as Chair of the Professional Development Committee and shall appoint members of the Committee. The Professional Development Director shall be responsible for matters pertaining to continuing education, certification and professional development programs sponsored by the ASSOCIATION and/or the International Institute of Municipal Clerks.
- The **Trustees** shall serve on the Committee, chaired by the Immediate Past President, to review and update the ASSOCIATION Bylaws at a minimum in each odd-numbered year

and to review and update the Handbook at a minimum in each even-numbered year, and more often if deemed necessary by the Executive Board. The Trustees shall assume responsibility for monitoring City Clerks who are retiring, assisting the Second Vice-President with Membership, assisting the President with planning the CCAC Annual Conference, handling fundraising, and any other special assignments as directed by the President and/or the Executive Board. The Trustees also will assist with any other special assignments as directed by the President and/or the Executive Board.

- The **Chairs**, representing their respective divisions, shall attend CCAC Board meetings, provide reports of division activities, serve as a link between the State Executive Board and the Division Boards, and in the event of a vacancy in the office of Trustee, select a division member to fill such vacancy.
- The **Immediate Past President** shall receive applications for scholarships to the CCAC Annual Conference and award the three scholarships, one to each Division. The Immediate Past President also will coordinate the work of the Trustees in carrying out their duties to review and update the ASSOCIATION Bylaws at a minimum in each odd-numbered year and to review and update the Handbook at a minimum in each even-numbered year, and more often if deemed necessary by the Executive Board.

Comment [RJ29]: Substantive change, duties reassigned from 1st VP to Past President to adjust workload.

The above is a brief summary of duties for officers. Additional duties and specific tasks for each position are outlined in the relevant job description for each officer.