



## **DEFINITIONS AND QUICK REFERENCE**

Adopted 04/18/19

**Active service** – Currently employed by a public entity that meets the requirements of an OMCA Full Member.

**Appointed** – appointed by the Executive Committee to fill an Officer or Board position.

**By-Laws** - is a rule or law established by the Ohio Municipal Clerks Association to regulate itself, as allowed or provided for by the membership.

**Directors** - There shall be a Board of Directors consisting of 12 persons, six (6) of whom shall be representatives of member cities and six (6) of whom shall be representatives of member villages. This requirement (six (6) village and six (6) city members on the Board of Directors) may be waived by the majority vote of the Executive Committee. All Directors shall be Clerks with at least two years' experience in active service and have held membership in the Association for at least two years. (Article VI, Section 3).

**Elected** – having run for Officer or Board Member position by election of the membership and won.

**Executive Committee** – The Executive Committee consists of the Officers and Directors of the Association.

**Full term** – A full term for each Board of Directors shall be three years, commencing August 1 each calendar year through July 31 three (3) years later or by having three (3) full years of service on the Board to include a combination of a partial term appointment and a partial elected term.

**Full Member** – Those with the title of Clerk of Council, Municipal Clerk, Clerk/Treasurer, Village Fiscal Officer or any similar title and whose core duties include responsibilities listed in the association By-Laws.

**In good standing** - Having paid your Association dues for the present calendar year.

**Officer**- The Officers of this Association shall consist of President, Vice-President, Secretary, Treasurer, and Immediate Past President.

**Policies and Procedures** – are principles, rules, and guidelines adopted by the Executive Board to reach its long-term goals. They influence and determine all major decisions and actions, and all activities take place within the boundaries set by them. They govern the day-to-day operations and ensure the point of view held by the Executive Committee and are translated into steps that result in an outcome compatible with that view.



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**Qualified Member to run for Officer** - A qualified member who has completed three (3) full years on the Board of Directors, by either completing their full three (3) year term or having three (3) full years of service on the Board, to include a combination of partial term appointments, may be eligible to serve as an Officer of the Association.

**Quorum** – A majority of the current members of the Executive Committee.

**Successive** - following one after the other in a series: following each other without interruption.  
(Merriam-Webster Dictionary)

**Unexpired term** – If a Board Member is elected and cannot complete their full term, the uncompleted time of that term is the unexpired term.

**Voting in a meeting** – A simple majority of the members present.