

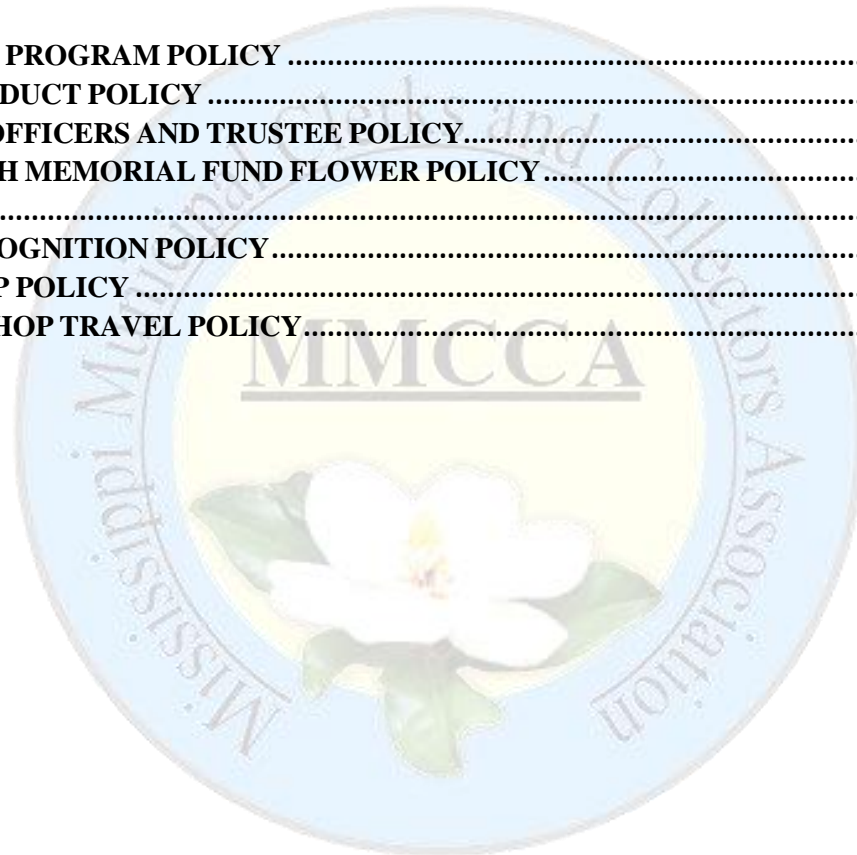
# Mississippi Municipal Clerks and Collectors Association

## Constitution and Bylaws

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# **CONSTITUTION AND BYLAWS**

The Mississippi Municipal Clerks and Tax Collectors Association (MMCCA) operates under the direction and authority of its constitution and bylaws.

## **CONSTITUTION**

### **ARTICLE I**

#### **NAME:**

This association shall be called The Mississippi Municipal Clerks and Tax Collectors Association (MMCCA). Tax Collectors are defined as those Municipal Clerks who also serve in the capacity of tax collector for his or her respective municipalities or towns.

### **ARTICLE II**

#### **OBJECT:**

The object of this association shall be to provide a forum for the discussion of problems common to the office of the Municipal Clerks and Tax Collectors of the Municipalities of this State, and to seek the solution thereof through the exchange of ideas and experiences; to promote the general welfare of Mississippi municipalities through management of the affairs of the office of the above named, to better enable its members to fulfill and discharge the duties of their respective offices; and to upgrade the benefits, welfare, and standards of the individual members.

#### **MISSION:**

- To advance the municipal clerk profession by offering education and professional development and by modeling and promoting standards of integrity, efficiency and excellence;
- To provide a network by which novice and experienced clerks can interact and share ideas;
- To work with the Mississippi Municipal League and other organizations on legislation of importance to MMCCA's membership.

#### **PURPOSE:**

- To offer opportunities for education, training and professional development for municipal clerks, clerks of council, and deputy municipal clerks;
- To promote and exemplify standards of integrity, efficiency and excellence in the municipal clerk profession;
- To provide a platform for the exchange of information and ideas and for the sharing of experiences and methods among members;
- To develop leaders in the field and to advance the municipal clerk profession;
- To collaborate with the Mississippi Municipal League and other organizations in sponsoring, supporting or opposing legislation of importance to Mississippi cities and towns.

### **ARTICLE III**

#### **MEMBERSHIP:**

**SECTION ONE:** Any appointed Municipal Clerk and Tax Collector, appointed Clerk of Council, or appointed Deputy Municipal Clerk and Deputy Tax Collector or Deputy Clerk of Council shall be admitted to active membership of this Association by making application and by paying the dues required. The denotation of "deputy clerk" shall mean a deputy municipal clerk or a deputy clerk of council.

A deputy clerk shall be appointed by the governing authority and shall perform at least four (4) of the following eight (8) core duties of a municipal clerk or municipal clerk of council:

- General Management
- Records Management
- Elections
- Meeting Administration
- Management of by-laws, Articles of Incorporation, ordinances or other legal instruments
- Human Resources Management
- Financial Management
- Custody of the official seal and execution of official documents

Active members who hold the office of Municipal Clerk or Deputy Municipal Clerk may hold office, serve on committees and are eligible to make motions on matters brought before the Association.

**SECTION TWO:** Whenever an Active Member leaves the municipality that paid the Association dues, the membership shall remain with the municipality and transfer to the successor upon notification to the Treasurer of the Association.

**SECTION THREE: Life Member.** Any active member of the Association who retires with at least fifteen (15) years of service as a municipal clerk and tax collector, clerk of council or deputy clerk shall be admitted to lifetime membership in this Association by making application to the Executive Committee. A life member shall be entitled to all privileges of the Association except the right to vote, make motions and hold office. Life members of MMCCA shall not be assessed dues. Any such member who has previously served as an executive officer of this association will be awarded an honorary non-voting Lifetime Membership.

**SECTION FOUR: Retired Member.** Any person who was an active member in good standing with the Association and retired from duties and functions as a municipal clerk and tax collector, clerk of council or deputy clerk shall be considered a retired member and shall be entitled to all privileges of the Association except the right to vote, make motions, and hold office. Retired members of MMCCA shall not be assessed dues.

**SECTION FIVE: Associate Member.** Any member leaving his/her office, having served their prospective municipality ethically and honorably, shall be eligible to retain a non-voting associate membership in the association with a membership fee of \$10.00 annually.

**SECTION SIX: Reinstatement of city membership.** The Executive Committee may by affirmative majority vote reinstate a former member city to membership, upon the terms as the Committee may deem appropriate, if the former member city has filed a written request with the President of the Association.

## **ARTICLE IV**

### **GOVERNING BODY:**

**SECTION ONE:** The Officers of the Association shall consist of the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Immediate Past President and nine (9) Regional Trustees. The President, 1st Vice President and 2nd Vice President shall be elected so as to represent and reflect the respective Supreme Court districts of the corresponding officers of the Mississippi Municipal League. The Regional Trustees will

consist of three from each Supreme Court district. These Officers shall comprise the Executive Board of the Association.

**SECTION TWO:** The officers shall be elected at the annual business meeting of the Association, which shall be held during the annual meeting of the Mississippi Municipal League in June or July depending upon election year. Newly elected officers shall be sworn in by the President and assume the duties of office at said annual meeting.

**SECTION THREE: Executive Board.** The Executive Board shall prescribe and be responsible for supervision, control and general administration of the affairs of the Association and the accomplishment of its objectives. The trustees from each district will be known as the Senior, Intermediate and Junior Trustee; all trustees from each district shall have voting rights on the Executive Board. The Parliamentarian and the IIMC Regional Director shall serve as Ex-Officio non-voting members of the Executive Board.

**SECTION FOUR: Term of Office.** The term of office for all officers shall begin at the business meeting of the MS Municipal League Annual Conference and shall continue until the next MML Annual Conference. The President, 1st Vice President, 2nd Vice President, Secretary and Treasurer shall serve for one (1) year or until their successors are elected or appointed. The Trustees shall serve for three (3) years or until their successors are elected or appointed. The Secretary and Treasurer may succeed themselves in office but shall not serve more than three (3) terms in office.

**SECTION FIVE: Succession.** Once elected, in the succeeding year, the 1st Vice President shall advance to the office of President and the 2nd Vice President shall advance to the office of the 1st Vice President. Once elected, in the succeeding year, the Intermediate Trustee shall advance to the office of Senior Trustee and the Junior Trustee shall advance to the office of Intermediate Trustee.

**SECTION SIX: Vacancies.** In the event of a vacancy in the office of President, the 1st Vice President shall assume the office of President and complete the President's term, then shall continue to serve the full term as President the following year.

In the event of a vacancy in the office of 1<sup>st</sup> Vice President, the 2<sup>nd</sup> Vice President shall assume the office of 1<sup>st</sup> Vice President and complete the 1<sup>st</sup> Vice President's term then shall continue to serve the full term as 1<sup>st</sup> Vice President the following year. Should the 2<sup>nd</sup> Vice President assume the vacated role of the 1<sup>st</sup> Vice President, that position (2<sup>nd</sup> Vice President) will remain vacant the remainder of that term.

An officer filling an unexpired term for the office of 1st Vice President, 2nd Vice President, Secretary, Treasurer or Trustee shall be eligible to be nominated and elected to a full term in that office\*.

The Executive Board shall fill any vacancy in the office of Secretary, Treasurer and Trustee within thirty (30) days of notification of vacancy.

The appointee for Trustee will be from the appropriate district if possible.

**SECTION SEVEN: Eligibility for office.** All Executive Board members must be Active Members and must maintain active membership in the Association. A Clerk and Deputy Clerk employed by the same community may not hold office on the Executive Board at the same time. An Officer who no longer meets the membership requirements of the Association shall be deemed to have vacated that office. The vacancy shall be filled as provided above.

Those serving as a past officer for the Association may serve again in the same or different capacity as once served.

The qualifications for office in the Association shall be as follows:

- A. Candidates for President, 1st Vice President, or 2nd Vice President shall:

- a. Have served in the role of Municipal Clerk and Tax Collector ~~or~~ Deputy Municipal Clerk for a minimum of five (5) years.
- b. Have served at least two years as an officer in good standing.
- c. Have active membership in MMCCA for a minimum of three (3) years.
- d. Possess the IIMC, CMC, and shall be in active pursuit of the IIMC Master and MMC designation and provide proof of such pursuit.
- e. Have served on an MMCCA Committee actively for two years.
- f. Submit a letter of support from the governing authority indicating roles, duties, and detailed job description.
- g. If two or more qualified members apply for the same position, the nominating committee shall perform interviews with each qualified member and shall present detailed notes on recommendation process.
- h. A requirement for this office is to hold a bond as issued by the Association. Each candidate must be bondable.

**B. Candidates for "Trustee shall:**

- a. Have served in the role of Municipal Clerk and Tax Collector or Deputy Municipal Clerk ~~for~~ a minimum of five (5) years.
- b. Have active membership in MMCCA for a minimum of three (3) years.
- c. Have received the MS Certification of Municipal Clerk or Deputy Clerk.
- d. Possess the IIMC, CMC, or MMC and shall be in active pursuit of the IIMC MMC designation and provide proof of such pursuit.
- e. Have served on an MMCCA Committee actively for two years.
- f. Submit a letter of support from the governing authority indicating roles, duties, and a detailed job description.
- g. If two or more qualified members apply for the same position, the nominating committee shall perform interviews with each qualified member and shall present detailed notes on recommendation process.

**SECTION EIGHT: Removal.** Any Officer elected or appointed by the Executive Board may be removed from office for the following: neglect of duty, malfeasance in office or other just cause, or for three (3) unexcused absences from Executive Board meetings. Removal of said Officer shall be decided by the Executive Board of the Association; removal requires the affirmative vote of two-thirds (2/3) of the Executive Board. The vacancy of officers holding secretary, treasurer, and trustee shall be filled unless an election will be held at least thirty (30) days before the date of the annual business meeting.

**SECTION NINE: Quorum.** A majority of the Executive Board members shall constitute a quorum at any board meeting. A board member may be deemed to be present if in telephone contact during the meeting.

## **ARTICLE V**

### **BOARD OF TRUSTEES:**

**SECTION ONE:** There shall be a Board of Trustees composed of nine (9) association members.

**SECTION TWO:** The nine (9) Regional Trustees shall be elected for three-year terms which shall run concurrently with those of the President, First Vice President and Second Vice President. Three trustees - known as the Senior, Intermediate and Junior Trustees - shall be elected from and reflect the same Supreme

Court districts as the President, First Vice President and Second Vice President. All Trustees from each district shall have voting rights on the Executive Board.

## **ARTICLE VI**

### **MEETINGS:**

**SECTION ONE: Meetings.** There shall be at least three (3) meetings of the Association each year.

1. MMCCA Annual Conference - Spring: Location - (area of President's choice)
2. MML Annual Conference -June/July: Location -MS Gulf Coast
3. MMCCA Winter Educational Workshop - December: Location --Shall be centrally located

**SECTION TWO: Quorum.** A majority of those voting members registered at any meeting of the Association shall constitute a quorum for the transaction of business at such meeting. Each active municipality will be allowed one vote.

**SECTION THREE: Notice of Meetings.** Written notice stating the place, day and hour of any meeting of the members shall be distributed by email and/or fax to each member entitled to vote at such meeting, not less than ten nor more than 60 days before the date of such meeting. Meeting Notice will also be posted on the MMCCA website and Facebook page.

**SECTION FOUR: Voting.** The Executive Board may authorize that matters of business be voted upon by the membership during the business meeting of the MMCCA Annual Conference-Spring, MML Annual Conference-June/July or MMCCA Winter Education Workshop – December. In the event that unanticipated matters of business arise due to unexpected circumstances, the Executive Committee may authorize that these matters of business be voted upon by the membership through the use of mailed, faxed or electronic ballots, with sufficient notice to the membership with results reported after the vote is counted and completed. Each active municipality shall be allowed one vote.

## **ARTICLE VII**

### **FISCAL YEAR:**

The Association's fiscal year shall be July 1 through June 30.

## **ARTICLE VIII**

### **AMENDMENTS:**

**SECTION ONE:** This constitution may be amended at any annual meeting of the Association in which a quorum is present, by a two-thirds vote of all active members present, **or** by a two-thirds vote of active members responding to a mailed, faxed or electronic ballot.

**SECTION TWO:** By-laws and standing rules may be adopted, amended or repealed at any annual meeting by a two-thirds vote of members present, **or** by a two-thirds vote of active members responding to a mailed, faxed or electronic ballot.

*\*This means that once voted by one of these options, it does not require either of the other options – clarification.*

## BYLAWS

### ARTICLE I

#### GOVERNING BODY:

Please see Article IV of the Constitution.

### ARTICLE II

#### DUTIES OF OFFICERS AND TRUSTEES:

**SECTION ONE: President.** The President shall be the principal executive officer of the Association and shall in general supervise and control all business and affairs of the Association. The Executive Board shall provide the President a **bond** for the faithful discharge of the duties in such sum and with such surety or sureties as the Executive Board shall determine.

#### The President shall:

1. Preside at all meetings of the Executive Board and membership.
2. Present the annual budget to the membership for approval.
3. Appoint committees.
4. Sign all necessary legal documents for Association, as authorized by Executive Board and as required by the Charter and IRS.
5. Deliver notice of meetings, agenda, and any other applicable information in conjunction with the Secretary.
6. Supervise and control all corporate business affairs.
7. Act as corporate representative at functions such as IIMC meetings and MML conferences.
8. Represent MMCCA as a member of the MML Board of Directors.
9. Attend all MMCCA board meetings and such other meetings as may be required.
10. Provide orientation for new Executive Board members at the Fall Committee Workshop.

**SECTION TWO: 1st Vice President.** In the absence of the President or in the event that the Executive Board determines the President's inability or refusal to act, then the 1st Vice President shall perform the duties of the President and when so acting shall have all the power of and be subject to all the restrictions upon the President. The 1st Vice President shall automatically succeed to the office of President at the MML Conference meeting unless the 1st Vice President has been appointed previously by the Executive Board to fill a vacancy.

#### The 1<sup>st</sup> Vice President shall:

1. Perform duties of President in absence of President, or in the event the Executive Board determines that the President is unable or refuses to act.
2. Follow up with President on all matters of corporate concern.
3. Select and purchase plaque and gift for outgoing President.
4. Chair the Budget Committee.
5. Chair the By-Laws Committee.
6. Attend all MMCCA board meetings and such other meetings as may be required.
7. Promote and encourage professional development and active participation in MMCCA programs and events.

**SECTION THREE: 2nd Vice President.** In the absence of the President and the 1st Vice President or in the event that the Executive Board determines both the President's and 1st Vice President's inability or refusal to act, the 2nd Vice President shall perform the duties of the President and when so acting, shall have



all the powers of and be subject to all the restrictions upon the President. The 2nd Vice President shall perform such other duties as from time to time may be assigned by the President or by the Executive Board.

The 2<sup>nd</sup> Vice President shall:

1. In the absence of the President and 1st Vice President, or in the event the Executive Board determines that the President and 1st Vice President cannot act, perform the duties of the President until an election can be held.
2. Carry out any duties assigned by the President or Executive Board.
3. Attend all MMCCA board meetings and such other meetings as may be required.
4. Serve as liaison among officers and committees to ensure that committees are active and completing all responsibilities.
5. Promote and encourage professional development and active participation in MMCCA programs and events.

**SECTION FOUR: Secretary.** The Secretary shall record minutes of the meetings, keep records of attendance at meetings, and send out notifications of all meetings and other information as may be deemed necessary. The Secretary shall not serve more than three (3) one-year terms in office. The office of secretary shall be nominated by the 1<sup>st</sup> Vice President. Upon nomination, the candidate will be vetted and approved by the Nominating Committee, and that nomination shall be sent to the Executive Board for decision.

The Secretary shall:

1. Record minutes of all meetings of the Executive Board and/or membership, forward them for digital archiving and posting on MMCCA website and keep one copy in an official binder to avoid loss of documents important to the Association. Minutes should reflect all official actions of the MMCCA Executive Board including all resolutions, appointments and policies. The secretary is the official record keeper of the actions and decisions made by the MMCCA.
2. Fulfill duties and responsibilities promptly and timely. Minutes must be prepared and delivered to the President for review within thirty (30) days after the meetings. Final minutes will be approved at the next business meeting of MMCCA.
3. Attend all MMCCA board meetings and such other meetings as may be required.
4. Promote and encourage professional development and active participation in MMCCA programs and events.
5. Safeguard the records as a means of preserving the past history of the Association and to provide guidance for future Officers and MMCCA members.
6. Send the MMCCA Minutes to the MML for archiving.

**SECTION FIVE: Treasurer.** The Executive Board shall provide the Treasurer a **bond in the amount as is applicable by law (\$50,000.00)** for the faithful discharge of the duties in such sum and with such surety or sureties as the Executive Board shall determine. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Association, receive and give receipts for monies due and payable to the Association from any source whatsoever, and deposit all such monies in the name of the Association in such banks as shall be selected by the Executive Board. The Treasurer shall also have the responsibility for reporting the required financial information to the membership and various governing and taxing authorities and furnish the Executive Board at December meeting with a full budget report and Association President with monthly bank statement. The treasurer shall have the responsibility of presenting a qualified accountant for the Executive Board to appoint for verification of non-profit status and audit as well as presentation of bonding company for appointment by Executive Board. The Treasurer shall not serve more than three (3) one- year terms in office.

The Treasurer shall:

1. Be responsible for and have custody of all funds and securities of the Association, and submit all expenditures to the President of the Association for approval prior to payment.
2. Pay all invoices and record expenditures in proper accounts, contacting Association President if in doubt.
3. Work with the President and CPA in filing required documents with the IRS or other agencies, as required.
4. The Treasurer shall furnish Executive Board with a full budget report at each Executive Board meeting and present the Association President with a monthly bank statement.
5. Attend all MMCCA board meetings and such other meetings as may be required.
6. Maintain all revenues and expenditures for IRS inspection upon demand.
7. Promote and encourage professional development and active participation in MMCCA programs and events.
8. Shall furnish 1099 forms to speakers after payment and forward copies to the IRS as required by tax law.

**SECTION SIX: Immediate Past President.**

The Immediate Past President shall:

1. Chair the Nominating Committee.
2. Serve on the MML Executive Board.
3. Promote and encourage professional development and active participation in MMCCA programs and events.

**SECTION SEVEN: Trustees.** Trustees shall be elected from each Supreme Court district. Each district shall have three (3) trustees (Senior, Intermediate and Junior). As the Legislative Body of the Association, the Trustees are charged with the duties of enforcement of the By- Laws.

Trustees shall:

1. Fulfill any and all duties assigned by the President and Executive Board in a timely manner.
2. Attend all Executive Board Meetings per year, attend all Association Business Meetings if possible, attend meetings of assigned committees, and Institutes and seminars.
3. Recruit MMCCA members in his/her respective District.
4. Encourage participation in the Municipal Clerk Certification Program provided by the MS State University Extension Service Center for Government & Community Development in conjunction with MMCCA and IIMC.
5. Encourage attendance at the MMCCA Annual Conference, IIMC Regional, and IIMC Annual Conference.
6. Submit information on a district level to the Social Media Committee for the MMCCA website.
7. Nominate members from their respective districts for MMCCA recognition and awards.
8. Coordinate networking meetings within their respective districts regarding topics to be discussed at lunch and learn meetings monthly.
9. Bring concerns or issues expressed by MMCCA members from their district to the attention of the Executive Board as well as update Executive Board on progress as Trustee.
10. Submit district budget needs to the 1st Vice President by the March board meeting for

consideration in the next fiscal year budget, which shall be adopted by the general membership at the June/July meeting.

### **ARTICLE III**

#### **ELECTION OF OFFICERS:**

**SECTION ONE:** The Executive Committee, with the recommendation of the Nominating Committee of the association, shall have the authority to prepare and submit a slate of candidates for nomination at the annual meeting of the association. Members interested in serving as officers may submit applications to the Nominating Committee.

**SECTION TWO:** No officer shall be eligible to succeed himself/herself except for the offices of Secretary and Treasurer; the Secretary and Treasurer may not serve more than three (3) one- year terms.

**SECTION THREE:** The MMCCA shall conduct elections for 2nd Vice President, Secretary, Treasurer and Junior Trustees during the Summer Business Meeting.

The following positions will automatically succeed to the listed position:

- 1<sup>st</sup> Vice President shall succeed to President
- 2<sup>nd</sup> Vice President shall succeed to 1<sup>st</sup> Vice President
- Intermediate Trustees shall succeed to Senior Trustees
- Junior Trustees shall succeed to Intermediate Trustees

The person who receives the greatest number of votes cast for the office shall be declared elected to the office. Should the slate of nominees be accepted by acclamation, with no additional nominations from the floor, the slate of officers may be voted on in its entirety with one vote.

The terms of office for the Officers and Trustees shall commence at the time of installation following election and until successors have been elected and installed. Each Officer and Trustee shall be sworn to the office to which he/she is elected by reciting the oath of office.

### **ARTICLE IV**

#### **ELECTION OF TRUSTEES:**

**SECTION ONE:** Trustees are considered officers of the association and are eligible to be appointed to any other vacant position. In that event, another eligible member of the appropriate district shall be nominated by the nominating committee then appropriately appointed by the Executive Committee to fill the unexpired vacancy in the office of the former trustee.

### **ARTICLE V**

#### **COMMITTEES:**

**SECTION ONE:** The Executive Committee shall be composed of the President, First Vice President, Second Vice President, Secretary, Treasurer, Immediate Past President, the nine Trustees of the Association, Parliamentarian, and the Regional Director for IIMC. The Parliamentarian and the IIMC Regional Director shall serve as Ex-Officio non-voting members of the Executive Board.

**SECTION TWO:** The President shall have the authority to designate and appoint temporary committees as may be required to further the purposes and objectives of the association.

**SECTION THREE:** Each individual committee member shall be required to participate in committee functions as requested by the Committee Chair and to attend the business meetings of the association in order to receive credit for any certification program. Reasonable cause for absences shall be determined by the Committee Chair. Each committee chair shall report attendance and participation of each member at committee meetings. This report shall be presented to the Executive Board for review.

**SECTION FOUR: COMMITTEE CRITERIA.**

All members should have the opportunity to volunteer to serve on a MMCCA Committee by completing a volunteer application and submitting it to the 1st Vice President.

The criteria for serving on all MMCCA committees are as follows:

1. Serve as a practicing municipal clerk or clerk of council of Mississippi.
2. Serve as a practicing deputy municipal clerk or deputy clerk of council of MS and provide a letter of support from the municipal clerk or clerk of council.
3. Hold a current, active paid membership in MMCCA.
4. Possess or be in active pursuit of a MS CMC or MS CDMC designation and provide proof of such pursuit.
5. Encourage attendance at all functions of MMCCA, MML and IIMC if possible.
6. Committee members shall be prepared to serve as working members.
7. Respond to requests by the Chair within a reasonable time period.
8. Absorb the cost of telephone calls and correspondence (within reason) during the term of service on the Committee.

Additional criteria may be required for some committees. Most committee deliberations are accomplished by phone, fax or email, with the exception of the Certification Committee. All committee members are encouraged to attend the Fall Committee Workshop. Members will be limited to serving on two committees, unless the Board determines that special circumstances dictate the need for an exception. The chair of each committee shall serve a maximum of three (3) consecutive years.

**SECTION FIVE: GUIDELINES FOR COMMITTEE APPOINTMENTS.**

1. The 1st Vice President shall publish the Committee Interest Questionnaire during March on the MMCCA Website and Facebook page, along with an article regarding the process.
2. The questionnaire should instruct the user that it is to be returned to the 1st Vice President by April 15, and include the 1st Vice President's name, address, fax number and email address.
3. The 1st Vice President shall then compile the recommended committee list and submit it to the Institute Director for verification of each individual's certification status.
4. The 1st Vice President may also wish to contact the Trustees and request input and recommendations.
5. The 1st Vice President shall contact prospective nominees regarding potential committee assignments and their willingness to serve, if appointed, no later than May 1, requesting a response back by May 15.
6. Upon receiving responses from the prospective nominees, the 1st Vice President shall compile the committee list and send it to Executive Committee for input.
7. The 1st Vice President shall submit a recommended committee list to the President by June 15 for inclusion in the summer meeting agenda packet.
8. Following the Summer Executive Committee meeting, the new committee members will be presented at the Summer Business meeting.

9. The 1st Vice President shall keep a complete file on the questionnaires and the process documentation to be passed on to the incoming 1st Vice President.

#### **SECTION SIX: GUIDELINES FOR COMMITTEES CHAIR.**

##### **The Committee Chair shall:**

1. Communicate to Committee members the Committee's plan of action, special assignments, and progress reports throughout the year.
2. Prepare a written report to be submitted to the MMCCA President for inclusion in the Business Meeting information at the March, June and December Meetings. These reports are not optional; they are to provide details and will be included in the minutes and published on the website.
3. Assess participation of each committee member to assist the MMCCA President in issuing certificates of participation.

#### **SECTION SEVEN: STANDING COMMITTEES.**

##### **ADVISORY MANAGEMENT COMMITTEE:**

**MEMBERSHIP:** Committee shall be composed of seven voting members: the current MMCCA President, the current MMCCA 1st Vice President, the MMCCA 2nd Vice President, the immediate Past President, another Past President to be appointed by the incoming President, the Chair of the Education Committee and the Chair of the Legislative Committee. The Institute Director shall serve as an Ex-Officio non-voting member.

##### **DUTIES:**

1. Ensure compliance of all policies and procedures established by the Executive Committee.
2. Provide long-range planning for the association.

##### **AUDIT/INTERNAL CONTROL COMMITTEE:**

*Dissolved committee.*

##### **BUDGET COMMITTEE:**

**MEMBERSHIP:** Committee will be chaired by the 1st Vice President. The Treasurer also will serve on the Committee. The incoming President shall appoint additional members as needed.

##### **DUTIES:**

1. Contact Officers, Trustees, and Committee Chairs to ascertain and obtain their respective budget requests if necessary.
2. Prepare a "line item" budget (with the assistance of the Treasurer) prior to the Summer Meeting of the Association and submit in writing to the Executive Board.
3. Distribute proposed budget via E-mail from the 1st Vice President to the membership approximately thirty (30) days prior to the membership meeting in June/July.
4. Present budget for adoption at the membership meeting in June/July.

##### **BY-LAWS COMMITTEE:**

**MEMBERSHIP:** Committee members will be the nine (9) Trustees. The 1st Vice President will chair this committee.

##### **DUTIES:**

1. Prepare any proposed revisions to the current By-Laws and present to the Executive Board for approval.

2. Send copy of any proposed revisions to the Secretary and/or Treasurer and the Website Committee so membership can be notified via E-mail and the MMCCA website no less than ten (10) and no more than sixty (60) days prior to the Membership Meeting.
3. Request that the Website Committee post the final document on the MMCCA website after adoption of amendments to the By-Laws.
4. Prepare Policy Statements as needed to outline various practices and procedures.

#### **CERTIFICATION COMMITTEE:**

**MEMBERSHIP:** Committee members are to be appointed by the incoming President. The Institute Director shall serve as an ex-officio member of the committee.

#### **DUTIES:**

1. Work with the staff of the MSU Extension Service Center for Government and Community Development to identify candidates for graduation.
2. Contact potential candidates in the fall advising them of the requirements for graduation and April 1st deadline for applications.
3. After April 1st, meet to evaluate the applications and approve for certification.
4. Upon evaluation of each application, advise individual applicants of their respective statuses.
5. Order pins for graduation.
6. Help to present pins at graduation.
7. Promote IIMC Certification and assist with IIMC applications.
8. Help develop campaigns to promote state and international certification.

#### **EDUCATION COMMITTEE:**

**MEMBERSHIP:** Committee members are to be appointed by the incoming President.

#### **DUTIES:**

1. Work with Staff of the MSU Extension Service Center for Government and Community Development (MSU-GCD) in reviewing the educational curriculum of Municipal Clerks.
2. Work with Staff of the MSU-GCD and the University of MS (UM) in planning the educational training classes to be offered at the MS Institute, MS Master Academy, Winter Workshop and the Clerks Annual Conference.
3. Work with the Staff of UM in securing locations and instructors for the Clerks Annual Spring Conference.
4. Contact membership to solicit input and ideas for use in planning educational programs.
5. Send a copy of finalized and approved education formats for all educational programs to the Social Media and Website Committees for publication on the MMCCA website and Facebook page for review by membership.

#### **EXECUTIVE COMMITTEE:**

**MEMBERSHIP:** Committee shall be composed of the President, 1st Vice President, 2nd Vice President, Treasurer, Secretary, Immediate Past President, and Trustees. The Parliamentarian shall serve as a non-voting member of the committee. Any member of the Association who is serving as a Regional Director for the International Institute of Municipal Clerks shall also serve as a non-voting member of the Executive Committee during the term as Regional Director.

#### **DUTIES:**

1. Meet prior to the MMCCA Membership meetings. Meetings shall be chaired by the President, or in his/her absence, the 1st Vice President. A meeting may occur by conference call,

- telecommunications, or other means by which members of the Executive Committee can communicate in a way that its members can constitute a majority vote on any action taken.
2. The President, 1st Vice President, 2nd Vice President, Treasurer, Secretary, Immediate Past President, and all Trustees will have voting rights.
  3. Act on behalf of the MMCCA Membership, in between business meetings, on matters except those specifically preserved for the membership by the MMCCA By-Laws. All actions taken by the Executive Committee in the interim shall be reported to the membership for ratification at its next meeting.
  4. Represent the MMCCA Membership on all official business as its delegated authorized agent.
  5. Conduct long-range planning initiatives for use in facilitating strategic planning sessions.
  6. May authorize expenditures from One Dollar (\$1.00) to Two Thousand Five Hundred Dollars (\$2,500).
  7. May convene Special or Emergency Meetings, which shall be called by the President or in his/her absence, the 1st Vice President, by a standard form of communication. At least five (5) days in advance of the meeting, or as soon as reasonably possible, (sometimes emergencies don't allow for five days' notice) notice shall be given of the time, place and purpose of each Special or Emergency Meeting. In order to hold such a Meeting, a quorum of Executive Board members must agree to participate. A Meeting may occur by conference call, telecommunications, or other means by which members communicate in a way that the Committee can cast a majority vote on any action taken.

#### **HANDBOOK COMMITTEE:**

**MEMBERSHIP:** Committee members are to be appointed by the incoming President.

#### **DUTIES:**

1. Shall work with the Institute Director in developing and maintaining a comprehensive Handbook for MS Municipal Clerks. The committee shall review the manual annually and update it as needed per each legislative session.
2. The Clerk Handbook will be placed on the MMCCA website and the MSU-GCD website for viewing.

#### **HOSPITALITY & PROMOTIONS COMMITTEE:**

**One chair – One co-chair**

**MEMBERSHIP:** Committee members are to be appointed by the incoming President.

#### **DUTIES:**

1. Chair to serve as Ex-Officio member of the Education Committee to coordinate special events in conjunction with all education programs.
2. Serve as MMCCA ambassadors: be present and visible at functions of MMCCA to welcome Clerks as they arrive.
3. Plan and implement ways of identifying and recognizing new or first-time Clerks at the MMCCA Business Meetings.
4. Plan special events at the Annual Conference, MML Conference, spring and Winter Conferences to help participants become better acquainted.
5. Promote MMCCA through visual displays at the following events: MML Annual Conference, MML Mid-Winter Conference, Clerk Educational Training events in spring, fall and Winter Sessions, and other meetings as necessary.
6. Design and outline display plan(s) for review and approval by the Executive Board.
7. Prepare approved designs; transport displays to and from meetings, setting up and dismantling as needed.

## **LEGISLATIVE COMMITTEE:**

**MEMBERSHIP:** Committee to be appointed by the incoming President.

### **DUTIES:**

1. Work with the President and the 1<sup>st</sup> Vice President in keeping up-to-date on any new legislation that will affect members of the Municipal Clerk profession.
2. Work with the MML to monitor any new legislation that will affect members of the Municipal Clerk profession.
3. Work with the Website and Social Media Committees to provide updates to the MMCCA membership by posting information on the MMCCA website and Facebook page.
4. Work with MML to prepare new legislation that will benefit municipalities.

## **MEMBERSHIP & MENTORING COMMITTEE:**

### **ONE CHAIR ONE CO CHAIR (INCLUDES RETIREMENT)**

**MEMBERSHIP:** Committee members are to appointed by the incoming President.

### **DUTIES:**

1. Obtain a list of the new Clerks from the Association's Treasurer, Trustees and the Institute Director.
2. Contact all new Clerks to provide information about the Mentoring Program and determine if they are interested in being a Mentee; have prospective mentees complete an application.
3. Provide information about the Mentoring Program to Clerks (obtain list from Association's Treasurer) and determine who may be interested in being a Mentor; have prospective mentors complete an application.
4. Pair the Mentees and Mentors and provide them with contact information.
5. Contact the Mentee for introductions and to offer assistance, such as answering technical questions, describing procedures, providing information about educational opportunities, providing moral support and encouragement, sharing experiences, and introducing the new Clerk to other Association members at meetings and conferences to help establish a reliable network.
6. Provide a list of those participating in the Mentoring Program to the MMCCA Executive Committee.
7. Work with the Institute Director at each Educational Training Event and Conference to distribute application forms for new Mentors and Mentees to apply for participation in the Mentoring Program.
8. Provide regular updates to the MMCCA Board on progress of the Mentoring Program. Assist the Association's Executive Committee in conducting membership drives with special promotions to increase the membership of MMCCA and IIMC if necessary.
9. Work with the Trustees to promote membership in their Districts.
10. Encourage Trustees to identify and contact non-members in their Districts and invite them to join MMCCA.
11. Use the display at the Educational Training Events, the MML Conference, and other events to promote membership.
12. Work with the Website and Social Media Committees to promote membership.
13. Work with the Treasurer for updates on membership.
14. Collect names and contact information of MMCCA members who retire during the year.
15. Work closely with the Association to maintain a list of current retirees.



16. Honor retirees with a presentation during one of the MMCCA Business Meetings.

### **NOMINATING COMMITTEE:**

**MEMBERSHIP:** The Nominating Committee shall be comprised of five (5) members and shall be chaired by the Immediate Past President. Two members shall be active Past Presidents. Three members shall be selected from the membership at large; these at-large members shall have served three years as a District Trustee or a Committee Chair and shall not be an active MMCCA Board Member or Officer or a current candidate for a position as an MMCCA Officer. An at-large member shall represent each of the three Supreme Court districts. The President, 1st Vice President and Institute Director shall serve as ex-officio non-voting members.

### **DUTIES:**

1. The Chair shall prepare a list of offices to be filled, outlining the qualifications for each, and submit to the committee members, along with a copy of the MMCCA membership list of eligible active members (obtained from the Treasurer). The office of Secretary shall be nominated by the 1st Vice President.
2. Each Committee member shall review the Association's by-laws to ascertain the qualifications and eligibility for the offices to be filled.
3. The Chair shall publish a list of vacant offices, along with the duties and qualifications for each, on the MMCCA website in April.
4. Applications to serve as an MMCCA officer are available on the website; candidates shall submit their applications to the Chair prior to May 31st of each year.
5. Each Trustee shall submit to the Nominating Committee a formal recommendation on behalf of the District from which a vacancy is to be filled. Current officers may make recommendations to fill vacancies on the Executive Committee. All recommendations shall be submitted to the Nominating Committee Chair by May 31st of each year.
6. The Chair shall provide copies of the recommendations and applications to Committee members. The Nominating Committee shall determine if candidates have met all qualifications. Selection shall be based on eligibility, experience, participation, demonstrated leadership, diversity in membership, geographic location/size and other criteria as set forth in the By-Laws.
7. The Chair shall schedule a meeting of the Nominating Committee.
8. At the scheduled meeting, the Committee shall discuss all recommended nominees and approve a slate of officers, selecting the best candidate for each position. The Chair shall contact the candidates for confirmation and subsequently advise the Committee on the outcome of those contacts; in the event additional candidates are needed, the Committee may suggest others to the Chair. The Nominating Committee shall submit proof of applicability for office of each candidate prior to the MMCCA summer business meeting.
9. The committee's slate of officers shall be submitted to the Executive Board and then to the general membership for the election of officers during the MMCCA summer business meeting.

### **PARLIAMENTARIAN:**

**MEMBERSHIP:** The incoming President shall appoint a Parliamentarian. Ideally, the Parliamentarian shall be a registered parliamentarian and an active member of the Mississippi Association of Parliamentarians and the National Association of Parliamentarians.

### **DUTIES:**

1. Attend all official MMCCA functions and assist the presiding Officer with any questions concerning proper procedures as defined in Robert's Rule of Order of the Association's By-Laws. This is an observatory role only to verify that all parliamentary procedure is appropriately followed. This role is responsible for keeping order of the meeting.
2. Serve as an Ex-Officio non-voting member of the Executive Committee.

**RECORDS COMMITTEE:**

**Dissolved as part of the duties of the Secretary position.**

**SCHOLARSHIP COMMITTEE:**

**MEMBERSHIP:** Committee members are to be appointed by the incoming President.

There shall be two (2) types of scholarships available to the membership: the Larry Graves Certification Program Scholarship and the Graduating Senior Scholarship.

1. The Larry Graves Scholarship shall provide an opportunity for every Municipal Clerk in the State of Mississippi to obtain training and subsequent certification through the Clerks Certification Program.
  - a. The Larry Graves Scholarship shall provide for registration costs and two (2) nights' lodging for the recipient to attend the Clerks Certification Program.
  - b. Pending availability of funds, three (3) full scholarships shall be awarded to Clerks one per district (Southern, Central, Northern) annually (one scholarship given to each district for the session in spring and fall).
  - c. The association membership may vote to add one additional scholarship, if funds are available; the vote must be held in accordance with requirements provided in the association bylaws.
  - d. Three thousand dollars (\$3,000) shall be budgeted annually for the Larry Graves Scholarship fund. Scholarships should be awarded accordingly.
  - e. Proceeds received from vendors' fees shall be deposited accordingly into the Larry Graves Scholarship Fund for budgetary purposes.
2. The Graduating Senior Scholarship shall provide one thousand dollars (\$1,000) to a graduating senior who is the child or grandchild of a municipal clerk and tax collector and/or deputy clerk and tax collector who are active members of MMCCA.
  - a. The scholarship will be awarded at the MML Conference and will be forwarded to the winner's school of choice.
  - b. One thousand dollars (\$1,000) per scholarship shall be budgeted annually for the Graduating Senior Scholarship Fund. One scholarship shall be awarded per year.
  - c. Funding for the scholarship will be supplemented by proceeds derived from vendor fees.

**DUTIES:**

1. Send requests for nominations to Trustees, Mayors, Association Officers and Membership.
2. Write an article to promote the scholarships and send to the Website and Social Media Committees for posting on the MMCCA website and Facebook page.
3. Receive nominations from all sources above and select annual recipient(s) using guidelines set by the Executive Board.
4. Notify the recipient's Mayor of the award; send written notice and picture to the hometown newspaper for publication.
5. Notify MMCCA Social Media and Website Committees of recipient's award for publication.
6. Use display at MML convention to promote scholarships when possible.

7. Maintain a list of the Larry Graves Scholarship Award winners for each Conference in March and December of every year.
8. If a member serving on the scholarship committee should have a family member applying for any scholarship, that member shall recuse himself or herself from the voting process.

#### **SILENT AUCTION COMMITTEE:**

**MEMBERSHIP:** Committee to be appointed by the incoming President.

#### **DUTIES:**

1. Work with the MML staff to secure a location for the Silent Auction room at the MML Conference.
2. Coordinate all functions of the Silent Auction.
3. Solicit donations of gifts for the Silent Auction.
4. Promote the silent auction through the MMCCA website and Facebook page and through the MML website and Facebook page.
5. Silent Auction Committee oversees all 50/50 drawings. Regarding Budget this shall fall with the line item of Silent Auction expenses.

#### **SOCIAL MEDIA AND WEBSITE COMMITTEE:**

**MEMBERSHIP:** Committee to be appointed by the incoming President. A two-person committee.

#### **DUTIES:**

1. Work with the Association's Trustees to closely monitor the MMCCA Facebook page and Association website for updates, photos, and information.
2. Encourage all Association members and Committee members to forward newsworthy information about Association members from newspaper articles, magazine articles, press releases, social media, etc.

#### **IIMC COMMITTEE:**

**MEMBERSHIP:** Appointed by the incoming President. Members must hold MMC status to serve on this committee.

#### **DUTIES:**

1. Encourage all Association members to join IIMC and to achieve IIMC accreditation.
2. Promote IIMC to all Association members.
3. Encourage all Association members to attend conferences.
4. Administer the IIMC Scholarship.

### **ARTICLE VI**

**QUORUM:** A majority of the paid membership present at this association's meetings shall constitute a quorum.

### **ARTICLE VII**

#### **SECTION ONE: DUES.**

The annual dues shall be based on the population of the municipality using the latest U.S. Census Report. The dues structure will be for the municipal clerk and one deputy, with an extra fee for each additional deputy clerk, as listed.

<u>POPULATION</u>	<u>MUNICIPAL CLERK TAX COLLECTOR OR CLERK OF COUNCIL</u>	<u>DEPUTY: MUNICIPAL CLERK &amp; TAX COLLECTOR OR CLERK OF COUNCIL</u>	<u>EACH ADDITIONAL DEPUTY</u>
Under 1,000	\$20.00	\$20.00	\$2.50
1,001 – 2,500	\$30.00	\$30.00	\$2.50
2,501 – 5,000	\$40.00	\$40.00	\$2.50
5,001 – 7,500	\$50.00	\$50.00	\$2.50
7,501 – 10,000	\$60.00	\$60.00	\$2.50
10,001 – 20,000	\$70.00	\$70.00	\$2.50
20,001 – 30,000	\$80.00	\$80.00	\$5.00
30,001 – 40,000	\$90.00	\$90.00	\$5.00
40,001 – 50,000	\$100.00	\$100.00	\$5.00
Over 50,000	\$110.00	\$110.00	\$5.00

Whenever an Active Member leaves the municipality that paid the Association dues, the membership shall remain with the municipality and transfer to the successor upon notification to the Treasurer of the Association.

### ARTICLE VIII

#### VOTING RIGHTS:

**SECTION ONE:** Each municipality shall be entitled to only one vote.

#### **SECTION TWO:**

In municipalities having more than one (1) active member there is still only one vote cast per municipality, **in person** voting shall be performed by the Municipal Clerk and Tax Collector should Municipal Clerk and Tax Collector be absent the duty of voting shall fall on the Deputy Clerk and Tax Collector of that municipality. Should both the Municipal Clerk and Deputy Clerk and Tax Collector be absent the Clerk of Council followed by Deputy Clerk of Council shall vote or if the members of the municipality elect to do so they may appoint one member to cast their pro-rated vote by proxy. In no event shall a municipality be denied a full vote even though only one active member is present at an association meeting.

### ARTICLE IX

#### OFFICERS' EXPENSES:

**SECTION ONE:** The President shall be reimbursed for actual expenses incurred for attending IIMC meetings. In addition, the President shall be reimbursed for attending meetings which are in addition to meetings normally attended and paid by the municipality represented.

**SECTION TWO:** The First Vice President shall be reimbursed for the registration fee to attend the IIMC Annual Conference and shall be allowed \$1000.00 reimbursement for expenses.

**SECTION THREE:** The Second Vice President shall be reimbursed for the registration fee to attend the IIMC Annual Conference and shall be allowed \$500.00 reimbursement for expenses.

**SECTION FOUR:** The Treasurer shall be allowed registration costs reimbursement for attending the IIMC Annual Conference. (Approved 12/19/2014).

**SECTION FIVE:** The Secretary shall be allowed registration costs reimbursement for attending the IIMC Annual Conference. (Approved 12/19/2014).

**SECTION SIX:** If at any time an officer(s) does not attend the IIMC Annual Conference any officer(s) shall be allowed to use or divide funds allocated to the officer(s) who is/are not attending. (Approved 12/19/2014).

**SECTION SEVEN:** The IIMC Regional Director shall be reimbursed for actual expenses incurred for attending the IIMC Annual Conference and for fifty percent (50%) of the actual expenses incurred for attending the IIMC Regional meetings. The Regional Director is required to attend the IIMC Annual Conference and yearly Regional meetings.

**SECTION EIGHT:** Current Past President (outgoing past president) shall be reimbursed their registration fee for attending the IIMC Annual Conference.

**SECTION NINE:** Senior Trustees who have served for three (3) years (as Junior, Intermediate, and then Senior) shall be reimbursed their registration fee for attending the IIMC Annual Conference.

## **ARTICLE X**

### **POLICIES:**

#### **CERTIFICATE PROGRAM POLICY**

The MMCCA shall contract with an IIMC-approved academic institution to conduct and administer the Mississippi Certification Program (MCP) in accordance with the International Institute of Municipal Clerks (IIMC) guidelines.

Any municipal clerk, clerk of council, tax collector or his/her appointed deputies may apply to attend the Certification Program. An application for graduation from the program shall be submitted with the appropriate documentation to become certified. All attendees working toward certification shall provide a certified copy of the minutes as verification of his/her appointment at the time of graduation.

A deputy clerk shall be appointed by the governing authority and shall perform at least four (4) of the following eight (8) core duties of a municipal clerk:

- General Management
- Records Management
- Elections
- Meeting Administration
- Management of by-laws, Articles Incorporation, ordinances or other legal instruments
- Human Resources Management
- Financial Management
- Custody of the official seal and execution of official documents

A municipal clerk must have achieved a minimum of 100 points as assigned through the MSU Extension Center CMC Program.

A deputy clerk must submit a letter stating current duties from the municipality in which she or he serves as well as a complete and detailed job description.

Any other municipal employee may attend the Certification Program and shall receive a Certificate of Completion when he/she has successfully completed the requirements for the education portion of the Mississippi Certification.

Requirements for Municipal Clerk Certification:

1. Serve as an elected or appointed Municipal Clerk, Clerk of Council or Tax Collector.
2. Complete all the educational requirements.
3. Obtain the designated experience points.
4. Attend three (3) conferences including business meetings (Winter-MMCCA Winter Educational Conference, Spring-MMCCA Annual Spring Conference, Summer-MML Annual Conference) of the MS Municipal Clerks and Tax Collectors Association. The conference/business meeting at graduation will not count for this requirement.
5. Complete the application; submit application and fee to the Certification Committee by April 1<sup>st</sup> of the year of completion.

Requirements for Municipal Deputy Clerk Certification:

1. Serve as an appointed Municipal Deputy Clerk.
2. Complete all the educational requirements. Certified minutes are required for this designation.
3. Obtain the designated experience points.
4. Attend three (3) conferences including business meetings (Winter-MMCCA Winter Educational Conference, Spring-MMCCA Annual Spring Conference, Summer-MML Annual Conference) of the MS Municipal Clerks and Tax Collectors Association prior to graduation. The conference/business meeting at graduation will not count for this requirement.
5. Complete the application with all attachments, including a certified copy of the minutes and the signature of a supervising municipal clerk, clerk of council or tax collector; submit the application to the Certification Committee by April 1<sup>st</sup> of the year of completion.

Requirements for Certification of Completion:

1. Serve in any capacity as a municipal employee.
2. Successfully complete all the educational requirements.
3. Complete the application and submit it to the Certification Committee by April 1<sup>st</sup> of the year of completion.

After April 1<sup>st</sup> of each year, the Chair of the Certification Committee shall call a meeting of the committee along with the Institute Director to review all applications. Upon completion of the review, the Chair shall advise applicants of their status. The Center for Government and Community Development shall issue Certificates to those who have successfully completed the requirements for the Mississippi Certification. The Certificates will be awarded during the graduation ceremony held during the Opening Ceremony of the MS Municipal League Annual Conference.

**CODE OF CONDUCT POLICY**

**POLICY:** It shall be the policy of the MMCCA that all attendees, presenters, and vendors conduct themselves at all times in a courteous, professional, and respectful manner, refraining from actions that might bring discredit upon themselves, their municipalities, and MMCCA. Such conduct includes, but is not limited

to, talking, texting, use of electronic devices (except for notes or reporting purposes) and other actions that could distract or disrupt Educational Sessions and Business Meetings.

### **EXECUTIVE OFFICERS AND TRUSTEE POLICY**

**POLICY:** It shall be the policy of the MMCCA to provide a procedure whereby the MMCCA Executive Committee shall review the active status of MMCCA Executive Officers and Trustees and make a recommendation regarding non-active Executive Officers and/or Trustees.

If it is found by the MMCCA Executive Committee at the completion of the first year of an Executive Officer or Trustee's term that he/she has been inactive, the following actions shall be taken:

- a. The Chair of the Nominating Committee shall contact the Executive Officer or the Trustee to inquire as to the cause for inactivity and shall ascertain whether the Executive Officer or the Trustee is capable of completing his/her term as an active Executive Officer or Trustee.
- b. The Chair shall convey his/her finding to the Nominating Committee in the form of a written report. The Nominating Committee shall then provide a written report to the MMCCA Executive Committee as to whether the Executive Officer or the Trustee shall be retained in office or replaced.
- c. Any Officer elected or appointed by the Executive Board may be removed from office for neglect of duty, malfeasance in office or other just cause, or for three (3) unexcused absences from Executive Board meetings. Removal of said Officer shall be decided at a special election to be held by mailed, faxed or electronic ballot, sent to all Active Members (Municipalities) of the Association; removal requires the affirmative vote of two-thirds (2/3) of its members. The vacancy shall be filled as provided in Article IV, Section 6 of the Constitution, unless an election will be held at least thirty (30) days before the date of the annual business meeting.

### **MMCCA has established an Executive Officer Travel Policy.**

- The President shall be reimbursed for actual expenses incurred for attending IIMC meetings. The Association shall provide the President a suite at the December MMCCA Winter Workshop and the MMCCA Annual Conference. In addition, the President shall be reimbursed for attending meetings which are in addition to meetings normally attended and paid by the municipality represented.
- The First Vice President shall be reimbursed for the registration fee to attend the IIMC Annual Conference and shall be allowed \$1,000.00 reimbursement for expenses.
- The Second Vice President shall be reimbursed for the registration fee to attend the IIMC Annual Conference and shall be allowed \$500.00 reimbursement for expenses.
- The Treasurer shall be reimbursed for the registration fee for attending the IIMC Annual Conference. *(Approved 12/19/2014)*.
- The Secretary shall be reimbursed for the registration cost for attending the IIMC Annual Conference. *(Approved 12/19/2014)*.
- Officer(s) shall be allowed to use or divide funds allocated to any officer(s) not attending the IIMC Annual Conference. *(Approved 12/19/14)*
- Current Past President (outgoing past president) shall be reimbursed their registration fee for attending the IIMC Annual Conference.
- Senior Trustees who have served for three (3) years (as Junior, Intermediate, and then Senior) shall be reimbursed their registration fee for attending the IIMC Annual Conference.

The IIMC Regional Director shall be reimbursed for actual expenses incurred for attending the IIMC Annual Conference and for fifty percent (50%) of the actual expenses incurred for attending the IIMC Regional meetings. The Regional Director is required to attend the IIMC Annual Conference and yearly Regional meetings.

### **SHEILA HEATH MEMORIAL FUND FLOWER POLICY**

**POLICY:** It shall be the policy of the MMCCA to establish a uniform system for purchasing floral arrangements/plants for MMCCA members and their immediate family members. The duty of sending the floral arrangements/plants shall fall upon the trustee of the area.

An immediate member of the MMCCA family includes spouse or domestic partner, parents, step-parents, children, and step-children. Immediate family may be extended to include others where the degree of closeness of the relationship to the Clerk warrants consideration and when approved in advance by the MMCCA President.

In the event of a serious or prolonged illness, hospitalization, or death of an active member of the MS Municipal Clerks and Tax Collectors Association or an immediate member of the MMCCA family, an appropriate floral arrangement/plant or charitable contribution may be sent by a trustee of the MMCCA on the Association's behalf.

### **PROCEDURES:**

1. A trustee of the MMCCA may place an order with a local florist for a floral arrangement/plant to be sent not to exceed \$150.00 (which includes delivery and service charges). If the person placing the order would like to provide a larger arrangement/ plant, then the difference between the value of the arrangement/plant and the maximum limitations set forth will be paid by the individual placing the order.
2. For reimbursement of the floral arrangement/plant or charitable contribution by the MMCCA, a receipt or a copy of the receipt must be submitted to the Treasurer within one month of placing the order or making a charitable contribution.
3. Information regarding the request for reimbursement must also be included with the receipt and may include but is not limited to the following: Clerk's name and address requesting reimbursement, the name of the person who is ill, hospitalized, deceased, and relation to Clerk, Federal Identification Number of the charitable organization, and the name of the MMCCA Trustee giving prior approval.
4. The Treasurer will then mail a reimbursement check to the member within one month of receiving the information.
5. Exceptions to this Policy require the prior approval of the President of MMCCA or his/her designee.
6. This will be collected at each conference. Each MMCCA Conference shall offer an opportunity for collection for this fund.
7. A balance report of the Sheila Heath fund shall be reported at each business meeting by Treasurer to show the current fund balance as fund is carried over.

### **RETIREE RECOGNITION POLICY**

**POLICY:** It shall be the policy of the MMCCA that all retirees in good standing with the association be recognized by the association at one of the MMCCA Business Meetings.

1. A retiree shall be employed as a municipal clerk, clerk of council, tax collector, or a deputy clerk at the time of retirement.
2. A retiree shall be a member of the MMCCA.



3. A retiree with at least ten years of service as municipal clerk shall receive an award of recognition
4. Retirees with fewer than ten years as municipal clerk shall receive a certificate of recognition. Deputy or municipal clerks who achieve the required ten years of service in municipal government shall receive a certificate of recognition.
5. Names of retirees meeting the criteria set out by MMCCA shall be submitted to the Retirement Committee by the Trustees along with a notation as to whether the retiree is expected to attend the Business Meeting. In the event a retiree will be unable to attend the Business Meeting, the Chair of the Retirement Committee will send the appropriate award to the retiree.
6. Names of all eligible retirees shall be read at the Business Meeting and all attending the event will receive their awards at that time.

### **SCHOLARSHIP POLICY**

**SECTION 1: Larry Graves Scholarship.** It shall be the policy of the MMCCA that the Larry Graves Scholarship shall provide an opportunity for every Municipal Clerk in the State of Mississippi to obtain training and subsequent certification through the Clerks' Certification Program. The Larry Graves Scholarship shall provide for registration costs and lodging for the recipient to attend the Clerks' Certification Program. Pending availability of funds, three (3) full scholarships shall be awarded to Clerks one per district (Southern, Central, Northern) annually (one scholarship given to each district for the session in spring and fall). A minimum balance of three thousand dollars (\$3,000) per scholarship shall be budgeted annually for the Scholarship fund. Scholarships shall be awarded accordingly. Proceeds received from vendors' fees shall be deposited accordingly into the Larry Graves Scholarship Fund for budgetary purposes.

**CRITERIA:** Clerks who want to attain a Mississippi Certification shall meet the following criteria to be eligible to receive a scholarship for the Clerks Certification Program:

1. Serve as a full-time Municipal Clerk and Tax Collector, Clerk of Council, or Deputy Clerk.
2. Hold membership in the MMCCA;
3. Complete the required application;
4. Provide documentation indicating the need for assistance; and
5. Submit a letter from the Mayor, City Manager (if applicable), or Council expressing the local governing authority's support for the applicant to attend said training programs and affirming that funding is not available for such training through the local government.

**SECTION 2: Graduating Senior Scholarship.** The Graduating Senior Scholarship shall provide one thousand dollars (\$1000) to only one (1) graduating senior who is the child or grandchild of municipal clerks or deputy clerks who are active members of MMCCA.

**CRITERIA:** High School Seniors desirous of applying for this scholarship shall meet the following criteria to be eligible to receive the scholarship.

1. An applicant who is the child of a clerk or deputy clerk in good standing will be given 1st preference, followed by a grandchild receiving 2nd preference.
2. The scholarship applicant may be a student who is attending a public, private or home school.
3. The scholarship recipient will be announced at the spring conference of each year and awarded at the annual MML Conference.
4. The recipient must be enrolled as a full-time student or provide a letter of intention to be a full-time student. Scholarship funds will only be forwarded to the winner's school of choice.
5. One thousand dollars (\$1,000) per scholarship shall be budgeted annually in the Graduating Senior Scholarship Fund.

6. Proceeds from the vendors' fees shall help fund the scholarship fund.
7. Complete the required application.

This scholarship shall be awarded at the MML-Annual Conference Awards Luncheon and the designee shall be honored at the MMCCA Summer Business Meeting.

**SECTION 3: IIMC Scholarship.** The IIMC Annual Conference Scholarship shall provide an opportunity for every Municipal City Clerk in the State of Mississippi the opportunity to attend the IIMC Annual Conference to help achieve the goal in obtaining the Master Certification. The IIMC Annual Conference Scholarship shall provide for the registration cost only. Pending availability of funds three (3) scholarships shall be awarded to Municipal City Clerks annually. One – Northern District, One – Central District, and one – Southern District. A Minimum balance of two thousand dollars (\$2,000) shall be maintained in the scholarship fund. This shall cover the registration only. The precedence for award shall fall to a City Clerk. Should a Deputy Clerk apply, the award may fall to the Deputy Clerk (assuming all criteria are met) if a City Clerk does not apply. This scholarship is voted on and awarded by the IIMC Committee.

**CRITERIA:** Municipal City Clerks who want to attain their Master Certification (MMC) shall meet the following criteria to be eligible to receive a scholarship for the IIMC Annual Conference:

1. Serve as a Municipal City Clerk;
2. Be in good standing with MMCCA with all dues being current;
3. Complete the required application (1 per municipality);
4. The applicant must be a City Clerk working toward his or her Master Certification (MMC)-In the event a City Clerk does not apply for the scholarship in his or her district, a Deputy Clerk from that district may apply only if he or she is working toward his or her Master Certification;
5. Provide documentation indicating the need for assistance; and
6. Submit a letter from the Mayor and/or Board expressing the local governing authority's support for the application to attend the IIMC Annual Conference.

#### **MINI-WORKSHOP TRAVEL POLICY**

**POLICY:** It shall be the policy of the MMCCA that any municipal clerk or deputy clerk shall be reimbursed for travel expenses to perform a mini-workshop to other municipal clerks or deputy clerks.

1. Mini-workshop is defined as a training session of municipal duties given to other municipal clerks or deputy clerks performed by a municipal clerk or deputy clerk.
2. A Trustee of the MMCCA may arrange a mini-workshop at a location that would be centrally located within their district for several municipalities. It shall be at a location that is at no expense to the association. It shall be the trustees responsibility to coordinate the training location, instructor and clerks.
3. The municipal clerk or deputy clerk performing the training session shall be reimbursed for mileage at a rate that is approved by the State.
4. A mini-workshop requires the prior approval of the Executive Board of the MMCCA.
5. Proceeds from the vendors shall help fund these sessions.