



**AGENDA**  
**CENTRAL CALIFORNIA CITY CLERKS ASSOCIATION**  
**Executive Board Meeting**

**May 19, 2011 ~ 3:00 – 4:00 p.m.**  
**Conference Call Line: 916-658-8296**

**1. CALL TO ORDER**

- 2. ROLL CALL:**
- Lori Martin (Chair)
  - Lorraine Lopez (1<sup>st</sup> Vice Chair)
  - Vacant Position (2<sup>nd</sup> Vice Chair)
  - Jennifer Bustamante (Secretary)
  - Dana Davidson (Treasurer)
  - Roberta Gafford (Trustee)
  - Nancy Lilly (Trustee)
  - Nanci Lima (Immediate Past Chair)

**3. COMMUNICATIONS**

**4. BUSINESS**

- a. Approval of Thursday, March 24, 2011 Executive Board Minutes
- b. Review and Update on Job Descriptions and Meeting Checklist Items for Binders
- c. Review and Approval of final red-lined version of the amended Central Division By-laws
- d. Website postings

**5. REPORTS**

- a. Treasurer's Report (Dana Davidson)
- b. Program/Education Committee Report (Lorraine)
- c. Legislative Committee Report (Lorraine)
- d. Hospitality Committee-Fundraising (Roberta Gafford / Nancy Lilly)
- e. Report out from March 31<sup>st</sup> and April 29<sup>th</sup> State Exec Board Meeting (Lori/Nanci/Dana)

**6. ADJOURNMENT**



**MINUTES**  
**CENTRAL CALIFORNIA CITY CLERKS ASSOCIATION**  
**Executive Board Meeting**

**Thursday, Friday, March 24, 2011 10:00AM**  
**Conference Call Line: 916-658-8286**

- 1. CALL TO ORDER** *Called to order at 10:18 a.m. by Chair Lori Martin.*
- 2. ROLL CALL:** *Lori Martin, Waterford; Lorraine Lopez, Corcoran; Jennifer Bustamante, Riverbank; Dana Davidson, Merced; Nancy Lilly, Oakdale; and, Nanci Lima, Lemoore.*
- 3. COMMUNICATIONS** *Lori Martin announced: Lee Price will be doing a Mentor meeting, which may be held in Manteca; she presented an MMC Plaque to Nanci Lima at Lemoore's Council meeting; and, Lori will add the topic of Webinars to the next agenda.*
- 4. BUSINESS**
  - a. Approval of Thursday, January 25, 2011 Executive Board Minutes**  
*Moved by Dana Davidson, seconded by Nanci Lima, and unanimously approved the Thursday, January 25, 2011, Executive Board Minutes.*
  - b. Consider Approval of Recommended Amendments to the Central Division Scholarship Policy**  
*Nanci Lima will send out the scholarship application for Nuts and Bolts on May 2<sup>nd</sup> with a reminder on June 1<sup>st</sup>.*  
*Moved by Nancy Lilly, seconded by Jennifer Bustamante, and unanimously approved the amendments to the Central Division Scholarship Policy (see attached).*
  - c. Ratification of E-Mail Vote Appointing Lori Martin to be the Division Representative for the PDC's review of the Scholarship Policy ensuring that Division Scholarship Policies align with the State's Policy**  
*Moved by Nancy Lilly, seconded by Nanci Lima, and unanimously appointing Lori Martin as Division Representative for the PDC's review of the Scholarship Policy.*
  - d. Review and Consideration of Recommended Amendments to the Central Division Bylaws**  
*Nanci Lima requested to change the FY to July-June (State's FY) which she will send out the amended bylaws by June 15, 2011.*

- e. **Acceptance of Resignation from Julie Drimakis**  
*Moved by Jennifer Bustamante, seconded by Dana Davidson, and unanimously approved accepting the resignation of Julie Drimakis from the 2<sup>nd</sup> Vice Chair seat.*
- f. **Review and Update on Job Descriptions and Meeting Checklist Items for Binders**  
*Dana Davidson will update the job description for Treasurer and Nanci Lima will update the job description for Secretary to be forwarded to Lori Martin to complete updating binders. Updates were made to the CCCCA Division Meeting Checklist (see attached). These items will come back to next meeting for final approval.*

## 5. REPORTS

- a. **Treasurer's Report (Dana Davidson)**  
*Dana Davidson reported out on the Treasurer's Report.*
- b. **Program/Education Committee Report (Lorraine)**  
*Lorraine Lopez reported out on the Program/Education Committee Report.*
- c. **Legislative Committee Report (Lorraine)**  
*Lorraine Lopez reported out: 5 proposals in the works with a lot of legislation going on; will get more information.*
- d. **Hospitality Committee-Fundraising (Roberta Gafford / Nancy Lilly)**  
*Nancy Lilly asked that the donations for the raffle basket be sent to Nanci Lima by April 18<sup>th</sup>.*
- e. **Report out from February 23, 2011 State Exec Board Meeting (Lori/Nanci/Dana)**  
*Lori Martin reported out: Dana to send treasurers report to mimic the state's reports; membership survey has been completed; Colleen reported that the Nashville conference registration is going well; Joann reported on subcommittee/scholarship; Lisa Pope reported on Green Tree program/plaque at South Lake Tahoe and Nashville; Patrice communicated with Western City to promote CCAC and is working with LGC; Jamie reported on electronic payment; Early Bird registration for conference was extended; Cindy reported on records retention policy; approved email IIMC press release policy; MMC stays with clerk and not city; CCAC handbook-looking at consultant to ensure new laws added are compliant; and, MMCA conference in February-Dana is working on brochure.*

## 6. ADJOURNMENT *The meeting was adjourned at 11:18 a.m.*

## CCCCA Division Meeting Checklist

Meeting Date: \_\_\_\_\_

Location: \_\_\_\_\_

Executive Board Meeting Time: \_\_\_\_\_  
(Chair)

General Membership Meeting Time: \_\_\_\_\_  
(Chair with Advice/Consent from Host City/Program Chair)

Scheduled Trainer: \_\_\_\_\_  
(Program Director/2<sup>nd</sup> Vice Chair)

Topic: \_\_\_\_\_

IIMC Point Approval    No. Hrs: \_\_\_\_\_    No. Points: \_\_\_\_\_

E-mail Executive Board to Ensure Quorum (Chair)

Meeting Invitation Sent to [Distribution] Membership and ListServ (Secretary)

Agendas [Executive and General Membership] with Corresponding Minutes and Treasurers Report (Secretary)

Forward General Membership Agenda to Mitzi Ortiz for CCAC Website Posting and CCAC President (Secretary)

Meeting Sign-In Sheet (Secretary)

Meeting Corresponding Money Envelope (Treasurer)

Bowl or Basket for Raffle Tickets with Corresponding Money Envelope (Host City)

Training Evaluation Forms and Survey (Program Chair/2<sup>nd</sup> Vice-Chair)

Training Certificates (Program Chair/2<sup>nd</sup> Vice-Chair)

Send Approved Minutes to Mitzi Ortiz for CCAC Website Posting (Secretary)

New Attendance Recognition (Trustee)

Meeting Attendance to All Board (Secretary)

Meeting Invitation by Host City

(Responsible party listed in Parenthesis)

# CONSTITUTION AND BY-LAWS

## CENTRAL CALIFORNIA DIVISION CITY CLERKS ASSOCIATION OF CALIFORNIA

### ARTICLE I NAME

The name of this organization shall be the Central California Division of the City Clerks Association of California, hereinafter referred to as the DIVISION.

### ARTICLE II OBJECTIVES

The objectives for which this DIVISION is formed shall be to:

Promote and protect the interests of City Clerks.

Promote professional administration **and education** of City Clerks' offices.

Promote uniform standards for administering City Clerk duties.

**Promote improved standards of efficiency for City Clerks.**

Promote better municipal government through increased cooperation with other municipal officials.

Promote legislation which supports the goals and objectives of the organization.

### ARTICLE III MEMBERSHIP

#### Section 1. **PRIMARY**, ASSOCIATE, LIFETIME, AFFILIATE AND HONORARY MEMBERS

Any appointed or elected City Clerk or appointed Assistant or Deputy City Clerk representing a city in the Counties of Calaveras, Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono, San Joaquin, Stanislaus, Tulare and Tuolumne shall be eligible for **Primary** Membership in the Division upon payment of the annual dues.

Eligibility for Associate, Lifetime, Affiliate and Honorary Membership shall be in accordance with the provisions of the Constitution and By-Laws of the City Clerks Association of California, as the same now exist or may hereafter be amended.

## **Section 2. VOTING MEMBERS**

All Primary and Associate Members shall be Voting Members.

## **Section 3. RESTRICTION OF RIGHTS TO VOTE OR HOLD OFFICE**

Any City Clerk, Assistant City Clerk, or Deputy City Clerk of this DIVISION who is a voting member of the DIVISION shall be eligible to vote or to hold office in this DIVISION provided that City's dues are paid for the current year.

## **ARTICLE IV DUES**

Annual dues shall be payable in accordance with the provisions of the Constitution and By-Laws of the City Clerks Association of California, as the same now exist or may hereafter be amended.

## **ARTICLE V DIVISION OFFICERS**

### **Section 1. CHAIR**

The Chair, a voting member pursuant to Central Division By-Laws, shall preside at all meetings of the DIVISION and of the Executive Board, shall appoint all committees with the exception of the Legislative/Legal and Program/Education Committees, shall serve as Chair of the Nominating Committee, and shall be an ex-officio member of all committees.

The Chair shall serve for a term of one (1) year.

### **Section 2. FIRST VICE-CHAIR**

The First Vice-Chair shall perform the duties of the Chair in the absence of the Chair and shall act in an advisory capacity at all times. If the office of the Chair is vacated for any reason whatsoever, the First Vice-Chair shall assume the office of the Chair for the unexpired term.

The First Vice-Chair shall serve as Chair of the Legislative/Legal Committee and shall appoint all members of said Committee.

The First Vice-Chair shall serve for a term of one (1) year.

### **Section 3. SECOND VICE-CHAIR**

The Second Vice-Chair shall be an optional position. The Committee responsibilities shall be assumed by the First Vice-Chair, if deemed necessary

The Second Vice-Chair shall perform the duties of the First Vice-Chair in the absence of the First Vice-Chair and shall act in an advisory capacity at all times. In the event the office of the First Vice-Chair is vacated for any reason whatsoever, the Second Vice-Chair shall assume the office of First Vice-Chair for the unexpired term.

The Second Vice-Chair shall serve as Chair of the Program/Education Committee and shall appoint all members of said Committee.

The Second Vice-Chair shall serve for a term of one (1) year.

### **Section 4. SECRETARY**

The Secretary shall keep a correct record of the proceedings of all meetings of this DIVISION and of its Executive Board.

The Secretary shall preserve in a permanent file all records and letters of value to the DIVISION and its officers and members, to be transferred to the successor of this office at the close of the Secretary's term of office.

The Secretary shall process policies and amendments and shall update the current Constitution and By-Laws when amended by the membership.

The Secretary shall conduct the correspondence of this DIVISION at the direction of the Chair of the Executive Board. The Secretary shall mail/email a copy of the minutes to the Chair in time for copies of such minutes to be mailed with notices of the next regular or special meetings.

The Secretary shall keep an up-to-date list of the names and addresses of all Voting, Associate, Lifetime, Affiliate and Honorary Members of this DIVISION.

The Secretary shall mail updated copies of the Constitution and By-Laws to all members of this DIVISION.

The Secretary shall serve for a term of one (1) year.

#### **Section 5. TREASURER**

The Treasurer shall have charge of all monies of this DIVISION and shall report thereon at each regular meeting of the DIVISION and the Executive Board. The Treasurer's Report shall be submitted to the Chairperson in time for copies of such reports to be mailed/e-mailed with notices of the next Regular or Special Meeting.

The Treasurer of this DIVISION shall be responsible for the collection of the DIVISION'S share of its member's dues from the Treasurer of the City Clerks Association of California, according to the provisions of the CCAC By-Laws, as the same now exist or may hereafter be amended.

The Treasurer shall receive and pay all bills of this DIVISION, as approved by the Chair and ratified by the Executive Board, and keep an itemized record, in a permanent file, of all receipts and expenditures.

The Treasurer shall turn over to the succeeding Treasurer by October 1 or within ten (10) days after the Treasurer vacates the office of an unexpired term, all books, records, and papers, and take a listed receipt therefore.

The Treasurer shall serve for a term of two (2) years.

#### **Section 6. TRUSTEES**

There shall be two (2) Trustees elected at large from the voting Membership of this DIVISION. One trustee shall be installed at each Annual Installation Meeting of Central Division of the CCAC, to hold office for a term of two (2) years or until their successors are elected and installed.

The Trustees shall serve as Co-Chairs of the Membership and Hospitality Committee and shall appoint all members of said Committee.

Trustees shall serve at the pleasure of the Executive Board and shall accept and carry out assignments and duties as assigned by the Chair and/or Executive Board.

#### **Section 7. IMMEDIATE PAST CHAIR**

The Immediate Past Chair shall be expected to attend DIVISION meetings and act in an advisory and voting capacity of the Executive Board for the year following their service as Chair, only so far as they continue to qualify as a voting member of the DIVISION.

#### **Section 8. INTERIM APPOINTMENTS**

In the event of a vacancy in any office other than the office of Chair or First Vice-Chair, the Chair of this DIVISION shall appoint a Voting Member in good standing to fill such vacated office for the unexpired term. This appointment shall be subject to ratification by the Executive Board.

#### **Section 9. REMOVAL FROM OFFICE**

If any Executive Board Member fails to perform the duties of his/her office or fails to attend the meetings of the Executive Board for two consecutive meetings without being excused there from by a majority of the Board present, the Board, by a vote of 2/3 of the entire Executive Board, shall submit to the general membership the question of whether such officer shall be removed from office.

### **ARTICLE VI COMMITTEES**

#### **Section 1. EXECUTIVE BOARD**

The officers, Trustees, and the immediate past Chair shall constitute the Executive Board of this DIVISION to meet upon call by the Chair, or by any two (2) members of such Executive Board.

The Executive Board shall make recommendation to this DIVISION regarding proposed amendments to the Constitution and By-Laws.

The Executive Board shall transact any business of this DIVISION in the interim period between regular meetings and shall report thereon at the next regular meeting.

The Executive Board shall supervise the affairs of this DIVISION and shall devise measures for its growth and usefulness.

## **Section 2. LEGISLATIVE/LEGAL COMMITTEE**

It shall be the duty of the Legislative/Legal Committee to stimulate interest and activity in legislation affecting municipal government and the position of the City Clerk as a vital and integral part of municipal government. The Committee shall study proposed legislation of interest to and affecting municipal government and report thereon to the members of this DIVISION and shall obtain authoritative information pertaining to City Clerk's authority and responsibilities and report thereon to the members of this DIVISION. The Committee Chair shall maintain contact with the CCAC Legislative Director and keep the DIVISION advised on pertinent information.

## **Section 3. PROGRAM/EDUCATION COMMITTEE**

It shall be the duty of the Program/Education Committee to develop a coordinated program in harmony with the objectives of this DIVISION, and related to its members' current needs. The Program/Education Committee shall prepare the program flyer and a summarized biography on the speaker to be distributed to the membership.

It shall be the duty of the Program/Education Committee to keep the members informed and report on all matters pertaining to continuing educational programs sponsored by the CCAC. The Committee shall investigate and report on all other courses and seminars which will be of benefit to the members in furthering their professional status.

The Program/Education Committee shall meet upon call by its Chair.

## **Section 4. MEMBERSHIP AND HOSPITALITY COMMITTEE**

It shall be the duty of the Membership and Hospitality Committee to stabilize and increase the membership and attendance at meetings of this DIVISION.

The Membership and Hospitality Committee duties include extending hospitality to new, retired and inactive members, to make appropriate acknowledgement of sympathy or condolence for bereavement, sickness, or hospitalization and coordinate fundraising activities for DIVISION meetings.

The Membership Committee shall meet upon call by its Chair.

#### **Section 5. AUDIT COMMITTEE**

The Chair shall appoint an Audit Committee no later than July 1, of the year ending the Treasurer's term of office. The Committee shall consist of the incoming Treasurer and two additional members not including the outgoing Treasurer. The Board Chair shall designate one of the three members to be the Committee Chair.

It shall be the duty of the Audit Committee to audit the financial records of the DIVISION at the end of the Treasurer's term. The audit is to be conducted in July or August and shall cover the previous two years. A report of the audit shall be sent to the Chair of the DIVISION in time to be presented at the September regular Executive Board meeting.

The Committee shall verify that all bank statements have been reconciled with cancelled checks attached. Revenue shall be documented and there shall be receipts for any expenditure. The Treasurer's Reports shall be reviewed to verify that they accurately reflect the bank statements.

### **ARTICLE VII NOMINATION AND ELECTIONS**

#### **Section 1. NOMINATING COMMITTEE**

At a regular meeting, not later than the May meeting, the Chair shall appoint a Nominating Committee of not less than three (3) Voting Members, consisting of the incumbent Chair, the Trustee remaining in Office and one or more other members in good standing, whose duty it shall be to select nominees for the elective offices for the ensuing year. The incumbent Chair shall serve as Chair of the Nominating Committee.

Voting members who accept such appointment to the Nominating Committee shall be ineligible for nomination or election to any office of this DIVISION until after the Committee presents its canvass of ballots report at the regular July DIVISION meeting.

Voting Members may submit to the Chair of the Nominating Committee the names of eligible candidates for any of the offices to be filled. Any nominations so made must be received by the Chair of the Nominating Committee not later than the last working day in June, and must be in writing.

The Chair of the Nominating Committee shall submit to the members present at the July regular meeting, a list of nominees, including those received from Voting Members, to include at least one (1) nominee for each office to be filled. The list shall be submitted in writing to the Secretary of this DIVISION and shall be signed by the Nominating Committee. Nominations may be made from the floor at the July regular meeting.

## **Section 2. ELECTIONS**

Officers shall be elected by mail and said officers shall be announced by mail prior to the September regular meeting, and installed and take office that meeting.

If at the close of nominations at the July meeting, there is not more than one candidate per office, mail ballots will not be required, and the election for division officers shall be concluded.

The Chair of the Nominating Committee shall obtain a list of Voting Members of this DIVISION from the Secretary of this DIVISION and shall, within two (2) weeks, prepare and mail to all Voting Members in good standing a ballot containing the names of all eligible nominees.

The voted ballots shall be returned to the Chair of the Nominating Committee by August 15<sup>th</sup>. The ballots shall be canvassed by the members of the Nominating Committee prior to the September regular meeting. At the September meeting the candidates declared elected shall be installed and shall assume their duties upon the close of the September meeting.

## **ARTICLE VIII MEETINGS**

### **Section 1. REGULAR MEETINGS**

Regular meetings shall be held in the months of January, March, May, July, September and November of each year. The Executive Board may decide the day of regular meetings by an affirmative vote of four (4) members of said Board.

### **Section 2. SPECIAL MEETINGS**

Special meetings may be called by the Chair of this DIVISION or by any two (2) members of the Executive Board, provided that all Voting Members of this DIVISION are notified in writing of the time, place and purpose of such meeting. Such notice shall be given not less than seven (7) days prior to the meeting. No subject matter other than that stated in the call for the Special Meeting shall be considered at any Special Meeting.

## **ARTICLE IX AMENDMENTS**

These Bylaws may be amended at any regular meeting of the Division by a 2/3rds vote of the voting members present at such regular meeting; provided that a copy of the proposed amendment shall have been sent to every Voting Member in good standing at least ten (10) days before the regular meeting at which the proposed amendment is to be voted upon. If the election for amending the By-Laws is within four (4) months of the annual election of officers, the elections shall be consolidated and a copy of the proposed amendments shall be mailed with the ballot.

If a special election on amending the By-Laws is to be held, every Voting Member shall be sent a copy of the proposed amendments and a ballot at least thirty (30) days before the next regular meeting at which time the ballots shall be canvassed. Voted ballots for special elections to amend the By-Laws received through the mail by the Secretary the day before the meeting shall be included in the canvass.

## **ARTICLE X QUORUM**

Eight (8) Voting Members of this DIVISION in good standing shall constitute a quorum at any meeting. Four (4) members of the Executive Board shall constitute a quorum of that body.

## **ARTICLE XI PARLIAMENTARY PROCEDURE**

Robert's Rules of Order, revised, shall govern the procedures of this DIVISION in all instances to which they are applicable.

## **ARTICLE XII MISCELLANEOUS**

The fiscal year of the DIVISION shall be from the first day of **July** to the last day of **June**, each year.

The Constitution and By-Laws of the Central Division of the CCAC shall in all respects conform to the Constitution and By-Laws of the State CCAC, acknowledging the State Constitution and By-Laws supersede and have preference wherever there is conflict.

### **PAST PRESIDENTS/CHAIRS**

1995-1996 Michael Prandini, City Clerk, Clovis  
1996-1997 Randy Groom, City Clerk, Visalia  
1997-1998 Karen McAlister, City Clerk, Hanford  
1998-1999 Becky Klisch, City Clerk, Fresno  
1999-2000 Melanie Carter, City Clerk, Selma  
2000-2001 Lori Grigsby, City Clerk, Chowchilla  
2001-2002 Anna Vital, City Clerk, Tulare  
2002-2003 Martha Jantzen, City Clerk, Atwater  
2003-2004 Martha Jantzen, City Clerk, Atwater  
2004-2005 Barbara Mergan, City Clerk, Sanger  
2005-2006 Rick Caldiera, City Clerk, Lathrop  
2006-2007 Chris Moore, Deputy City Clerk, Manteca  
2007-2008 Dana Davidson, Assistant City Clerk, Merced  
2008-2009 Nanci Lima, City Clerk, Lemoore  
2009-2010 Rebekah Barr, Acting City Clerk, Chowchilla

*We would like to have a history of those who have served as President/Chair for our Division to attach to the By-Laws. If you have served as President/Chair for this Division or if the dates/titles above are incorrect, please contact Barbara Mergan at 559/876-6300 x 1350 or at [bmergan@ci.sanger.ca.us](mailto:bmergan@ci.sanger.ca.us).*