

**CITY CLERKS ASSOCIATION OF CALIFORNIA**  
**CONSTITUTION AND BYLAWS**

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**CONSTITUTION AND BYLAWS**  
**CITY CLERKS ASSOCIATION OF CALIFORNIA, INC.**  
(Incorporated November 29, 1977) Corporate No. 832616

**ARTICLE I NAME**

The name of this organization shall be the CITY CLERKS ASSOCIATION OF CALIFORNIA, hereinafter referred to as the ASSOCIATION.

**ARTICLE II OBJECTIVES**

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

- Promote the interests of City Clerks.
- Promote professional administration 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. (Amended 10/93)

**ARTICLE III MEMBERSHIP**

**3.1 Voting Members**

Any appointed or elected City Clerk or appointed Assistant or Deputy City Clerk representing a City in the State of California shall be eligible for Voting Membership on the basis of one Voting Member per City upon payment of the annual dues. Each City shall designate by name and/or position its Voting Member. In the absence of such designation, the City Clerk shall be the Voting Member. It shall be the responsibility of the Member City to immediately report changes in the name of the Voting Member to ensure the safeguard of voting privileges. (Amended 6/92)

**3.2 Associate Members**

Any Assistant or Deputy City Clerk whose City Clerk is a Voting Member, institutions and/or organizations whose operations are closely allied with the functions of the City Clerk's office, and professional persons in fields directly related to municipal government, shall be eligible for Associate Membership.

**3.3 Lifetime Members**

Lifetime Membership shall be conferred upon any person who requests such membership and who, in the opinion of the President, fulfills all of the following criteria:

- a. Has been employed by one or more municipalities, performing City Clerks duties, therefore, for a total of not less than ten years.
- b. Has been a Voting and/or Associate Member of the ASSOCIATION for a total of at least ten years.
- c. Has been a Voting Member of this ASSOCIATION for at least two years of the total requirement of ten years membership.

**3.4 Affiliate Members**

Any former Voting or Associate Member who has left office, and who is not a Lifetime Member, may request, and, upon approval of the Executive Board, shall be granted an Affiliate Membership.

**3.5 Honorary Members**

Honorary Membership may be proposed at any Annual Institute either by the Executive Board, or by a petition signed by ten or more Voting Members, for any person who is not eligible for Voting, Associate, Lifetime or Affiliate Membership, and who has contributed in an important way to the improvement of the City Clerk profession. The Voting Members present and voting at an Annual Institute shall by majority vote approve or reject each recommendation for the conferring of Honorary Membership.

### **3.6 Restriction of Rights to Vote or Hold Office**

Only Voting Members shall be eligible to vote or hold office in this Association and its Divisions, each member City being entitled to one Voting Member, provided that member's dues are paid for the current year. (Amended 09/04)

## **ARTICLE IV DUES**

### **4.1 Voting Members**

Annual dues per Voting Member and Associate Member shall be payable on November 1, which dues the Executive Board shall review and set annually by a vote of at least twelve (12) affirmative votes. (Amended 2/98)

### **4.2 Lifetime and Honorary Members**

Lifetime and Honorary Members shall not be required to pay annual dues or fees in order to maintain their respective memberships in this ASSOCIATION. If such members wish to attend the Annual Institute or Special Meetings of the ASSOCIATION, and/or to receive official mailings and publications, they shall pay an annual fee therefore, the amount to be determined by the Executive Board.

### **4.3 Affiliate Members**

In order to maintain an Affiliate Membership, the Affiliate Member shall pay an annual fee, the amount to be determined by the Executive Board, payment of which fee shall entitle said member to attend the Annual Institute and Special Meetings and to receive the official mailings and publications of the ASSOCIATION. (Amended 10/99)

### **4.4 Distribution of Dues**

Annual dues of Voting and Associate Members shall be paid to the Treasurer of this ASSOCIATION who shall immediately remit forty-five percent (45%) of such dues to the Treasurer of the Division to which the members belong, together with a list of the names of the Voting and Associate Members represented by such remittance. Only the current year's dues shall be prorated to the Division, when a new Division is formed.

## **ARTICLE V DIVISIONS**

Voting Members may form such Divisions as may be necessary and desirable to promote the interests of this ASSOCIATION, and such Divisions may be activated on the approval of the Executive Board of this ASSOCIATION under the following rules:

### **5.1 Composition**

A Division shall be comprised of the Voting Members located in an area of such size and convenience that the members therein can meet regularly as prescribed in this Bylaws.

### **5.2 Division Officers**

Officers of each Division shall be Voting Members in good standing. They shall include at least: 1) a Division Chair who shall preside at all Division meetings and shall be a member of the Executive Board of this ASSOCIATION; 2) a Vice-Chair who shall preside at Division meetings in the absence of the Chair; 3) a Secretary who shall keep all necessary non-financial records of the Division; 4) a Treasurer who shall keep all necessary records of finances of the Division; and 5) such other officers as the Division may deem necessary. (Amended 10/93, 2/95)

The offices of Division Secretary and Division Treasurer may, upon approval of the Executive Board of this ASSOCIATION, be combined.

### **5.3 Division Bylaws**

A Division may adopt Bylaws not in conflict with this Constitution and Bylaws, form committees and carry on activities in the interest of such Division.

## **ARTICLE VI OFFICERS**

### **6.1 Executive Board**

The Officers of the City Clerks Association of California shall be the President, the First Vice-President, the Second Vice-President, the Recording Secretary, the Communications Director, the Treasurer, the Legislative Director, the Professional Development Director, the three Professional Development Representatives, the Immediate Past President, the Chairs of each Division, and the three Trustees. Each Officer shall have one vote. These same named officers shall constitute an Executive Board to meet at least semi-annually upon call by the President, or by a majority of the members of the Executive Board. Special meetings of the Executive Board may be called pursuant to Section 10.3. (Amended 10/95, 10/99)

The Executive Board shall make recommendations regarding proposed amendments to this Constitution and Bylaws; shall supervise the affairs of this ASSOCIATION and devise measures for its growth and usefulness; shall make or confirm all appointments to fill vacancies; shall transact business in the interim between ASSOCIATION meetings and shall report on its actions at the Annual League Conference. (Amended 4/92, 10/95, 10/99)

### **6.2 City Clerks' Department of the League of California Cities Additional Duties**

The President, First Vice-President, Second Vice-President, Recording Secretary, Legislative Director, and the Professional Development Representatives shall carry out additional duties set forth in the Bylaws for the City Clerks' Department of the League of California Cities. (Amended 10/93, 10/99)

### **6.3 President**

The President shall: 1) plan, organize and direct the work program for the Board; 2) preside at all meetings; and 3) appoint all committees with the exception of the Executive Board, the Legislative Committee, the Program Committee, the Membership and Directory Committee and the Professional Development Committee. The President shall be an ex-officio member of all Committees. (Amended 10/93, 10/99)

### **6.4 First Vice-President**

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. In the event the office of President is vacated for any reason whatsoever, the First Vice-President shall assume the office of President for the unexpired term and, if elected, for the subsequent term. The vacancy created in the office of First Vice-President shall be assumed by the Second Vice-President for the unexpired term and, if elected for the subsequent term; or be filled by the Executive Board by appointment, only if an officer is not available, from the next Division in rotation order. (Amended 4/89, 10/93, 10/99)

The First Vice-President shall appoint all members and shall serve on the Planning Committee for the ASSOCIATION Annual Institute. The First Vice-President shall chair the committee and 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. (Amended 10/93, 10/99)

### **6.5 Second Vice-President**

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. In the event the office of First Vice-President is vacated for any reason whatsoever, the Second Vice-President shall assume the office of First Vice-President for the unexpired term and, if elected, for the subsequent term. The vacancy created in the office of Second Vice-President shall be filled by the Executive Board by appointment from the next Division in rotation order. (Amended 4/89, 10/99)

The Second Vice-President shall have primary responsibility for the Membership process and publication

of the ASSOCIATION Directory. The Second Vice-President shall report on ASSOCIATION activities at ASSOCIATION Division meetings. (Amended 10/93, 10/99)

### **6.6 Recording Secretary**

The Recording Secretary shall keep an accurate record of the proceedings of all meetings of the ASSOCIATION, the City Clerk's Department of the League of California Cities, and of the Executive Board; and shall mail a copy of the minutes of all meetings of the Executive Board to each member of such Executive Board. The Recording Secretary shall also mail, upon request, a copy of the minutes of ASSOCIATION meetings or Executive Board meetings to any member of the ASSOCIATION. (Amended 10/93, 10/99)

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 and provide same for publication in the ASSOCIATION Directory. (Amended 10/99)

### **6.7 Communications Director**

The Communications Director shall oversee the publication and conformance of a newsletter to the Association and Department mission statements, coordinating with the President, Legislative Director and Professional Development Director on content; and mail notices of all ASSOCIATION meetings. The Communications Director shall handle the processing of amendments to this Constitution and Bylaws as set forth in Article XI hereof. The Communications Director shall act as the repository for ASSOCIATION supplies, including stationery, brochures, certificate forms and folders and official ASSOCIATION artwork needed for printing. (Amended 10/93, 10/99)

### **6.8 Treasurer**

The position of Treasurer shall be a two year term, which shall expire in odd-numbered years. The Treasurer shall have charge of all moneys and shall report thereon at each Executive Board meeting and at the Annual League Conference. The Treasurer shall collect the dues from all members. (Amended 10/95, 10/99)

Except as otherwise provided in Article XV hereof, 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 therefore. (Amended 10/95, 10/99)

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 each year and shall have the power to amend the amount of the bonds required. (Amended 10/95)

Although the incoming Treasurer shall be installed and shall assume office in accordance with the provisions set forth in Article IX, Section 8, of this Constitution and Bylaws, the books shall not be accepted by the incoming Treasurer until after completion of all accounting for the Annual League Conference has been made, and all outstanding bills paid. 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. (Amended 10/95, 10/99)

### **6.9 Legislative Director**

There shall be one Legislative Director elected at large. This Director shall be elected as provided in

Article IX to hold office for a term of two years, which term shall expire in even-numbered years. (Amended 10/99)

In the event of a vacancy in the office of Legislative Director, for any reason whatsoever, an appointment to fill the vacancy shall be made by the President of the ASSOCIATION. Such appointment, after confirmation by the Executive Board of the ASSOCIATION, shall be to fill the office for the remainder of the unexpired term.

The Legislative Director shall serve as Chair of the Legislative Committee and shall appoint members of said committee in addition to members as defined in Article VII, Section 7.1. 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. (Amended 10/93, 10/99)

The Legislative Director shall serve as the Department Director for the City Clerks' Department of the League of California Cities. (Amended 10/93, 10/99)

#### **6.10 Professional Development Director**

There shall be one Professional Development Director elected at large. is Director shall be elected as provided in Article IX to hold office for a term of two years, which term shall expire in even-numbered years. In the event of a vacancy in the office of Professional Development Director, for any reason whatsoever, an appointment to fill the vacancy shall be made by the President of the ASSOCIATION. Such appointment, after confirmation by the Executive Board of the ASSOCIATION, shall be to fill the office for the remainder of the unexpired term. (Amended 10/99)

The Professional Development Director shall serve as Chair of the Professional Development Committee and shall appoint members of said committee in addition to members as defined in Article VII, Section 7.3. 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. (Added 4/92, Amended 10/99)

#### **6.11 Professional Development Representatives**

There shall be three Professional Development Representatives elected at large, one of whom shall be from the Northern Division, one from the Southern Division, and one from the Central Division. Two Professional Development Representatives, one from the Northern Division and one from the Southern Division, shall be elected as provided in Article IX to hold office for a term of two years, which term shall expire in odd-numbered years, or until their successors are elected and installed. One Professional Development Representative from the Central Division shall be elected as provided in Article IX to hold office for a term of two years, which term shall expire in even-numbered years, or until his/her successor is elected and installed. (Added 10/99)

In the event of a vacancy in the office of Professional Development Representative, for any reason whatsoever, an appointment to fill the vacancy shall be made by the Chair of the Division from which the vacancy has occurred. Such appointment, after confirmation by the Executive Board of the ASSOCIATION, shall be to fill the office for the remainder of the unexpired term. (Added 10/99)

The Professional Development Representatives shall act as the City Clerks' Department of the League of California Cities representatives to the Continuing Education for Professionals and Organizations (CEPO) Board. (Added 10/99)

The Professional Development Representatives shall serve on the Professional Development Committee. (Added 4/92, Amended 10/99)

#### **6.12 Trustees**

There shall be three Trustees elected at large, one of whom shall be from the Northern Division, one from

the Southern Division, and one from the Central Division. Two Trustees, one from the Northern Division and one from the Southern Division, shall be elected as provided in Article IX to hold office for a term of two years, which term shall expire in even-numbered years, or until their successors are elected and installed. One Trustee from the Central Division shall be elected as provided in Article IX to hold office for a term of two years, which term shall expire in odd-numbered years, or until his/her successor is elected and installed. (Amended 2/95, 10/95, 2/98, 10/99)

In the event of a vacancy in the office of Trustee, for any reason whatsoever, an appointment to fill the vacancy shall be made by the Chair of the Division from which the vacancy has occurred. Such appointment, after confirmation by the Executive Board of the ASSOCIATION, shall be to fill the office for the remainder of the unexpired term. (Amended 4/92 and 10/95)

The Trustees shall serve on the Committee, chaired by the First Vice-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 Annual Institute, handling fundraising, and any other special assignments as directed by the President and/or the Executive Board. (Added 10/99)

### **6.13 Immediate Past President**

The Immediate Past President shall be a member of the Executive Board. The Immediate Past President shall receive applications for scholarships to the Annual Institute and award the three scholarships, one to each Division. (Added 10/99)

### **6.16 Restrictions of Duties**

No Officer of this ASSOCIATION, except the Trustees and Professional Development Representatives, may also be an Officer of any Division at the same time. This provision does not preclude a Division Officer from accepting a nomination for any Office of the ASSOCIATION, but would require the resignation of the Division Office if elected.

### **6.17 Requirements for Officers**

Each Officer shall perform the duties of his/her office as described in the list of ASSOCIATION EXECUTIVE BOARD DUTIES AND POLICIES, incorporated herein by reference. This list of Duties and Policy Statement may be modified from time to time by a majority of Executive Board Members present at any official meeting, but with at least seven (7) affirmative votes. (Amended 10/99)

### **6.18 Removal from Office**

If any Executive Board Member fails to perform the duties of his/her office, the Board, by a vote of at least twelve (12) affirmative votes, shall submit to the general membership the question of whether such officer shall be removed from office.

Valid causes for submission are:

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 therefrom by a majority of the Board present.

The removal of said Officer shall be taken to the Voting Membership by usage of procedure in the same manner as provided for in Article XI, with the provision that specific reason(s) for removal shall be stated; that the officer be advised in writing, by certified mail, and shall have fifteen days from the date the notice is mailed, to submit his/her written statement to the Communications Director. Both the ASSOCIATION Executive Committee's specific reason(s) for removal and the officer's statement will be submitted with the ballot measure regarding removal.

In the event the Communications Director is the Executive Board Member sought to be removed from office, the Second Vice-President shall conduct said election.

## **ARTICLE VII COMMITTEES**

### **7.1 Legislative Committee**

It shall be the duty of the Legislative Committee to stimulate interest and activity in legislation affecting municipal government; to study proposed legislation and report thereon to members of this ASSOCIATION; to recommend legislation to be sponsored by the ASSOCIATION; and to 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. (Amended 10/99)

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. (Added 10/99)

### **7.3 Professional Development Committee**

It shall be the duty of the Professional Development Committee to keep the members informed and report on all matters pertaining to continuing education and professional development programs sponsored by the ASSOCIATION; and to insure that such programs fulfill the professional objectives of City Clerks. This Committee shall investigate and report on courses and seminars which may be of benefit to the members in furthering their professional status. (Amended 10/99)

The Professional Development Director shall be Chair of the Professional Development Committee. The Professional Development Committee shall be composed of the elected Professional Development Representatives and other committee members appointed by the Professional Development Director, as necessary. (Amended 6/92, 10/99)

The Professional Development 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. (Added 10/99)

### **7.4 Audit Committee**

The President shall appoint three Voting Members to be the Audit Committee, and shall designate one of the three members to be the Chair. The Treasurer and the Deputy Treasurer, if any, shall be ineligible to serve on the Audit Committee. (Amended 10/93)

It shall be the duty of the Audit Committee to audit the financial records of the ASSOCIATION at the end of a Treasurer's first year in office, such audit to be conducted after the Annual League Conference. This audit shall cover 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. (Amended 6/92, 10/95, 10/99)

### **7.5 Nominating Committee**

The newly installed President shall appoint the Nominating Committee, to consist of at least six Voting

Members, an equal number to be appointed from each Division, one of whom shall be designated by said President as the Chair. (Amended 10/93) It shall be the duty of the Nominating Committee to process nominations for, and upon its own motion to propose nominees for, the offices of the ASSOCIATION, and to conduct the annual election for said offices, all as set forth in Articles VIII and IX hereof. (Amended 10/99)

## ARTICLE VIII NOMINATIONS

### 8.1 Methods of Nominating

Voting Members may be nominated for office in this ASSOCIATION as follows:

Receipt by the Chair of the Nominating Committee not later than July 10 preceding each annual election of an *Acceptance of Nomination and Candidate Statement* form which has been originally signed and dated by the nominee. Facsimile forms shall be accepted provided the originally signed and dated *Acceptance* is received by the Chair of the Nominating Committee not later than July 15th preceding each annual election. No other method of nomination shall be accepted. All nominees must be paid voting members at the time the *Acceptance of Nomination* is filed.

If a nominee withdraws after July 10th, but before the printing of the ballot, that nominee's name shall not appear on the ballot. (Amended 4/89, 6/92, 10/93, 2/95, 2/98)

### 8.2 Consent and Candidate Statement

Any Member consenting to a nomination and desiring to publish a candidate's statement, shall provide his/her candidate statement at the time of acceptance of the nomination by completing that portion of the *Acceptance of Nomination and Candidate Statement* form provided for that purpose. The candidate statement shall not exceed 200 words. Statements shall be typed with uniform type size and spacing. No special type setting shall be permitted. Statements submitted after the nomination acceptance will not be printed and distributed to the membership. *The Official Word* shall not print candidate statements. A nominee may decline to publish a candidate statement by signing the waiver of candidate statement on the *Acceptance of Nomination* form. (Amended 2/95, 2/98)

### 8.3 Minimum Number of Nominees

The Nominating Committee shall provide a slate of eligible nominees for each election. There shall be at least one eligible candidate nominated for each office. The list of candidates for the ballot shall include all nominees, subject to the consent and eligibility requirements contained in Sections 8.1, 8.4 and 8.5 of this Article. (Amended 4/89, 6/92, 2/98, 10/99)

### 8.4 Geographical Eligibility

The office of the President shall be alternated annually between Southern, Northern and Central Divisions as defined in the following description:

- a. Southern Division shall consist of the following counties: Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, Ventura and San Luis Obispo. (Amended 10/99)
- b. Northern Division shall consist of the following counties: Alameda, Alpine, Amador, Butte, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo and Yuba. (Amended 10/99)
- c. Central Division shall consist of the following counties: Calaveras, Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono, San Joaquin, Stanislaus, Tulare and Tuolumne.

Rotation will begin with the 1990-91 election with President filled from the Southern Division, First Vice-President from the Northern Division, and the Second Vice-President from the Central Division. During the nomination period, each Division has the choice of waiving its option to serve as President. In this

event, the usual rotation would continue. (Amended 10/93)

The other offices, except the Trustees and Professional Development Representatives, shall be elected from any Division in the state. (Amended 4/89, 10/93, 10/99)

### **8.5 Other Eligibility Requirements**

Any Voting Member whose dues are paid in full for the current year may be nominated for, and elected to, any office; provided that, in order to be eligible to be nominated for President, the Voting Member shall have served at least one full year as a member of the Executive Board.

No member of the Nominating Committee may be nominated for any ASSOCIATION elective office for the ensuing year.

Candidates for the offices of President, First Vice-President, Second Vice-President, Recording Secretary and Legislative Director shall be from member cities of the League of California Cities. (Added 10/93, Amended 10/99)

### **8.6 Ineligibility for Division Office**

No eligible nominee for ASSOCIATION office, except nominees for Trustee and Professional Development Representative, shall accept any Division office between the time of filing the Consent and the date the ballots are counted at the Annual League of California Cities Conference. (Amended 10/93, 10/99)

### **8.7 Notice**

The Nominating Committee shall cause notice to be given to the membership in writing not later than May 15th of each year, indicating (a) the offices to be filled in the subsequent election; (b) which offices are to be filled from the northern part of the State, which offices from the southern part of the State, and which offices from the central part of the State; (c) the process of nomination and the consent and eligibility requirement; and (d) the deadline for submitting nominations. (Amended 4/89, 10/93, 10/99)

### **8.8 List of Nominees**

The Chair of the Nominating Committee shall submit a list of all eligible nominees, to all members of the Executive Board for their information not later than July 16th of each year. The original list 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. (Amended 10/93, 2/98, 10/99)

### **8.9 Write-in Candidates**

Any Member not filing an acceptance of nomination by July 10th, and desiring to run for any office, may be voted upon as a write-in candidate. Write-in candidates must declare their candidacy in writing to the Nominating Committee by August 15th. Candidate statements will not be printed and distributed to the Members for Write-in candidates. This shall not prohibit any candidate from mailing a statement at his/her own expense. *The Official Word* shall not print write-in candidate statements. (Added 6/92 Amended 10/93, 2/98, 10/99)

### **8.10 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 be notified of this action as soon as possible either by special letter, or by inclusion in an ASSOCIATION publication. (Added 2/98)

## **ARTICLE IX ELECTIONS AND INSTALLATION**

### **9.1 Election Schedule**

The Nominating Committee shall conduct the annual election of officers by mail, giving all Voting Members whose current dues have been paid by January 10th of the election year an opportunity to vote. The Second Vice-President shall submit to the Nominating Committee a listing of those eligible Voting Members. The listing shall be accompanied by a certification signed by the Second Vice-President indicating that the listing is of Voting Members only with membership paid for the current fiscal year. Each Member City shall have at most only one vote. (Amended 10/93, 2/98, 10/99)

One ballot shall be mailed to each eligible Voting Member not later than August 25th. An envelope shall be provided for return of the ballot on the outside of which 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 not later than September 25th. (Amended 10/93, 2/98)

The Nominating Committee Chair shall designate a counting site. Following the deadline for receipt of ballots, the ballots shall be publicly opened and tallied at the counting site. The 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 Annual League of California Cities Conference. Results shall be posted in accordance with Section 9.5. (Amended 6/92 and 10/93)

### **9.2 Ballots**

The Nominating Committee shall prepare the ballot with the names of all qualified nominees for office appearing thereon. The ballot shall provide a space for a "write-in" vote for each office; provided, however, that the Consent and eligibility provisions of Article VIII shall apply to write-in candidates, and votes for persons who do not comply with said provisions shall not be tallied nor reported. The Nominating Committee shall prepare and distribute with each ballot appropriate voting instructions. (Amended 10/99)

### **9.3 Voting**

The voted ballots shall be returned in an identification envelope which has clearly printed or typed thereon the name of the City by which the Voting Member is employed, together with the signature of said Voting Member.

### **9.4 Late Ballots**

The Chair of the Nominating Committee shall indicate on each identification envelope received after the deadline the date and time it was received. Any late ballots shall not be opened. (Amended 10/93, 10/99)

### **9.5 Reporting**

If ballots are counted during the Annual League Conference, a tally sheet showing the results and those members voting shall be posted in a conspicuous place immediately following the completion of the tally, and shall remain posted during the entire Annual League Conference. If ballots are counted prior to the League Conference, a tally sheet showing the results and those members voting shall be posted in a conspicuous place during the entire Annual League Conference. Upon counting of the ballots, the Nominating 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 conclusion of the report and acceptance thereof, the Chair shall ask authority from the Voting Members present at the Annual League Conference to destroy the ballots. (Amended 6/92 and 10/93)

### **9.6 Tie Votes**

In the event of a tie vote for any office, the Voting Members present at the Annual League Conference shall, by secret ballot, select the successful nominee for the office. (Amended 10/93)

### **9.7 Secrecy**

All care shall be taken to insure the secrecy of all ballots cast by the Voting Members.

### **9.8 Installation**

The nominees elected shall be installed during the Annual League Conference at a time to be set by the Program Committee and shall assume the duties of their respective offices immediately. (Amended 10/93)

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 after completion of the requirements set forth in 6.8 of Article VI hereof. (Amended 10/99)

## **ARTICLE X MEETINGS**

### **10.1 Annual Institute**

The Annual Institute shall be held during the month of April, the dates to be established by Executive Board action at least six months prior to the first of April. The Annual Institute shall be devoted to the objectives of this ASSOCIATION.

The dates and times of the Annual Institute may be changed by a two-thirds vote of the members present at the previous Annual Institute and, if deemed necessary, the Executive Board may change the dates and times of the Annual Institute by a two-thirds vote of said Board.

### **10.2 Regular Meetings**

The Executive Board shall meet at least semi-annually upon call by the President, or by a majority of the members of the Executive Board. (Added 10/99)

### **10.3 Special Meetings**

Special Meetings of the Executive Board may be called by the President, by a majority of the members of the Executive Board, or by a petition signed by fifteen percent (15%) of the Voting Members.

Each ASSOCIATION Voting Member shall be notified in writing by the Communications Director not less than fifteen (15) days before the date of such Special Meeting. Notice shall contain the date, time and place of the Special Meeting and shall also contain a statement of the matters to be considered at such Special Meeting. (Amended 10/99)

No matters shall be considered at a Special Meeting other than those stated in the notice of call for the Special Meeting.

## **ARTICLE XI AMENDMENTS**

### **11.1 Procedure**

This Constitution and Bylaws may be amended at any time as follows by a two-thirds vote of the Voting Members voting upon such proposed amendment(s).

Amendments may be proposed by the Executive Board, or by a petition signed by not less than ten percent of the Voting Members in good standing, and submitted in writing to the Nominating Chair.

Unless the proposed petition stipulates that an urgency exists relating to the proposed amendment(s), the election will be consolidated and conducted in the same manner and procedure as for the annual election of officers.

#### **(a) Measures – 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 arguments submitted by the Executive Board shall be forwarded to the Nominating Chair by July 10th. Measures submitted by a petition signed by not less than ten percent of the Voting Members in good standing shall be submitted to the Nominating Chair by May 1st. The full text of all arguments submitted by the Executive Board shall be forwarded to the Nominating Chair by July 10th. (Amended 10/93, 2/98)

The Nominating Chair shall submit all measures and a call for arguments for and against for publication in the June issue of *The Official Word*. All arguments shall be submitted to the Nominating Chair by July 10th.

Arguments shall be submitted by Voting Members only, typed on a form available from the Nominating 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 original signature of the Voting member submitting the argument. Facsimile copies will not be accepted. (Amended 10/93)

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 Chair to determine which statement shall be published in the following order: Association Executive Board, Association Executive Board Committee, Division Executive Board, individual Voting Member. In determining the statement to be published, the Nominating 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 Member's names shall be printed with each argument. Arguments may not be withdrawn after submittal to the Nominating Chair. (Amended 10/99)

#### (b) Measures – Urgency Election

For those measures scheduled for an urgency election, the Communications Director shall assume all duties of the Nominating Chair discussed above. If time permits, the Communications Director shall cause the full text of the measure and a call for arguments for and against to be printed in the Official Word. Arguments for and against those measures submitted to the Voting Members at an urgency election shall be received by the Communications Director no later than twenty (20) working days after receipt of the measure by the Communications Director. (Amended 2/95, 2/98)

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

A copy of the proposed amendment(s) shall be mailed 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 Communications Director from either the Executive Board or the ten (10) percent Voting Members specified herein. (Amended 10/93, 2/95, 2/98)

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 Communications Director within twenty (20) working days of the date on which ballots were mailed by the Communications Director to the Voting Members. (Amended 2/98)

The voted ballots so received shall be canvassed by a special committee of three Voting Members, the Chairman of which shall be the Communications Director, 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 Communications Director, which time shall be within thirty (30) days after the deadline for submitting ballots. Late ballots shall not be opened. 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 by special letter, or by inclusion in an ASSOCIATION publication. (Amended 2/95)

If receipt of eligible proposed amendment(s) by the Communications Director, as specified in the second paragraph of this Section, 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. (Amended 10/93, 2/95)

All care shall be taken to insure the secrecy of all ballots cast by the Voting Members. (Amended 6/92)

Those measures scheduled for a regular election shall be subject to the election procedures elucidated in Article IX, Sections 9.1, et. Seq., Elections and Administration. (Added 2/98)

### **11.2 Effective Date of Amendments**

Amendments approved as specified in 11.1 of this Article shall be in force immediately upon reporting to the membership as therein specified.

### **11.3 Distribution**

An up-to-date copy of this Constitution and Bylaws shall be mailed upon request to any member of this ASSOCIATION by the Second Vice-President as soon as practicable after amendments have been made thereto. Amendments shall be mailed to every member as soon as practicable after adoption.

## **ARTICLE XII QUORUM**

Twenty-five Voting Members shall constitute a quorum at any Annual Institute, Conference, or Special Meeting. (Amended 10/93)

A majority of the Executive Board shall constitute a quorum of that body.

## **ARTICLE XIII PARLIAMENTARY PROCEDURE**

Robert's Rules of Order, revised, shall govern the procedures of this ASSOCIATION in all cases where they are applicable.

## **ARTICLE XIV VACANCIES**

The Executive Board shall fill by appointment any vacancies occurring in any elective office not otherwise provided for in this Constitution and Bylaws. Written consent of the appointee shall be obtained by the Executive Board before any appointment is made.

The Officers of the ASSOCIATION shall fill by appointment any vacancies occurring in the committees for which they are respectively responsible. (Amended 10/99)

## **ARTICLE XV REIMBURSEMENT OF PERSONAL EXPENSES**

### **15.1 Exclusions**

No Member of this ASSOCIATION shall receive reimbursement for personal expenses incurred in the official performance of the duties for which said Member is charged except as noted in 15.2 and 15.3 of this Article.

### **15.2 President**

The President may be reimbursed for verified expenses only when such expenses are not borne by or reimbursed by the President's City.

The President shall submit an expense voucher, in a form determined by the Treasurer, for any expenses which have been approved in the adopted budget. (Amended 10/99)

### **15.3 Other Exceptions**

Any member of the Executive Board may receive reimbursement for personal expenses 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. (Amended 10/99)

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. (Amended 10/99)

These personal expenses may be reimbursed only when all provisions of this Section have been met, and when such expenses are not borne by or reimbursed by the Member's City.

## **ARTICLE XVI MISCELLANEOUS**

### **16.1 Fiscal Year**

The fiscal year of this ASSOCIATION shall be from the first day of November each year to the last day of October in the following year. (Amended 2/98)

**CITY CLERKS ASSOCIATION OF CALIFORNIA  
EXECUTIVE BOARD POLICIES**

<b>TITLE</b>	<b>PAGE</b>
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**CITY CLERKS ASSOCIATION OF CALIFORNIA (CCAC)**  
**EXECUTIVE BOARD POLICIES AS OF APRIL, 2001**

**ANNUAL INSTITUTE**

City Clerks' Annual Institute retained instead of changing to City Clerks' Annual Conference.

The Executive Board shall approve the selected site of the Annual Institute based on the recommendation of the First Vice-President. The League of California Cities will negotiate with the selected facility representative and speakers as directed by the Program Chair. The Program Committee shall provide the theme of the Annual Institute and selected programs/speakers.

All Institute facility and program expenses shall be accounted for by the League of California Cities. A written report shall be submitted to the Board within 30 days of the close of the Institute.

**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.

**President's Conference Expense:**

The incoming President shall have a complimentary suite and the outgoing President shall have a complimentary upgraded room at the cost of CCAC at the Annual Institute. CCAC shall pay the cost of a suite for the CCAC President when California is responsible for the hospitality room at the International Institute of Municipal Clerks (IIMC) Conference, and shall pay for a double room at all other IIMC Conferences. CCAC will pay the President's expenses (registration, hotel, transportation and per diem (food) at the IIMC conference in the event that funds are not available from the President's city.

**CCAC BANNER AND PAST PRESIDENTS PINS**

The First Vice-President shall be responsible for the CCAC banner and Past President's pins. Each Division will be given a new banner, if the design changes, and will purchase additional banners, if needed.

Note: Past Presidents' pins are purchased from Altos Trophy Company: 10871 Bloomfield Street, Los Alamitos, CA 90720, (714) 826-4910 or (310) 598-8748. They are holding the die for the pin.

**CCAC AND IIMC PINS**

The California pins distributed at the annual IIMC Conference shall be inscribed "California" with the California Poppy design. The Treasurer shall retain responsibility for the State Association membership pins and the California pin.

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

**CORRESPONDENCE/CCAC LETTERHEAD**

Official correspondence shall be written on CCAC letterhead and express the view of the Executive Board rather than the writer alone.

**COURTESY**

Flowers may be sent to members of CCAC only in the event of illness or death of a member.

**DIRECTORY**

The Second Vice-President will insure that the roster of the current Board is printed and distributed to all CCAC members indicated following the Annual Conference.

Consensus of the Board that all State Directory changes be printed in *The Official Word* with a major update provided to the membership immediately following the Annual Institute.

\*Directories will be provided to paid CCAC members as follows:

- One each per CCAC member
- One each retiree, affiliate, or lifetime member
- One each governmental member
- One each non-governmental member

Additional copies may be purchased by CCAC members "at cost." Actual cost of the directory shall be calculated for each new edition and rounded up to the nearest \$10.00 increment. (\*Added by Board action on 10/12/91, amended 4/23/99, 9/07/00)

### **DUES**

See Appendix I.

### **EDUCATION FUNDS**

Programs subsidized by CCAC funds are to be available to all City Clerks who choose to attend.

The Committee will consist of the CCAC Education Chairman (Past President) and one trustee from each division.

### **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:**

Determined that expenses relating to a scheduled meeting will be paid regardless of whether or not there is a quorum and that 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.

### **Mileage:**

Mileage reimbursement for Board Members will be reviewed annually. Reimbursement shall be the same as allowed by IRS rating.

### **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.

### **Revisions:**

The Legislative Committee will update appropriate Government Code Sections of the City Clerks' Handbook each year. The Legislative Committee will coordinate with Martin and Chapman each even numbered year, 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 printed immediately 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. (Modified by Board action on 4/94)

**Hospitality Expense:**

CCAC will share in expenses associated with Region IX IIMC hospitality room and shall pay share in advance to host state. See appendix for entire policy.

**Hospitality Room Responsibilities:**

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

**Nominations to Directorship Vacancies:**

See Appendix II for entire policy.

**Visiting IIMC Presidents:**

CCAC will assume all costs except travel, of hotel, meals and conference registration for visiting IIMC Presidents.

**LIFE MEMBERSHIP CARDS**

Permanent Life Membership Cards are presented only to retiring City Clerks who have served a minimum of 10 years.

**THE OFFICIAL WORD**

Advertisements from outside vendors shall not be permitted in *The Official Word*.

**Seasons Greetings:**

A minimum contribution of \$10 will be accepted for placing seasons greetings in *The Official Word*. The profits will be placed in the educational account.

**RECORDS Historian:**

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 microfilming.

**Records Retention:**

The following are designated as permanent records (hard copies are microfilmed and retained after filming): minutes, policies, bylaws, *The Official Word*. All other records may be destroyed after microfilming 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 Annual Institute is extended to a Regional President, CCAC will assume costs (registration fee, hotel), except travel expenses.

**SCHOLARSHIPS**

Monies donated to CCAC may be designated by the donor to established CCAC funds: CEPO Scholarships, CCEF.

**Applications:**

Scholarship applications shall NOT be included in the agenda packet and the Education Chairman shall provide a spread sheet on the scholarship applicants.

**CEPO Scholarships:**

In order to support the State CEPO programs, it was determined that CEPO scholarships would not be granted to attend out-of-State IIMC accredited programs.

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

The Executive Committee authorized the Education Committee to approve scholarships up to the authorized individual award and within the budget established by the Executive Committee, based on the Executive Committee's adopted policy.

**Point Determination Schedule:**

See conditions in Appendix III and point system in Appendix IV.

**APPENDIX I – CCAC DUES STRUCTURE**

For 2006-2007 membership year:

Population	Voting Member Dues	Associate Member Dues (if applicable)	Annual Membership Fee	Publication Mailing Fee
City of less than 10,000	\$80 plus	\$30		
City of 10,000 to 49,999	\$120 plus	\$45		
City of 50,000 to 100,000	\$160 plus	\$60		
City of More than 100,000	\$200 plus	\$75		
Lifetime, Honorary Member				\$0
Affiliate Member (Includes Retired Members)			\$75	
Governmental Agencies			\$150	
Nongovernmental Agencies			\$285	

## **APPENDIX II – IIMC DIRECTORSHIP VACANCIES/NOMINATIONS (Ratified 1/31/86)**

The opportunity to offer a candidate for a directorship shall be rotated as designated below subject to the conditions specified:

1. California
2. Washington
3. Alaska
4. Oregon
5. Hawaii

(The order of rotation is based upon membership in IIMC as of January 24, 1986 – beginning with the state holding the largest membership and ending with the state holding the smallest membership.)  
Subject to the following conditions:

1. If there is no eligible candidate, the rotation shall pass to the next state in rotation. If there is no eligible candidate from the next state in the rotation, the opportunity to sponsor a candidate shall pass to California.
2. In the event of a vacancy, the sponsor state shall have the opportunity to submit a nominee to fill the vacancy and that state may complete a full term of office in its rotation.  
If there is no eligible candidate from the sponsor state, the rotation shall pass to the next state in the rotation. If there is no eligible candidate from the next state in the rotation, the opportunity to sponsor a candidate shall pass to California.

Provided, however, if the unexpired term is for one year or less, such passing of the rotation shall not cause the state next in the rotation to lose a full term in office. If the unexpired term is one year or less, the next state in the rotation shall complete the unexpired term in addition to the next full term in rotation. If the unexpired term is more than one year, the rotation shall pass upon completion of the unexpired term.

3. This policy is independent of, and shall not be affected by, any considerations regarding the support of candidates who wish to serve as officers of IIMC.

### 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 November 1-October 31) 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 November 1-October 31).
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 Professional Development Representatives and 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.

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

Mail to: Joann Tilton, MMC  
Professional Development Director  
City Clerks Association of California  
c/o 1001 W. Center St., Manteca, CA 95337  
FAX # (209) 825-2333

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

**APPENDIX IV – INSTITUTE SCHOLARSHIP POINT DETERMINATION  
SCHEDULE (30 Points Minimum)**

**Points POSITION** – Minimum of one year required.

- A. City Clerk; Chief Deputy City Clerk, Deputy City Clerk,  
or Assistant City Clerk serving under a City Manager with  
title of City Clerk; or ..... 35
- B. Deputy or Assistant City Clerk; or ..... 25
- C. Any position other than above ..... 20

**CEPO SESSIONS COMPLETED**

- A. Two ..... 30
- B. One ..... 25
- C. None ..... 0

**OTHER ITEMS**

- A. 1 point per year for CCAC membership (maximum 15 points) ..... 15
- B. 1 point per year for IIMC membership (maximum 5 points) ..... 5
- C. 1 point per year for officer in Division or State (maximum 10 points) ..... 10
- D. 1 point for each State Conferences 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 IRS rating; 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 – MEMBERSHIP AND VOTING POLICY**

As a result of the election in April, 1994 which modified the Constitution and Bylaws of CCAC and the City Clerk's Department of the League it shall be the policy of the Executive Board to interpret the Membership and Voting provisions of the Bylaws as follows:

\*Both sets of Bylaws state that there shall be one voting member per city. [CCAC Bylaws Section 3.1/League Bylaws Article III]

\*A voting member is any appointed or elected City Clerk or appointed Assistant or Deputy City Clerk representing a City which has either paid annual dues to the City Clerks Association of California or to the League of California Cities. [CCAC Bylaws Section 3.1/League Bylaws Article III]

Effective October, 1994, the officers of both organizations will be the same individuals. Therefore, it is appropriate that voting members of both organizations be allowed to participate in the election of those officers.

## **APPENDIX VII – SCHOLARSHIP POLICY FOR ANNUAL INSTITUTE**

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

### Qualifications for Scholarship:

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

### Expenses Covered:

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

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

## **APPENDIX VIII – 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 Institute and New and Election Law Seminar.
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.

**LEAGUE OF CALIFORNIA CITIES CITY CLERKS' DEPARTMENT BYLAWS**

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## LEAGUE OF CALIFORNIA CITIES CITY CLERKS' DEPARTMENT BYLAWS

### ARTICLE I – NAME

This Department shall be known as the City Clerks' Department, League of California Cities.

### ARTICLE II – PURPOSES

The purposes of this Department shall be:

1. To serve as a technical and advisory Department to the League of California Cities (League).
2. To enhance the professional development of City Clerks through the conduct of conferences, seminars and related training.
3. To improve communications among City Clerks concerning legislative matters.
4. To encourage City Clerks to take an active role in proposing and supporting legislation beneficial to municipalities, particularly those functions administered by City Clerks, and similarly, in opposing unfavorable legislation.
5. To cooperate with other League functional departments in promoting the purposes and goals established by the League of California Cities Constitution and Bylaws.

### ARTICLE III – MEMBERSHIP

Any appointed or elected City Clerk representing a city in the State of California, or appointed Assistant or Deputy City Clerk so named by the City Clerk as his/her designated alternate, shall be eligible for voting membership on the basis of one voting member per city. Voting members shall be eligible to be elected officers of the Department. (Amended 10/93)

### ARTICLE IV – OFFICERS AND TERMS

#### **4.1 Officers/Executive Board**

The officers of this Department shall be a President, First Vice-President, Second Vice-President, Recording Secretary, Department Director, and Professional Development Representatives and shall constitute the Executive Board of the Department. (Amended 10/93, 10/99)

The President will be the President of the City Clerks Association of California; the First Vice-President and Second Vice-President shall be the First and Second Vice-Presidents of the City Clerks Association of California respectively; the Recording Secretary shall be the Recording Secretary of the City Clerks Association of California; the Department Director shall be the Legislative Director of the City Clerks Association of California, and the Professional Development Representatives shall be the Professional Development Representatives of the City Clerks Association of California. (Added 10/93, 10/99)

#### **4.2 Terms of Office**

The term of office of the President, First Vice-President, Second Vice-President, and Recording Secretary shall be for one year. (Amended 10/93, 10/99)

The Department Director shall serve a two-year term which shall expire in even-numbered years. There shall be three Professional Development Representatives elected at large, one of whom shall be from the Northern Division, one from the Southern Division, and one from the Central Division. Two Professional Development Representatives, one from the Northern Division and one from the Southern Division, shall have their terms of office expire in odd-numbered years. One Professional Development Representative from the Central Division shall have his/her term of office expire in even-numbered years. (Added 10/99)

Terms of office shall begin following the adjournment of the Annual Conference of the League and conclude at the adjournment of the next subsequent Annual Conference of the League.

#### **4.3 Succession**

Typically, the First Vice-President shall succeed to the office of President. The Second Vice-President shall succeed to the office of First Vice- President.

#### **4.4 Vacancies**

A vacancy in any of the offices shall occur when the officer either resigns from the office or ceases to be a member of the Department. (Amended 10/99)

A vacancy in the office of President shall be filled for the unexpired term, and if elected for the subsequent term, by the First Vice-President. A vacancy in the office of First Vice-President shall be filled for the unexpired term, and if elected for the subsequent term, by the Second Vice-President. A vacancy in the office of Second Vice-President shall be filled by appointment by the President of the Department, subject to confirmation of the Executive Board. (Amended 10/99)

In the event of a vacancy in the office of Department Director, the President of the Department shall be the Director, or shall appoint a member of the Department to fill such vacancy. In the event the President appoints a member of the Department to fill such vacancy, the appointment shall be subject to confirmation by the Executive Board. (Amended 10/99)

The person filling a Director vacancy shall serve the remainder of the unexpired term. (Amended 10/93)

#### **4.5 Rotation of Offices**

Offices shall be rotated as provided for in Article 8.4 of the City Clerks of California Constitution and Bylaws. (Amended 10/93)

Notwithstanding any vacancies which might occur, the rotation system for nomination and election of Department officers and representatives is to be maintained.

### **ARTICLE V – DUTIES AND RESPONSIBILITIES OF OFFICERS**

#### **5.1 Duties of the President**

The President shall:

1. Preside at all meetings of the Department.
2. Appoint the following:

One representative to each of the League's Policy committees. (Added 10/99)

One representative (generally the Director of the Department) to the General Resolutions Committee for the League's Annual Conference. (Amended 10/93, 10/99)

Three members (generally the President, First Vice-President and Second Vice-President) to the Credentials Committee for the League's Annual Conference. (Added 10/93, 10/99)

3. Recommend City Clerks to the League President for additional appointments to the Administrative Services Committee. (Amended 10/93)
4. Testify at State legislative sessions in Sacramento on legislation affecting City Clerks; respond to the Secretary of State's office when requested to support or oppose legislation affecting City Clerks.
5. Maintain ongoing communications with Executive Board members.

## **5.2 Duties of the First Vice-President**

The First Vice-President shall:

1. Perform the duties of the President in the President's absence and act in an advisory capacity at all times. (Amended 10/93)
2. Serve as Chair, appoint all members of the Program Committee, and coordinate conference planning with the City Clerks Association of California Professional Development Director for the Department's portion of the League's Annual Conference. (Amended 10/93, 10/99)
3. Maintain communications with Professional Development Representatives and report points of interest to the President for inclusion in the City Clerks Association of California newsletter. (Amended 10/99)
4. In the absence of the President, report on Department activities at City Clerks' Association of California (CCAC) Division meetings.

## **5.3 Duties of the Second Vice-President**

The Second Vice-President shall:

1. Serve as Chair, appoint all members of the Program Committee, and coordinate conference planning with the CCAC Professional Development Director for the New Law and Election Seminar. (Amended 10/93, 10/99)
2. In the absence of the President and First Vice-President, report on Department activities at CCAC Division meetings. (Amended 10/99)

## **5.4 Duties of the Recording Secretary**

The Recording Secretary shall:

1. Keep an accurate record of the proceedings of all meetings of the City Clerks' Department of the League of California Cities and the Department's Executive Board. (Added 10/93, Amended 10/99)
2. Preserve, in a permanent file, all records and letters of continuing value to the Department and its Officers, to be transferred to the successor at the expiration of the term. (Added 10/93)

## **5.5 Duties of the Director**

The Department Director shall:

1. Represent the Department on the League Board of Directors.
2. Report points of interest to the President for inclusion in the City Clerks' Association of California newsletter. (Amended 10/93, 10/99)
3. Assist as required with the Annual Conference of the League and act as Co-Chairperson of the New Law and Election Seminar. (Amended 10/93)

## **5.6 Duties of the Professional Development Representatives**

The Professional Development Representatives shall:

1. Serve as the Department's three representatives on the Continuing Education for Professionals and Organizations (CEPO) Board
2. Advise the President of all actions or decisions of the CEPO Board which impact the Department. (Amended 10/93, 10/99)

## ARTICLE VI – MEETINGS

### **6.1 Department**

The Department shall have one annual Business meeting during the Annual Conference of the League

### **6.2 Executive Board**

The Executive Board of the Department shall meet no less than two times yearly at a time and place specified by the President. (Amended 10/99)

## ARTICLE VII – ELECTIONS

All elections for Department officers shall be held in accordance with the procedures set forth in the City Clerks Association of California Constitution and Bylaws as the same may exist or may hereafter be amended. (Added 10/93)

## ARTICLE VIII – RULES OF ORDER

Robert's Rules of Order, revised, shall govern the procedures of the Department in all cases where they are applicable. (Amended 10/99)

## ARTICLE IX – AMENDMENTS

Bylaws amendments shall be made in accordance with the procedures set forth in the City Clerks Association of California Constitution and Bylaws as the same may exist or may hereafter be amended. (Added 10/93)

## ARTICLE X – QUORUM

Twenty-five voting members shall constitute a quorum at the annual Business meeting. (Amended 10/93)

## ARTICLE XI – CONFLICT OF BYLAWS

If any portion of these Bylaws are declared to be contradictory or in any way in conflict with the Constitution and Bylaws of the League, that portion shall become inapplicable and the Constitution and Bylaws of the League shall prevail. (Amended 10/99) Adopted: October 1987 Amended: October 1993, October, 1995 Amended: October 1999

# CITY CLERKS ASSOCIATION

## CCAC Membership Roster Changes

Name of City or Agency: \_\_\_\_\_

Division:  Northern  Central  Southern

*Please complete only those items which are changing:*

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Website: \_\_\_\_\_

New Name & Job Title:

Name/Job Title Being Replaced:

\_\_\_\_\_  CMC  MMC \_\_\_\_\_

e-mail: \_\_\_\_\_

New Designated Voting Member:

Name/Job Title Being Replaced:

\_\_\_\_\_  CMC  MMC \_\_\_\_\_

e-mail: \_\_\_\_\_

Elected City Clerk      Date Elected: \_\_\_\_\_      Term Expires: \_\_\_\_\_

Appointed City Clerk      Date Appointed: \_\_\_\_\_

General Municipal Election:     June, Even     Nov., Even     Nov., Odd  
or Month: \_\_\_\_\_    Day: \_\_\_\_\_     Even Years or  Odd Years

City Hall Hours: \_\_\_\_\_

.....

Change Submitted By: \_\_\_\_\_ Title: \_\_\_\_\_

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

*Please e-mail, fax or mail to: City Clerk's Association of California*  
Second Vice President/Membership Chair 1400 K Street, Suite 400 Sacramento, CA 95814

**CCAC APPLICATION FOR LIFETIME/AFFILIATE  
(or RETIRED) MEMBERSHIP**

Check one:

Lifetime Membership

The CCAC President shall confer upon any person who requests such membership provided the applicant has fulfilled the following criteria:

1. Has been employed by one or more municipalities, performing City Clerk duties for a total of at least ten (10) years
2. Has been a CCAC voting and/or associate member for a total of ten (10) years
3. Has been a CCAC voting member for two (2) years of the total ten years of membership

Note: Lifetime Members are not required to pay annual dues or fees in order to maintain their memberships in the CCAC. An annual fee may be imposed by the CCAC Executive Board to receive official mailings and publications (no mailing fee has been imposed as of the date of this printing).

Affiliate (or Retired) Membership Any former voting or associate member who has left office, and who does not qualify to be a Lifetime Member, may request, and, upon approval of the Executive Board, shall be granted an Affiliate Membership.

Note: To maintain an Affiliate Membership, the Affiliate Member shall pay an annual fee of \$55 (approved by Executive Board on 4/7/2000). This annual fee entitles member to attend the Annual Institute and Special Meetings and to receive the official mailings and publications of the CCAC.

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*Please respond to the following:*

Please list the municipalities where you performed City Clerk duties.

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How long have you been a Voting and/or Associate Member of the CCAC? \_\_\_\_\_

Have you been a Voting Member for at least two (2) years of the CCAC?  Yes  No

Applicant Name: \_\_\_\_\_ Retirement/Separation Date: \_\_\_\_\_

Name of City retiring from: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

*Mail your application to: CCAC Second Vice-President/Membership Chair, 1400 K Street, Suite 400 Sacramento, CA 95814.*

*(FOR STAFF USE ONLY)*

Approved by CCAC President \_\_\_\_\_ Date: \_\_\_\_\_

*Mail to/notify: Martin & Chapman*

*Revised 5/17/2000*