



**BYLAWS
SOUTHERN CALIFORNIA
CITY CLERKS ASSOCIATION
(Pursuant to Article V of the CCAC Constitution and Bylaws)**

ARTICLE I – ASSOCIATION NAME

The name of this Association shall be SOUTHERN CALIFORNIA CITY CLERKS ASSOCIATION (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 and education of City Clerks' offices.
- 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.
- Promotes uniform standards for administering City Clerk duties.

ARTICLE III – MEMBERSHIP

3.1 VOTING MEMBERS

Any CCAC Voting Member (Primary and Associate) in good standing appointed or elected in the Counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara and Ventura shall be eligible for Voting Membership.

3.2 LIFETIME, AFFILIATE AND HONORARY MEMBERS

Eligibility for Lifetime, Affiliate and Honorary membership shall be in accordance with the provisions of the Constitution and Bylaws of the City Clerks Association of California, as the same now exists or may hereafter be amended.

3.3 RESTRICTION OF RIGHTS TO VOTE OR HOLD OFFICE

Only Voting Members in good standing of this ASSOCIATION shall be eligible to vote or hold office in this ASSOCIATION.

ARTICLE IV – DUES

Annual dues shall be payable in accordance with the provisions of the Constitution and Bylaws of the City Clerks' Association of California, as the same now exists or may hereafter be amended.

ARTICLE V – ASSOCIATION OFFICERS

The Officers of this ASSOCIATION shall be as follows:

5.1 CHAIR

The Chair shall preside at all meetings of this ASSOCIATION and of the Executive Committee. The Chair shall appoint all Committees with the exception of the Executive Committee, the Legislative Committee and the Program Committee. The Chair shall be an ex-officio of all ASSOCIATION Committees.

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

5.2 FIRST VICE-CHAIR

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

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

Please refer to the Job Descriptions handout for additional duties.

5.3 SECOND VICE-CHAIR

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

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

Please refer to the Job Descriptions handout for additional duties.

5.4 RECORDING SECRETARY

The Recording Secretary shall keep an accurate record of the proceedings of all meetings of the General Membership and Executive Committee of this ASSOCIATION.

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

Please refer to the Job Descriptions handout for additional duties.

5.5 COMMUNICATIONS COORDINATOR

The Communications Coordinator shall prepare the correspondence of this ASSOCIATION, including the mailing of notices and minutes of all meetings and other appropriate announcements.

Due to cost considerations, electronic mail should be utilized whenever feasible.

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

Please refer to the Job Descriptions handout for additional duties.

5.6 TREASURER

The position of Treasurer shall be a two (2) year term, The Treasurer shall have charge of all monies and shall report thereon at each regular meeting. He or she shall receive the dues from the Treasurer of the City Clerks' Association of California.

Please refer to the Job Descriptions handout for additional duties. Within thirty (30) days of vacating the office of Treasurer, the Treasurer shall prepare an itemized listing of all books, papers, and records, and shall transfer all such books, papers, records and itemized listing of his/her successor.

The Treasurer shall be empowered to appoint any Voting Member as Deputy Treasurer, such appointment to be effective upon confirmation by the Executive Committee of this ASSOCIATION. The duties of the Deputy Treasurer shall be 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 \$50,000 each, the cost of said bonds to be paid by this ASSOCIATION. The Executive Committee shall review this provision each year and shall have the power to amend the amount of the bonds required.

There shall be a biennial audit of the ASSOCIATION'S finances on alternating years with the external audit conducted by CCAC, which shall be conducted by the Finance Committee and presented at the first regular meeting following the annual meeting in September.

Although the incoming Treasurer shall be installed and shall assume office in accordance with the provisions set forth in Article VII, Section 7.4 of these Bylaws, the books shall not be accepted by the Treasurer until after the completion of the audit by the Finance Committee.

Treasurer shall report financial data as needed to the CCAC Treasurer to ensure timely completion of the annual CCAC tax return.

5.7 DIRECTORS

There shall be a Board of Directors consisting of six (6) members elected at large, three (3) of whom shall be elected at each annual meeting of the ASSOCIATION to hold office for a term of two (2) years or until their successors are elected and qualified. No Director may be elected to a consecutive term except any Director who fills an unexpired term due to a vacancy shall be eligible to be nominated and elected to a full term in that office.

Please refer to the Job Descriptions handout for additional duties.

5.8 IMMEDIATE PAST CHAIR

The Immediate Past Chair shall be a member of the Executive Committee and shall serve for a term of one (1) year. Please refer to the Job Descriptions handout for additional duties.

5.9 LIMITATIONS OF TERMS

No officer may be elected for two (2) consecutive terms to the same office except as provided in Section 5.10 of this Article.

5.10 EXCEPTION TO LIMITATION OF TERMS

Any officer who fills an unexpired term for any length of time due to a vacancy occurring after installation at the regular September meeting shall be eligible to be nominated and elected to the same office for a full term.

The Treasurer, Recording Secretary and Communications Coordinator of this ASSOCIATION may be elected for consecutive full terms with no limitations thereon..

In the event there are no candidates to run for the office of the vacant positions, the person who is vacating a position because of a term expiration, may run for an additional term for that same position.

5.11 REQUIREMENTS FOR OFFICERS

Each Officer shall perform the duties of his/her office as described in the list of ASSOCIATION Bylaws and job descriptions, incorporated herein by reference. The job descriptions may be modified from time to time by a majority of Executive Committee members present at any Executive Committee meeting.

5.12 REMOVAL FROM OFFICE

If any Executive Committee Member fails to perform the duties of his/her office, the Board, by a majority vote, may take action to remove said member from office.

Valid causes for removal 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. See Section 8.5 regarding excessive absences..

Said Board Member shall be notified in writing by the Chair utilizing certified mail, of the action taken by the Executive Committee.

ARTICLE VI – COMMITTEES

6.1 EXECUTIVE COMMITTEE

The Officers, Members of the Board of Directors and the Immediate Past Chair shall constitute an Executive Committee. The Executive Committee may meet on the same dates as the regular meetings, upon call by the Chair , or by any six (6) Members of the Executive Committee.

It shall be the duty of the Executive Committee to make recommendations regarding proposed amendments to the ASSOCIATION Bylaws in addition to recommendations made by the Bylaws Review Committee; shall supervise the affairs of the ASSOCIATION and devise measures for its growth and usefulness; shall ratify all appointments to fill vacancies; shall transact any business and authorize payment of bills due in the interim between regular meetings and report thereon at the next regular meeting of the ASSOCIATION.

Any urgent matter requiring a vote of the Executive Committee may be accomplished by electronic vote. The matter shall be placed on the agenda of the next regular meeting of the Executive Committee and ratified by the members present.

6.2 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 at the regular meetings of this ASSOCIATION; to recommend legislation to be proposed by this ASSOCIATION that supports and is consistent with the CCAC Legislative Committee; and to report on such Association-sponsored legislation to members of this ASSOCIATION.

The First Vice-Chair shall be the Chair of the Legislative Committee, and shall appoint all members of said Committee. The First Vice-Chair shall also serve as a member of the City Clerks' Association of California Legislative Committee, which is chaired by the City Clerks' Association Legislative Director.

6.3 PROGRAM AND EDUCATION COMMITTEE

It shall be the duty of the Program and Education Committee to develop a coordinated program in harmony with the objective of the ASSOCIATION and related to current needs. It shall also be the duty of said Committee to keep the members informed and report on all matters pertaining to continuing educational programs sponsored by the CCAC and investigate and report on all other courses and seminars which will be of benefit to the Members in furthering their professional status.

The Program and Education Committee shall meet on call of the Chair to plan and arrange programs.

The Second Vice-Chair shall serve as Chair and appoint all members of said Committee and shall work alongside the CCAC Professional Development Representative of the Division to ensure consistency and alignment with CCAC's goals and objectives.

6.4 FINANCE COMMITTEE

It shall be the duty of the Finance Committee to audit the financial records of the ASSOCIATION biennially alternating with CCAC's audit, such audit to be conducted at the close of the fiscal year and prior to transferring the Treasurer's records to the newly-elected Treasurer. The Finance Committee shall present its report to the membership at the first regular meeting of the ASSOCIATION following the Annual Meeting and forward a copy to CCAC through its Treasurer. It shall also be the duty of the Committee to perform any other duties as deemed necessary pertaining to finances.

The Chair of the ASSOCIATION shall appoint three voting members to serve on said Committee and shall designate one of the three members to serve as Chair. The Treasurer and Deputy Treasurer shall be ineligible to serve on said Finance Committee.

6.5 MEMBERSHIP AND HOSPITALITY COMMITTEE

It shall be the duty of the Membership and Hospitality Committee to extend hospitality to new, retired and inactive members, to make appropriate acknowledgment of sympathy

or condolence for bereavement, sickness, or hospitalization, according to the approved Goals and Objectives of the Committee, and to report all changes and activities to the Executive Committee. Committee members shall be appointed or regions encouraged to appoint one of their own and transmit same to the Chair of this Committee to represent regional areas throughout the Division and the Chair shall prepare a report for the General Members at their regular meetings. The Chair of this Committee shall be appointed by the Chair of the ASSOCIATION.

6.6 SPECIAL COMMITTEES

The Chair may, without authorization of the Executive Committee, or upon direction of the Executive Committee, appoint such other committees and task forces as deemed necessary or advisable. These ad hoc committees shall be responsible for reporting its recommendations to the Executive Committee.

ARTICLE VII – NOMINATIONS/ELECTIONS

7.1 NOMINATING COMMITTEE

At a regular meeting no later than the January meetings, the Chair of this ASSOCIATION shall appoint a Nominating Committee of at least three (3) voting members, whose duty it shall be to nominate qualified voting members to the offices of this ASSOCIATION and to conduct the annual election for said offices and other election related matter and/or measures that come before the ASSOCIATION.

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

7.2 NOTICE

The Nominating Committee shall cause notice to be given to the SCCCA membership in writing, no later than February each year indicating the offices to be filled in the subsequent election, the processes of nomination, the consent and eligibility requirement and the deadline for submitting nominations.

7.3 LIST OF NOMINEES

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 Nominating Committee Chair in writing prior to the regular March business meeting of the ASSOCIATION.

Written consent of any nominee shall be obtained before the nominee's name is placed on the ballot.

The Chair of the Nominating Committee shall submit a list of eligible candidates for each office to be filled, including nominations received from the voting members. A minimum of at least one (1) eligible candidate shall be nominated for each SCCCA office. The Committee report shall be submitted to the members presented at the March meeting, at which time nominations maybe made from the floor. The original list shall be sent to the Recording Secretary for the permanent files, and it shall be accompanied by the written consents of the nominees.

No member shall be eligible for nomination or election to the office of Chair unless such member shall have served the ASSOCIATION as an Officer or Director for a period of two (2) years within the previous five-year period. No member shall be eligible for nomination or election to the office of First Vice-Chair unless such member shall have served the ASSOCIATION as an Officer or Director for a period of one (1) year within the previous five-year period.

7.4 BALLOT MEASURES AND OTHER ELECTION RELATED MATTERS

Please refer to Article XI.11.1 of the CCAC Constitution and Bylaws as a guide, following the ASSOCIATION'S timetable.

7.5 CANCELLATION OF ELECTION

If, after the close of nominations at the March meeting, only one person has been nominated for any one office, the voting membership in attendance shall declare by motion and enter in the Minutes that the nominee is elected to the office for the next term, and an election shall not be held for said office. The elected officer shall assume his/her duties as specified in Section 7.6 of ARTICLE VII.

7.6 ELECTION

In the event an election is required, officers shall be elected at the ASSOCIATION'S regular meeting in June. No later than May 1 the Chair of the Nominating Committee shall prepare and cause to be mailed to each voting member, a ballot containing all the names ratified by the voting members at the March meeting, pursuant to ARTICLE V, Section 5.5 of these Bylaws. 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 two weeks prior to the regular June meeting. The Nominating Committee, acting as the Canvassing Board, shall convene prior to the regular June meeting, and shall tabulate all ballots received. A report of the canvass of the ballots shall be made at this meeting.

The candidates declared elected shall be installed at the regular September meeting of the ASSOCIATION and shall assume their duties upon the close of the September meeting.

ARTICLE VIII – MEETINGS

8.1 REGULAR MEETINGS

Regular meetings of the Executive Committee and General Membership shall be held in January, March, June, September and November. The precise date and time of the meetings shall be determined by the Executive Committee, dependent upon the location, program and convenience of the membership. The Executive Committee meeting shall precede the General Membership meetings. In the event that the Executive Committee meeting is not able to finish its business before the General Membership meeting begins, and upon approval of majority of the Executive Committee, the Executive Committee shall adjourn its meeting to reconvene after the General Membership meeting, or reconvene to a Special Meeting.

Every effort should be given to schedule meeting locations equitably throughout the Division and to provide teleconferencing capabilities for the Executive Board meetings, if possible.

8.2 SPECIAL MEETINGS

Special meetings of the ASSOCIATION may be called by the Chair , or by six (6) members of the Executive Committee, providing all members are notified in writing of the time, place and purpose of such meetings. Such notification shall not be made less than seven (7) days prior to the meeting.

No matter shall be considered at a special meeting, other than that specified in the call of the meeting.

8.3 ANNUAL MEETING

The regular September meeting of each year shall be designated as the Annual Meeting, at which time written reports summarizing the year's activities prepared by the officers and Committee Chairs shall be submitted to the general membership.

8.4 EXECUTIVE COMMITTEE TRANSITION MEETING

The incoming and outgoing members of the Executive Board shall conduct a special joint meeting to discuss duties of each Board member and to transfer documents and files to the incoming board. Such meeting shall be scheduled to take place following the June ASSOCIATION meeting and prior to the Annual meeting.

8.5 ABSENCES FROM MEETINGS

Any member of the Executive Committee who is not able to attend a regular or special meeting shall advise the Chair or Vice Chair of his or her absence in advance of the meeting with the reason for the absence. An absent member is still responsible for providing the Chair or Vice Chair or any reports or updates as part of their duty as

described herein or in the Job Descriptions handout, that may be of interest to the Executive Committee or the General Membership at that time.

Failure to attend the meetings of the Executive Committee for two consecutive meetings without being excused therefrom by a majority of the Board present, shall constitute a valid cause for removal (see SCCCA policy on excused absences). Board members are encouraged to consider teleconferencing, in lieu of an absence, if it is available.

ARTICLE IX – AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the voting members of the ASSOCIATION voting upon such proposed amendments. The voting procedure shall be conducted by the Nominating Committee in the same manner and procedure as for the annual election of officers as described in Article VII.

Amendments may be proposed by the Executive Committee, 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.

If an urgency exists on the proposed amendments, an urgency election shall be conducted as described in Article XI of the CCAC Constitution and Bylaws.

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

ARTICLE X – QUORUM

Twenty (20) members of this ASSOCIATION shall constitute a quorum at any meeting. A majority of the members of the Executive Committee shall constitute a quorum of that body.

ARTICLE XI – PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Revised, shall be used as guidelines to govern the procedures of this ASSOCIATION.

ARTICLE XII – VACANCIES

The Executive Committee shall fill, by appointment, any scheduled and unscheduled vacancies occurring in any office. Written consent of the nominee shall be obtained by the Executive Committee before the appointment is made and given to the Recording Secretary for the record.

ARTICLE XIII – TRAVEL EXPENSES – EXECUTIVE BOARD

Please see SCCCA Policies and Guidelines under “Travel Reimbursement”.

ARTICLE XIV – MISCELLANEOUS

The fiscal year for this ASSOCIATION shall be from July 1 to June 30 of the following year.

The current bylaws shall be posted on the California City Clerks’ Association website, Southern Division.

PAST SCCCA CHAIRS

1962-63	Mary Lewis, Bellflower
1963-64	William Longly, Alhambra
1964-65	Harold Campbell, Lynwood
1965-66	Mary Lewis, Bellflower
1966-67	Monty Wilson, Los Angeles
1967-68	Gwen Wisner, Garden Grove
1968-69	Jack Walters, Glendale
1969-70	Anna Martin, La Mirada
1970-71	Paul Jones, Huntington Beach
1971-72	Faye Myers-Dastrup, Ontario
1972-73	Jimmy Frost, Rialto
1973-74	Dean Claar, Azusa
1974-75	Harriet Jenkins, Pasadena
1975-76	Dorothy Outwater, Alhambra
1976-77	Rex Layton, Los Angeles
1977-78	Jody Weir, Seal Beach
1978-79	Doreen "Dee" Carpenter, Upland
1979-80	Robert Shand, Downey
1980-81	Valerie Burrowes, El Segundo
1981-82	Pamela Swift, Pasadena
1982-83	Joann Jelly, Santa Monica
1983-84	Diedre Lingenfelter, Corona
1984-85	Mary Ann Hanover, San Juan Capistrano
1985-86	Gertrude "Trudy" Hill, Whittier
1986-87	Myrna Erway, San Clemente
1987-88	Barbara Kam, San Buenaventura
1988-89	Barbara Bishop Smith, Oceanside
1989-90	Linda Gair, Baldwin Park
1990-91	Marilyn Jensen, Orange
1991-92	Dianna Higdon, Norco
1992-93	Stacey MacDonald, Santa Paula
1993-94	Marilyn Thiel, Camarillo
1994-95	Sheryll Schroeder, Upland
1995-96	Frances Moore, Alhambra
1996-97	June Greek, Temecula
1997-98	Myrna Erway, San Clemente
1998-99	Robin Parker, Calabasas
1999-2000	Mary Wirtes, Ontario
2000-01	Sue Herbers, Torrance
2001-02	Cynthia Trujillo, San Gabriel
2002-03	Kay Vinson, Murrieta
2003-04	Debbie Lee, Laguna Niguel
2004-05	Susan Bigelow, Chula Vista
2005-06	Marie Macias, Pomona
2006-07	Susan Jones, Temecula

2007-08	Stephanie Mendenhall, Upland
2008-09	Pat Hammers, Cathedral
2009-10	Joan Flynn, Huntington Beach
2010-11	Juana Laur, Laguna Niguel
2011-12	
2012-13	
2013-14	
2014-15	
2015-16	
2016-17	
2017-18	
2018-19	
2019-20	