

**CITY CLERKS ASSOCIATION OF CALIFORNIA**  
**EXECUTIVE BOARD POLICIES**  
REVISED JUNE 2011

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**CITY CLERKS ASSOCIATION OF CALIFORNIA  
(CCAC) EXECUTIVE BOARD POLICIES  
AS OF JUNE 2011**

**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.

### **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 1<sup>st</sup> 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 1<sup>st</sup> 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.

### **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.

## **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.

## **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.

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

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*.

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.

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.

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.

#### **CCAC BANNER AND PAST PRESIDENTS PINS**

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

#### **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.

#### **COMMITTEES**

The responsibilities of the Standing Committees are as follows:

**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 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.

Independent of CCAC Board action, the Legislative Committee may take a position on proposed legislation as long as the position is in conformance with the position of the LCC. If the position differs from that of the LCC, the Legislative Director shall bring the matter forward to the President for Board action.

Any position taken on proposed legislation shall be conveyed in writing to the Legislator sponsoring the bill with a copy to the LCC Administrative Services Policy Legislative Representative and co-signed by the President and Legislative Director  
(4/11)

**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.

**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.

#### **DIRECTORY**

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

#### **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.

**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.

## **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.

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)

**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.

## **NOMINATIONS AND ELECTIONS**

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

- (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 in 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.

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.

## **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.)

## **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.

**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 (Includes Special Districts, Joint Powers Authorities, and Any Other City, County or State Government Agency)	\$150	\$56	N/A

(Am. 2/11)

## 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

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), IIMC Online Learning Institute courses, or New Law & Election Seminar (NLES).
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.

**\*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**

**30 POINTS MINIMUM**

**POSITION:** Minimum of one year required.

	<b>POINTS</b>
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**

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

**OTHER ITEMS**

	<b>POINTS</b>
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 FOR CCAC ANNUAL CONFERENCE**

Scholarships are awarded for attendance at the CCAC Annual Conference. Three scholarships are awarded, one to each Division (Central, Northern and Southern).

The Immediate Past President is responsible for awarding the CCAC Annual Conference scholarships. The Immediate Past President shall notify CCAC members of the application period and provide the application. The application deadline should be set in order to allow for travel accommodations by scholarship recipients.

The Immediate Past President will review the applications and select the recipients from each Division. All applicants shall be informed of the scholarship recipients by March 1. The Immediate Past President shall also inform the CCAC Treasurer and President of the scholarship recipients.

Payment will be made following the conference and upon submittal of receipts of expenditures. The CCAC Treasurer shall notify the scholarship recipient of additional specifics related to the award of scholarship including reimbursement process.

Criteria for Award of Scholarship:

1. Applicant must be a member of CCAC and be either a City Clerk, Deputy if City Manager serves as City Clerk, Board Clerk or District Clerk
2. Applicant must have not attended a previous CCAC Annual Conference
3. Applicant's organization must have limited City Funds available for attendance
4. Applicant must be current in CCAC membership dues

The following expenses are covered by the CCAC Annual Conference Scholarship:

1. CCAC Annual Conference Registration
2. Hotel for two nights - shared accommodations are encouraged
3. Transportation in an amount not to exceed \$200

(03/95; Am. 6/11)

**Scholarship Application  
CCAC Annual Conference**

(Award subject to CCAC Executive Board Scholarship Policy for Annual Conference – Appendix VI)  
Please Print or Type

Name \_\_\_\_\_

City \_\_\_\_\_ Title \_\_\_\_\_ Date appointed to current position \_\_\_\_\_

CCAC Division  Central  Northern  Southern

Business Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

CCAC Membership: \_\_\_\_\_ years  Certified Municipal Clerk (CMC)

IIMC Membership: \_\_\_\_\_ years  Master Municipal Clerk (MMC)

Are you working towards your CMC or MMC? Yes \_\_\_\_\_ No \_\_\_\_\_

College degree in related field (indicate degree) \_\_\_\_\_

Committee Service \_\_\_\_\_

Other Comments \_\_\_\_\_

Have you ever attended a CCAC Annual Conference: Yes \_\_\_\_\_ No \_\_\_\_\_

Funding available in current year's budget for your travel, conferences, training, etc.

Attendance at Division Meetings Regular \_\_\_\_\_ Seldom \_\_\_\_\_ Never \_\_\_\_\_

If seldom or never, why? \_\_\_\_\_

I hereby submit this application for financial assistance to attend the CCAC Annual Conference in April. I understand my application will be evaluated based on criteria established by CCAC. The information supplied hereon is true and correct to the best of knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Completed application should be faxed or emailed to CCAC immediate past president.

**For Official Use Only**

- CCAC Membership Confirmed
- Scholarship Awarded
- Recipient Notified - Date \_\_\_\_\_

## **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.
- 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 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.

- 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.

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.

## **APPENDIX IX – WEBSITE REGULATIONS**

### **I. PURPOSE AND OBJECTIVES**

The purpose of this Website Policy is to set forth regulations governing the content, format, and submission of information for the CCAC Website. The primary objective in establishing regulations governing content of information for the CCAC Website is to ensure the posting of updated and accurate information. The secondary objective is to provide guidelines for all Divisions to submit information for the CCAC Website and to ensure the posting and uploading of all submissions in a consistent manner.

### **II. CONTENT**

- 1) CCAC Membership Information and Directory
- 2) CCAC Board and Agendas
- 3) CCAC Constitution and By-Laws
- 4) Education Information
- 5) Calendar of Events
- 6) CCAC Newsletter – “The Official Word”
- 7) Legislative Updates
- 8) Job Opportunities
- 9) Advertisers
- 10) Northern, Central, and Southern Division News
  - Newsletters
  - Agendas
  - Minutes
  - Meeting Announcements
  - Other information pertinent to the Division, as determined by the Communications Director
- 11) Feedback and Suggestions
- 12) FAQs (Facts about the City Clerk Profession)
- 13) Links (Professional and Legislative links to assist City Clerks and related professions)
- 14) Contact Information

### III. PROCEDURES

#### A. SUBMISSION OF INFORMATION

A designated representative from each Division shall submit information to the CCAC Communications Director using the following procedures:

- 1) All documents shall be forwarded via email in Adobe (.pdf) format, and should not exceed 5MB in size.
- 2) All documents shall be named according to the following standards:
  - Always use the underscore character as separator and ALWAYS use lower case ONLY for all file names.
  - **Newsletter file name format =**  
nccac (for Northern Division) + 1210 (month and year) + newsltr (or just “news” if it’s not a newsletter) + .pdf.  
  
Example: The file name for Northern Division December newsletter would be “nccac\_1210\_newsltr.pdf”
  - **Agenda file name format =**  
cccac (for Central Division) + 012811 (for month, day & year or just month & year if only one per month) + agenda.pdf.  
  
Example: The file name for Central Division January 28, 2011 agenda would be “cccac\_012811\_agenda.pdf”
  - **Minutes file name format =**  
sccac (for Southern Division) + 012711 (for month, day & year) + minutes.pdf.  
  
Example: The file name for Southern Division January 27, 2011 minutes would be: “sccac\_012711\_minutes.pdf”
- 3) The designated representative from each Division is responsible for sending content to the Communications Director.
- 4) The designated representative from each Division shall include “CCAC Website” in the Subject line of each submission.
- 5) The designated representative from each Division shall verify the uploading of all information sent to the CCAC Communications Director to ensure it appears on the CCAC Website.

#### B. JOB ANNOUNCEMENTS

- 1) Job announcements will be posted on the CCAC Website for a fee that is set by the Board. This fee will be reviewed by the Board on an annual basis.
- 2) Job announcements are removed from the CCAC Website upon the filing deadline for the job that is posted.

- 3) If a job announcement filing deadline is extended, there will be an additional cost to renew the announcement. The renewal fee is set by the Board. This fee will be reviewed by the Board on an annual basis.
- 4) Job announcements that are “Continuous – open until filled” will be posted for 30 days and are subject to the renewal fee.
- 5) Job announcements are to be submitted to the CCAC Communications Director in accordance with Section A above and in the following format:

**Job Announcement file name format =**

city (City) + title (Job Title) + ad.pdf.

Example: The file name for an opening at the City of Los Angeles would be: “Los\_Angeles\_City\_Clerk\_ad.pdf”

**C. ADVERTISERS**

- 1) Commercial advertisers will be charged an annual fee for advertising on the CCAC Website. This fee will be set by the Board on an annual basis.
- 2) The Communications Director reserves the right to determine how and where ad links will appear on the CCAC Website.
- 3) If the advertiser wishes to become a CCAC sponsor, the advertisement cost will be waived or adjusted accordingly. Please refer to the CCAC Sponsorship program for additional information relating to advertisers.

**D. EXTERNAL LINKS**

- 1) For purposes of this policy, an “external link” is a hyperlink from the CCAC Website to a website maintained by another party. All external links on the CCAC Website are provided as a convenience to its users and are not an endorsement or approval of the content found at the target website. The CCAC provides links to websites that are relevant and appropriate to the CCAC’s mission to promote the profession of City Clerks through education, support and communication. The CCAC Communications Director or his/her designee shall review the merits of a link to determine whether the link serves the overall purpose of the CCAC’s Website. Neither the CCAC Website nor the external links listed on the CCAC Website constitute a forum for expressive activity by members of the public.

Furthermore, the following criteria are used in determining what links are displayed on the CCAC Website:

- Sponsored by CCAC, governmental or educational institutions
- Maintained by organizations in a contractual relationship with, funded or created by CCAC
- Corporations, foundations, associations, etc. with a purpose statement devoting itself to assisting CCAC

- Organizations partnering with CCAC to meet the CCAC’s strategic or operational goals
- That provide City Clerk related information and/or services in a way that is not otherwise available on the CCAC website

The CCAC Website will **not** provide links to sites:

- Promoting or exhibiting hate, bias, discrimination, pornography, libelous or otherwise defamatory content
- Consisting of personal home pages operated by individuals

Entities and organizations wishing to establish external links on the CCAC official website must submit a written request containing all information necessary to verify the facts stated and as may be necessary to establish that the proposed link is in compliance with this policy, including the relevant website address, website description and purpose, brief statement as to how the proposed website fulfills the purpose of the CCAC Website as set forth in Section 1, contact name, phone number and email address. The applicant shall submit the request by email to [ccacinfo2@californiacityclerks.org](mailto:ccacinfo2@californiacityclerks.org) or by mail to CCAC, c/o League of California Cities, 1400 K Street, Suite 400, Sacramento, CA 95814.

The CCAC reserves the right to: 1) deny an external link application to any person, business or organization when it is determined, following review of a request, that the entity or organization for which application is made does not meet the criteria set forth in this policy; 2) deny an external link application to any person, business or organization which fails to provide all required information, or fails to provide truthful information; 3) remove any external link if the nature of the organization or business to which the link relates no longer complies with the CCAC’s external link policy; or 4) to revise this policy without prior notice when to do so is deemed to be in the best interest of the CCAC.

#### **E. LINKS TO THE CCAC WEBSITE**

- 1) Advance permission to link to the CCAC Website is not necessary. However, the party linking to the CCAC Website should be aware that its subpages may change at any time without notice. Entities and individuals linking to the CCAC’s Website shall not capture pages within frames, present the CCAC’s Website content as its own, or otherwise misrepresent the website’s content or misinform users about the origin or ownership of its content. Any link to the CCAC’s Website should be full forward link that passes the client browser to the CCAC’s Website unencumbered. The web browser’s “back” button should return the visitor to the originating site if the visitor wishes to back out.

#### **IV. DISCLAIMERS/TERMS AND CONDITIONS OF USE**

##### **DISCLAIMER OF ENDORSEMENT**

The information posted on the City Clerk's Association of California (CCAC) Website includes hypertext links to information created and maintained by other public and/or private organizations. CCAC provides these links solely for the information and convenience of users of the website. When users select a link to an outside website, they are leaving the CCAC Website and are subject to the privacy and security policies of the owners/sponsors of the external website. Reference in this site to any specific commercial product, process, or service by trade name, trademark, manufacturer or any specific commercial product, process, or service by trade name, trademark, manufacturer or otherwise, does not constitute or imply an endorsement, recommendation, or favoring by the CCAC.

##### **LIABILITY DISCLAIMER**

The CCAC shall not be held liable for any improper or incorrect use of the materials or information contained on this site and assumes no responsibility for any user's use of them. In no event shall the CCAC be liable for any damages, whether direct, indirect, incidental, special, exemplary or consequential (including, but not limited to, business interruption or loss of use, data, or profits) regardless of cause, and on any theory of liability, whether in contract, strict liability, or tort (including negligence or otherwise) arising in any way out of the use of this site or the materials and information contained on this site, even if advised of the possibility of such damage. This disclaimer of liability applies to any damages or injury, including but not limited to those caused by any failure of performance, error, omission, interruption, deletion, defect, delay, computer virus, communication line failure, theft, or destruction of data, whether for breach of contract, tortious behavior, negligence, or under any other cause of action.

##### **DISCLAIMER OF WARRANTIES / ACCURACY AND USE OF INFORMATION**

The CCAC is neither responsible nor liable for any delays, inaccuracies, errors or omissions arising out of use of the CCAC Website or with respect to the material contained on the website, including without limitation, any material posted on the website nor for any viruses or other contamination of your system. The CCAC Website and all materials contained on it are distributed and transmitted "as is" without warranties of any kind, either express or implied, including without limitations, warranties of title or implied warranties of merchantability or fitness for a particular purpose. The CCAC is not responsible for any special, indirect, incidental or consequential damages that may arise from the use of, or the inability to use, the website and/or the materials contained on the website whether the materials contained on the website are provided by the CCAC or a third party. The CCAC is neither responsible nor liable for any viruses or other contamination of the user's system.

**INDEMNIFICATION**

To the extent permitted by applicable law, by using the CCAC's Website, the user agrees to defend, indemnify, and hold harmless, the CCAC, its agencies, officers, employees, representatives, and agents from and against all claims and expenses, including attorneys' fees, arising out of the user's use of this site or materials and information contained on this site.

**UNAUTHORIZED USE**

All material on the CCAC Website (content, logos, graphics, and images) is property of the CCAC and no person or entity may duplicate, upload, republish, modify, transmit, post or distribute or mirror the information without the expressed written permission to do so from CCAC.

(7/06; Am. 7/09)

## **APPENDIX X – UPDATE AND UTILIZATION OF CCAC MEMBER INTEREST FORMS**

The CCAC Division Trustees shall be responsible for the annual update of the Member Interest Forms.

The Trustees shall:

1. Review Member Interest Card
  - a. Update Trustees listed.
  - b. Ensure committees listed are active.
  - c. Review committee descriptions and revise as needed.
2. Submit to the Board, at the October meeting, the updated/revised Member Interest Forms and committee descriptions for approval.
3. Once Board approval is received, forward the documents to the Communications Director for posting on the website.

The Trustees shall designate one Trustee to implement utilization as follows:

1. Member Interest Forms forwarded to the Trustee assigned for the term.
2. Trustee updates the spreadsheet for the current year.
3. Trustee forwards the spreadsheet monthly to the Board and Committee Chairs. Bi-weekly during the months January to March.
4. Board members will utilize volunteers from this list to fill committee vacancies or when additional assistance is needed.
5. Board and Committee Chairs report back to the Trustee, monthly, the volunteers appointed to serve on committees.
6. The Trustee updates the spreadsheet when the Board and Committee Chairs report back, noting committee name and date appointed.
7. Trustee notifies the Recording Secretary when volunteers are assigned to committees for the President's Recognition List.

(12/10)

## APPENDIX XI – USE OF SOCIAL MEDIA

The City Clerks Association of California (CCAC) encourages the use of social media sites to enhance communication and to further the goal and mission of the Association.

Social media sites are primarily internet- and mobile-based tools for sharing and discussing information among people. These are a wide variety of social media sites that individuals may find useful; however, Board approval must be sought prior to use of a new social media site on behalf of CCAC.

The CCAC Board approves the following:

1. The Communications Director shall seek Executive Board approval prior to joining any social media site. CCAC shall maintain one account per approved social media site. Each CCAC social media account shall include the CCAC seal, an introductory statement which clearly specifies the purpose and, when possible, shall link back to the official CCAC Website.
2. The Communications Director shall manage, monitor, and post the social media site content. The Communications Director may also designate CCAC Trustees and/or representatives recommended by Division Chairs to contribute and post content.
3. The Communications Director reserves the right to restrict or remove any content that he/she deems, in his/her sole discretion to be unwarranted, offensive, abusive, obscene, defamatory, in violation of copyright and/or trademark law, or other intellectual property of any third party, or is in violation of CCAC policies or any applicable law.

(12/10)

## APPENDIX XII – HONORING MEMBERS EARNING THE MMC CERTIFICATION

The City Clerk's Association of California (CCAC) encourages its members to seek high standards in education. It supports a variety of education forums and courses and urges its members to seek those education goals and designations as developed by the International Association of Municipal Clerks (IIMC).

As the designation of Certified Municipal Clerk requires many hours of education, training, and professional development, the Master Municipal Clerk Certification (MMC) is a loftier goal to achieve. To recognize this achievement, the CCAC Board took action to honor each of its members who attain this prestigious designation. It is the intent of the CCAC Board to recognize the member receiving this designation and bring awareness to the member's City Council and community of the value of the member's contributions and the value of CCAC, by sending a delegate, per the selection process provided herein, to present a "Certificate of Exceptional Professional Achievement" at a City Council meeting of that member. Additionally, a press release shall be issued in the recipient's city.

The CCAC Board approves the following:

1. Designate or appoint a member, Coordinator, to coordinate this effort, who will select an appropriate volunteer delegate to make each presentation. Delegates must be CCAC members in good standing and are to be selected from this list, in priority order:
  - CCAC Officers – President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President;
  - CCAC Executive Board Member;
  - CCAC Division Board Member, where honoree is located;
  - Past CCAC or CCAC Division Board Member, or an IIMC Board Member;
  - CCAC, MMC member, as approved by the CCAC President; or
  - CCAC member as approved by the CCAC President.
2. Upon receiving notification of the MMC designation, it shall be the duty of the CCAC President to sign the Certificate of Exceptional Professional Achievement, which may be printed on high quality paper.
3. The duties of the Coordinator shall include:
  - Receive notice of newly conferred MMC members from CCAC President or Professional Development Director;
  - Contact the new MMC and City Manager of her/his city to arrange for a presentation at an upcoming City Council meeting, and
  - Notify the delegate making the presentation.
  - Issue a press release in the recipient's city by contacting the recipient for specifics to include in the press release; forward the press release to media outlets local to that recipient's place of employment, as provided by the recipient; forward a copy to the CCAC President; and forward a copy to the recipient (recipient or recipient's agency may distribute the press release to other media outlets, if desired).

4. While it is anticipated that this project will not impact the CCAC budget as it already addresses allowances for awards and recognitions, funding for reimbursing delegates for travel expenses will be allowed on a case by case basis as approved by the CCAC Board.
5. The Coordinator will determine whether to utilize a frame or presentation folder and make arrangements for its delivery.

(4/07; Am. 12/10; Am. 1/11)

## APPENDIX XIII – CITY CLERKS’ LISTSERV POLICY

The purpose of the League of California Cities’ City Clerks’ listserv is to provide a means for City Clerks to communication and share information. It should not be the resource of first resort. Please check appropriate sources (i.e., City Clerk’s Handbook, City Attorney, etc.) before posting your query on the listserv.

1. City Clerks should avoid posting inquiries on the City Clerks’ private listserv on behalf of other city officials and departments. Here is the link to sign up for the “public” listservs:

<http://lists.cacities.org/mailman/listinfo/> - for PUBLIC listservs

2. Posting of job announcements are **not** allowed on the listserv. However, if you advertise in *Western City* magazine or on the City Clerks Association of California (CCAC) website, you may request a notice be placed on the listserv announcing the job posting.
3. Posting of press inquiries on behalf of the media is not allowed.
4. Non-city officials, other than consultants or vendors, who wish to communicate electronically with City Clerks, may submit the message to Lorraine Okabe who moderates the listserv. The listserv is not available to consultants or vendors. However, the consultant or vendor may ask their member city client to post the message.
5. The purpose of the listserv is to exchange pertinent information related to the profession. The purpose of the listserv is not to serve as a “chatroom” and/or “blog” for personal opinion and/or general commentary. Messages will be moderated and posted based on their direct informational relevance to the subject matter.
6. Contact Lorraine Okabe (League staff) to see if the question has already been asked. She might have summaries or other information she can share.
7. The League does not sell or make available its lists of e-mail addresses.
8. The League’s listservs are not to be used for commercial purposes.
9. The League discourages the posting of council reorganization notices on the listserv.

### City Clerks’ Listserv Tips

#### Posting a message:

Subscribers can post messages by emailing them to [city\\_clerks@lists.cacities.org](mailto:city_clerks@lists.cacities.org). Your message will be reviewed for consistency with the City Clerks’ listserv policy and approved, or denied, by the listserv moderator.

#### Subscribing/unsubscribing:

[http://lists.cacities.org/mailman/listinfo/city\\_clerks](http://lists.cacities.org/mailman/listinfo/city_clerks)

**Digest function:**

If you would like to receive only one email a day digesting the listserv inquiries for that day – go to:

[http://lists.cacities.org/mailman/options/city\\_clerks/](http://lists.cacities.org/mailman/options/city_clerks/) (ignore the “Error: no address given” at the top of the page). Type in your email address and password and login.

On the next page you can change your subscription configuration. Go to the “subscription options” and turn on the “Set Digest mode.” Once this is enabled, you will be sent one email a day with all the inquiries/responses for that day. This prevents being constantly bombarded by emails throughout the day.

**Sharing the information:**

Subscribers are responsible for providing a summary of the responses they received to their listserv question. It is important for members to share information; this is the fundamental purpose of the listserv. When sending a summary, please identify the message as a “Summary” in the subject area. Also include the date, the source and the name of the person who conducted the survey. Please include the “original” question.

**Forgot your password?**

Go to the link above, type in your email address, scroll down and hit the password “reminder” button and your password will be emailed to you.

**General information:**

[http://lists.cacities.org/mailman/listinfo/city\\_clerks](http://lists.cacities.org/mailman/listinfo/city_clerks)

**Questions/Comments?**

Contact Lorraine Okabe at <mailto:okabel@cacities.org>.

(2006; Am. 1/09)

## **APPENDIX XIV – RECORDS RETENTION AND DESTRUCTION POLICY**

### **I. PURPOSE**

The purpose of the Records Retention and Destruction Policy is to set forth guidelines and procedures regarding maintenance, storage and disposition of CCAC electronic and paper records, in accordance with federal, state, and local laws and acceptable business practices.

### **II. OBJECTIVE**

The primary objective is to identify records to be maintained by the organization; identify the Office of Record for each record series; and establish the practice of storing, maintaining and disposing of CCAC records.

### **III. GENERAL PROVISIONS**

1. The Records Retention Schedule is the guiding document for disposition of all Board records.
2. The Board Secretary is the person responsible for managing the destruction of records.
3. Each Board member is responsible for the maintenance of their records. When a Board member leaves office, it is his/her responsibility to transfer his/her records to the incoming Board member.
4. The Board President and the Board Secretary have the authority to approve destruction of records and update the retention schedule as needed. The Board Secretary will provide copies of updated retention schedules to each Board member.
5. Retention dates apply to all forms of records including paper, electronic, CD, tape, etc.
6. Copies may be destroyed without obtaining approval as long as the location and disposition of the original has been confirmed.
7. When the originals of a record are destroyed, all paper and electronic copies of that original record must also be destroyed. The retention of copies should not exceed the retention of the original.
8. Records may be retained longer than the retention period for historical purposes. This is the exception, not the rule.
9. Records may also be retained longer than the retention period for legal reasons. When legal action has been taken on the subject matter of the record, the retention period of that particular record(s) is suspended. The retention period resumes after settlement or completion of the legal matter. A legal action would include but is not limited to claims, litigation, investigations/audits, complaints, subpoenas, and public records requests.
10. Annual purging of records is good practice and should be implemented by each member.
11. A "Request for Destruction" authorization form must be completed and submitted to the Board President and Secretary for approval before any original record that requires approval can be destroyed. The authorization form is attached. Signed authorization forms will be kept on file by the Board Secretary.

12. Records for destruction containing confidential information must be destroyed by method of shredding. All other records can be recycled.

Attachment: Destruction Authorization Form  
Records Retention Schedule  
(04/11)

## CCAC

### AUTHORIZATION FORM TO DESTROY RECORDS

I request authorization to destroy the following records pursuant to the Board's Records Retention and Destruction Schedule adopted April 29, 2011:

Record Description	Dates of Records From/To (Mo/Year)	Retention Schedule	Paper/Electronic (Check one)		Record(s) Scanned & QC'd	
					Yes	No

**REQUESTED BY:**

Board Member Name	Print Name	Signature

I, \_\_\_\_\_, Board \_\_\_\_\_, hereby certify that I have caused the records listed above to be destroyed.

**AUTHORIZED FOR DESTRUCTION:**

BOARD SECRETARY	DATE	SIGNATURE
BOARD PRESIDENT	DATE	

(04/11)

## CCAC RECORDS RETENTION SCHEDULE

Records Description	Retention
Accounting Documents (Bank Deposit Slips, Bank Statements, Deposits, Cancelled Checks, Check Stubs, Division Payout Reports, Expenditure Receipts, Income and Expense Reports, )	7 Years
Agenda	2 years
Annual Reports	Permanent
Audit Reports	Permanent
Awards (Applications, Nominations Correspondence)	2 Years
Awards (Roster or Recipients)	Permanent
Budget	Superseded + 2 Years
Bylaws	Permanent
Committee/Division Membership List	Current + 10 Years
Contracts & Agreements	Completion + 4 Years
Correspondence	2 Years
Destruction of Records Requests	Permanent
Elections (Nominations, Ballots)	Date of Election + 6 Months
Goals and Objectives	Superseded + 2 Years
Grants and Scholarships (Applications, Correspondence, Notifications) Successful	Closed + 5 Years
Grants and Scholarships (Applications, Correspondence, Notifications) Unsuccessful	Closed + 2 Years
Insurance	Permanent
Minutes	Permanent
Official Word/Newsletter	2 Years or Permanent for Historical Value
Policy and Procedures	Superseded + 2 Years
Public Records Requests	Completion + 2 Years
Reference Materials	When no longer needed
Special Projects	Completion + 2 Years
Surveys	Superseded + 2 Years
Treasurer Reports	Permanent

(04/11)