

REQUEST TO BE PLACED AS AN OFFICER ON THE EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the President, 1st Vice President, 2nd Vice President, Treasurer, Secretary, Immediate Past President, and nine Trustees. Duties of the Executive Committee are attached. Before submitting an application please make sure that you can perform the duties of that position. Reminder that your MMCCA dues must be current.

The following Offices will be available and voted on at the MML Conference in July, 2021:

2nd Vice President - South District - Counties that can apply: Simpson, Smith, Jasper, Clarke, Adams, Franklin, Lincoln, Lawrence, Jefferson Davis, Covington, Jones, Wayne, Wilkinson, Amite, Pike, Walthall, Marion, Lamar, Forrest, Perry, Greene, Pearl River, Stone, George, Hancock, Harrison and Jackson

Secretary

Trustee North - Northeast District - Counties that can apply: Benton, Tippah, Alcorn, Tishomingo, Prentiss, Union, Pontotoc, Lee and Itawamba

Trustee Central - Central West District - Counties that can apply: Bolivar, Sunflower, Washington and Humphreys

Trustee South - South Central District - Counties that can apply: Forrest, Perry, Greene, Pearl River, Stone, George, Hancock, Harrison and Jackson

Before submitting application please review the duties of the Office you are applying for.

I am interested in the following office: (please place a mark by your interest)

_____ 2nd Vice President - South District (Submit a copy of the minutes that shows your Board approving this appointment and a letter with your qualifications)

_____ Secretary

_____ Trustee North - Northeast District

_____ Trustee Central - Central West District

_____ Trustee South - South Central District

I have read the duties of the position I am applying for and I am current with my MMCCA dues.

Printed Name

Signature

Address

City, Zip

Phone Number

Submit application to Nominating Committee
[Katie Harbin](#) - kharbin@cityofsenatobiams.gov

DEADLINE -

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.

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, Clerk of Council or deputy municipal or council 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. Have received the MS Certification of Municipal Clerk, Clerk of Council or Deputy Clerk.
 - e. Possess or be in active pursuit of the IIMC CMC or MMC designation and provide proof of such pursuit.
 - f. Have served on an MMCCA Committee for two years.
 - g. Submit a letter of support from the governing authority.

- B. Candidates for Trustee shall:
 - a. Have served in the role of Municipal Clerk, Clerk of Council or deputy municipal or council 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, Clerk of Council or Deputy Clerk.
 - d. Possess or be in active pursuit of the IIMC CMC or MMC designation and provide proof of such pursuit.
 - e. Have served on an MMCCA Committee for two years.
 - f. Submit a letter of support from the governing authority.

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 2nd 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. Chair the Records Committee.
- 5. Serve as liaison among officers and committees to ensure that committees are active and completing all responsibilities.
- 6. 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 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.
- 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.

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 a mandatory minimum of two Board Meetings per year, but all Association Board Meetings if possible; attend meetings of assigned committees, Institutes and seminars, and furnish reports to the MMCCA Executive Board.
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 (Ole Miss Seminar).
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 on a quarterly basis.
9. Bring concerns or issues expressed by MMCCA members from their district to the attention of the Executive Board.
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.