

## **GENERAL STATEMENT**

*The following Policies and Procedures have been established in accordance with the By-Laws of the Ohio Municipal Clerks Association and shall be used with the By-Laws to direct the functions of the Executive Committee of the Ohio Municipal Clerks Association.*

Reorganized and adopted 1/15/2004  
Amended 10/04/2014  
Amended 7/20/2015

## **POLICIES AND PROCEDURES OHIO MUNICIPAL CLERKS ASSOCIATION (OMCA)**

### **CHAPTER 1 EXECUTIVE COMMITTEE**

#### **Section 1. Executive Committee**

The governing body of the Association shall be known as the Executive Committee and shall consist of a President, Vice President, Secretary, Treasurer, Immediate Past President, and a Board of Directors consisting of six Directors from member cities and six Directors from member villages. This requirement may be waived by majority vote of the Executive Committee. A majority of this Executive Committee shall constitute a quorum for the transaction of business and the parliamentary authority shall be “Roberts Rules of Order, Newly Revised.”

#### **Section 2. Meetings**

The Ohio Municipal Clerks Association Executive Committee shall hold at least four regular meetings each fiscal year. When lasting through the lunch hours, lunch will be provided at the expense of the OMCA.

The Executive Committee may act between regular meetings on any matter that needs immediate attention through phone call, fax, teleconference, video conference, and/or e-mail. Actions of the Executive Committee shall be reported at the next regular Executive Committee meeting for ratification and for record purposes.

#### **Section 3. Term of Office**

All members of the Executive Committee shall be active members in good standing with the Ohio Municipal Clerks Association, shall have at least two years' experience in active service and must have a clear understanding of time involved and be willing to devote the time necessary to accomplish the goals of the Association. The term of office for each Director shall be three years. Two Directors from member cities and two Directors from member villages shall be elected each year. The fiscal year for the Association shall be from August 1 of each calendar year through July 31 of the following calendar year. All Officers shall have served as a Director for a full term. Each term of office shall follow the fiscal year.

No Director shall be eligible for more than one successive full term in the same office. However, any person appointed to fill an unexpired term may serve a full term immediately following the unexpired term. An Officer or Director may be considered for reappointment to the Executive Committee after a one year vacancy from office. No elected Officer or Director shall hold office for more than 90 days after he/she ceases to hold their position within his/her municipality, except in the case of retirement from public office, at which time an Officer or director may serve until the end of his/her term of the Association office.

#### **Section 4. Vacancies**

In the event of a vacancy in any office the Executive Committee shall appoint a successor to complete the term. In the event of a vacancy in the office of President, the Vice President will ascend to President and a new Vice President shall be appointed. Vacancies on the Board of Directors shall be filled by the Executive Committee. All appointments due to vacancies shall be for the remainder of the unexpired term. Vacancies in the position of Immediate Past President may be filled by the Executive Committee using reverse rotation of terms, or may be left unfilled at their discretion.

#### **Section 5. Duties**

The Duties of the Executive Committee shall include, but not be limited to, the following:

1. Regular attendance at all Executive Committee meetings and the annual meeting of the association held during the annual Institute. Due to the importance of attendance at Executive Committee meetings, each absence shall be reviewed by the Committee to determine if the absence is excused or unexcused. Three unexcused absences in your term shall result in the vacation of status on the Executive Committee.
2. Attend as many state academy sessions as feasible.
3. Schedule and attend all special meetings.
4. Hold a strategic planning session every 3 years with the first one being held in 2014.
5. Setting regular membership dues for all levels of membership in the Association per fiscal year
6. Review membership in good standing and acceptance or rejection of applications for membership in the Association.
7. Controlling the affairs of the Association, with power to act on its behalf in the interim periods between meetings.
8. Filling vacancies on the Executive Committee, in accordance with the procedures set forth in the By-Laws and Policies & Procedures of the Association.
9. Welcome new members to the Association and explain benefits available as active members.

10. Listen to suggestions and complaints from members of the Association and report them to the Committee.
11. Represent fellow Clerks throughout the State and maintain a high degree of professionalism in setting an example for fellow Clerks.
12. Encourage attendance at all educational opportunities.
13. Exercise such powers as are normally exercised by governing boards.
14. Consider the purpose of the Association, its responsibilities and its benefits to all members.
15. Promote the growth and improvement of the Association and share knowledge with other Association members so they will be well informed on the functions of the Association, its Officers and the Board of Directors.
16. When deemed necessary, consider the appointment of an administrator and/or Parliamentarian for the Association.

**Section 6. Officers.**

The following are Officers of the Ohio Municipal Clerks Association and their functions and duties shall include, but not be limited to, those listed.

a. The President shall:

Attend all meetings and preside at all meetings of the Association and the Executive Committee from August 1 following elections until July 31 of the following year.

Supervise all activities of the Association.

Coordinate a strategic planning session to be held every 3 years with the first one being held in 2014.

Set meeting dates in agreement with the Executive Committee, which shall include the annual meeting to be held in conjunction with the annual Institute and Executive Committee meetings, as necessary.

Appoint the standing committees, along with any other committees as deemed necessary to accomplish the objectives and functions of the Association.

Serve as ex-officio member of all committees.

Be empowered to sign checks for the Association.

Keep the Vice-President fully informed regarding the activities of the Association.

Supply information for the Association newsletter.

b. The Vice-President shall:

Attend all meetings and assist the President in the discharge of the duties of the Office of President.

Serve as President in the absence or disability of the President.

Perform such other duties as the President or Executive Committee may direct.

Coordinate at least four publications per calendar year of the Association newsletter.

Be responsible for sending copies of the Association newsletter to the IIMC Region V Directors.

c. The Secretary shall:

Attend all meetings of the Executive Committee and the Association.

Keep the official record of all proceedings at the annual business meeting and all meetings of the Executive Committee, and prepare minutes for distribution.

Be responsible for distributing minutes of annual meetings to the general membership, at least one month prior to the annual business meeting.

Present minutes to the membership at the annual business meeting and Executive Committee meetings

Maintain the original copies of all contracts and memorandums of understanding in accordance with the approved records retention schedule.

Maintain all minutes in chronological order, with related documents attached, in a permanent book form, to be forwarded to each succeeding Secretary.

Prepare appropriate correspondence for OMCA activities and other correspondence as may be directed by the President, or the Executive Committee or the Association membership. Such correspondence shall include notifying the OML and IIMC of all OMCA activities and newsworthy items in a timely manner.

Perform such other duties as may be requested or assigned by the Executive Committee.

Assist the succeeding Secretary by delivering all items up to date and in order at the end of the term of office.

d. The Treasurer shall:

Attend all meetings of the Executive Committee and the Association.

Be bonded for a minimum of \$50,000.

Prepare an annual budget to be submitted for the July executive committee meeting.

Keep a record of the financial accounts and transactions of the Association in a permanent bound book, and such records shall be open for inspection by the Executive Committee at all times.

Keep an accurate record of the membership of the Association, for sending bills and for receiving and disbursing all funds of the Association, under the direction of the Executive Committee.

Deposit all funds in the bank and disperse checks, with appropriate authority and documentation, in a timely manner, accompanied by appropriate correspondence when necessary.

Obtain the form, "Resolution for Unincorporated Organization or Association" for execution by the Officers of the Association when required.

Determine the best investment of the Association funds and make the necessary transactions as approved by the Executive Committee.

Maintain the Federal identification number for the Association.

Prepare all items for the annual audit and transition to the succeeding Treasurer.

Obtain all necessary bank forms and assist the succeeding Treasurer in the transfer of all accounts. This includes coordinating the filing of new signature cards for the following terms.

File all appropriate forms with the Internal Revenue Service in a timely fashion, including contracting with a CPA firm or Tax Accountant for any needed assistance in preparing forms.

- e. The Immediate Past President shall:
  - Assist the President as requested.

- Determine service awards to be presented to current members at 5, 10, 15, 20, 25 and 30 years or more of Municipal service. Presentation will be made at the annual meeting by the Immediate Past President.

### **Section 7. Committees:**

The President shall make individual and committee appointments for the performance of the following functions; however, additional appointments may be made as deemed necessary for the Association and shall include any other duties as may be assigned:

#### ADMINISTRATIVE COMMITTEE:

This committee will oversee and monitor the strategic plan, prepare the slate for open positions, administer the elections and manage the records of the association in accordance with the adopted records retention policy. This committee will conduct an orientation at the annual meeting for executive committee members and committee chairs in conjunction with the incoming President; provide each attendee with a binder that includes the bylaws, policies & procedures, strategic plan, vision & mission statements, board handbook, organizational chart and other documents deemed necessary.

#### COMMUNICATIONS COMMITTEE:

The Vice President shall be a member of this committee. This committee will oversee the newsletter publication, website content, social media postings, and maintain the association's scrapbook. The scrapbook shall be available at conferences for viewing by the membership and the public.

#### LEGISLATIVE REVIEW COMMITTEE:

This committee will act as a liaison between the state and federal legislators, and keep the membership informed of issues and actions that may be of concern to the association. This committee will also review and make recommendations for updates to the by-laws, policies & procedures and board handbook of the association and provide parliamentary guidance when needed.

#### MEMBERSHIP SERVICES COMMITTEE:

This committee will oversee the clerk of the year award, work with the Immediate Past President to recognize members who have achieved milestones in government service including recognition of clerks who receive their CMC and MMC certifications, and offer membership to all retired clerks and others who have left the position. They will assign mentors to all new members/clerks and the chair of this committee shall introduce new members at the annual business meeting. This committee shall conduct an annual membership drive. Cards are to be sent in the event of serious illness, death in the immediate family, retirement and other events of significance.

#### PROFESSIONAL DEVELOPMENT COMMITTEE:

This committee will work with the university to plan education programming and administer any scholarships.

#### WAYS AND MEANS COMMITTEE:

This committee will work in cooperation with the treasurer to create an annual budget for the association, be responsible for the sale of OMCA merchandise, conduct an annual audit and oversee all fundraising efforts.

#### **Section 8. Elections.**

The election of the officers and new board members shall take place at the annual business meeting held at a time and place established by the Executive Committee. To be eligible for election as an officer, a clerk shall have served a full term as a board member. To be eligible for election to the board, a clerk shall have at least 2 years' experience and have held membership in the association for at least 2 years. A letter of support from the appointing

authority will be submitted and qualifications will be verified.

If there is only one candidate for each office, election may be by a voice (which includes oral, standing, or raising of hands) vote. If nominations are made from the floor and all requirements met, including the letter of support from the municipality or village, or there is more than one candidate for a particular office, the president shall determine if the election will be handled by a voice (which includes oral, standing, or raising of hands) vote or by a written ballot.

If it is determined that a ballot vote will be used, the Administrative Committee will prepare, distribute, collect ballots and tally the votes.

The election of the officers and new board members will appear early in the business meeting agenda so that if a ballot vote is necessary, the Administrative Committee has time to run the election and announce results by the end of the business meeting.

## **CHAPTER 2 CLERK OF THE YEAR AWARD**

### **Section 1 – Nominations**

OMCA invites nominations for Clerk of the Year Award. Nominations may be made by OMCA members only, for OMCA members only. Candidates may be nominated more than one time, but awarded the designation one time only. One award will be made each year, if a candidate is nominated.

The Clerk being nominated must agree to the nomination prior to the nomination being submitted to the Committee.

### **Section 2 – Committee**

- a. Composition: The Membership Services shall consist of members appointed by the President. Four members shall include the last four Clerk of the Year recipients.
- b. The Chair of the Committee shall select the deadline for receipt of nominations. The committee shall publish guidelines, criteria and deadline for nominations in the fall newsletter and an e-blast will be sent out.
- c. It shall be the responsibility of the Committee to screen all applications. To confirm eligibility, the Chair will also notify the nominees to ask for additional information for the application. This may include activities and participation outside the Clerk profession, or within the Clerk profession, which the nominator may not have prior knowledge of.
- d. Ballots and biographies of each candidate shall be mailed to all OMCA members in good standing or notification by e-mail will be provided that the biographies and ballot are available on the website. The Chair of the Committee will select the deadline for the return of completed ballots. The return address of the OMCA member MUST appear on the envelope if the ballot is returned through the mail as proof of membership. Once notified by e-mail of the candidates for Clerk of the Year, on-line voting can be accomplished through the OMCA website. Only a final report of the total votes cast for each candidate will be made available to the committee.
- e. The Committee shall conduct the ballot count which will include the website report and any mailed ballots and prepare appropriate recognition (engraved plaque, press releases, pictures, etc.). A complimentary registration shall be awarded for the following year to the Clerk of the Year. The cost for preparation of the appropriate recognition for Clerk of the Year shall not exceed Two Hundred Fifty Dollars (\$250.00) excluding the complimentary registration fee. The Clerk of the Year Award shall be presented at the Ohio Municipal Clerks Association annual institute in July by the immediate past Clerk of the Year.
- f. The Chair of the Committee shall destroy the ballots for the Clerk of the Year Award immediately following ballot count. The Chair, or a member of the committee



designated by the Chair, shall notify the municipality or village and prepare press releases. The Chair, or a member of the committee designated by the Chair, shall also notify the OMCA Webmaster in order to update the Clerk of the Year page on the website. The chair, or a member of the committee designated by the chair, shall also notify OML and IIMC for inclusion in their publications.

**Section 3. Criteria For Selection of Candidates for Clerk of the Year**

The following criteria shall apply for selection of candidates for the Clerk of the Year award:

- a. At least five years experience as a Clerk of Council, Municipal Clerk, Deputy or Assistant Clerk, Clerk/Treasurer or Village Fiscal Officer.
- b. Demonstrates greater than average competence in the position.
- c. Active member in OMCA and regularly participates in OMCA activities.
- d. Demonstrates interest in improving professional and personal skills in the advancement of the profession.
- e. Contributes to the improvement of his/her community and is held in respect by community leaders.

## CHAPTER 3 CONFERENCES & MEETINGS

### **Section 1. OMCA Annual Institute And Business Meeting**

- a. President's Attendance. Basic registration shall be covered and a suite shall be provided for the current President of the OMCA. This may be used as the Hospitality Room for the event.
- b. Refunds. Registrations are refundable, in full, if requested fourteen days prior to the first full day of the Institute. The Executive Committee may review any refund request made less than fourteen days prior to the conference and on majority vote approve a refund if the Board considers the request to be for a valid reason.
- c. Door prizes. A door prize not to exceed \$250 shall be given at the end of the conference. One non-transferable complimentary registration to the following year's annual Institute will also be awarded. You must be present to win.
- d. Location. The annual Institute and business meeting shall follow a rotation schedule in order to provide for our annual Institute to be held in all areas of the state. The rotation schedule shall begin in 2010 in the central area and then rotate as follows: southwest area, central, northwest area, central, southeast area, central, northeast area and thereafter follow the same schedule.

### **Section 2. One Day & Athenian Dialogues:**

- a. President's Attendance. Basic registration shall be covered for the President or Vice President. If located more than 2 hours away, a hotel room will be provided for the President or Vice President.
- b. Refunds. Registrations are refundable, in full, if requested fourteen days prior to the session. The executive committee may review any refund request made less than fourteen days prior to the session and on majority vote approve a refund if the board considers the request to be for a valid reason.
- c. Location. The one day sessions and Athenian Dialogues will be held throughout the state.

### **Section 3. IIMC Conferences**

- a. **IIMC Annual Conference:**
  1. In order to promote his/her attendance at the IIMC Conference, basic registration for the OMCA President shall be paid by OMCA. Registration fees shall be paid as designated by IIMC and the cost for single lodging for standard single occupancy shall be paid to the hotel. The duration of the Conference shall be from the night preceding the opening ceremonies until checkout time the day after the banquet. Travel expenses will be paid for the least expensive method of travel to the IIMC Conference, and meals not covered by the registration may be reimbursed with receipts at IRS rates. In the event of cancellation, the President shall be responsible for paying all reimbursement to OMCA, including any penalties which may result. Final disposition of emergency situations will be determined by the Executive Committee
  2. Silent Auction: As a contribution to the IIMC Education Fund from the OMCA, an item(s), not to exceed \$200.00, shall be provided for the Silent Auction at the IIMC Conference. The President shall designate a member to make this purchase.

Any increase in this expenditure shall be approved by a majority vote of the Executive Committee.

3. Representative of Annual Institute: In order to promote attendance at the IIMC Conference, the Executive Committee shall designate a Kent State Institute representative who shall be reimbursed up to \$750 for Conference expenses.

**b. IIMC Region V Conference:** In order to promote attendance at the Region V meeting, basic registration for the current President shall be paid by OMCA and the cost of single lodging for standard single occupancy for the duration of the Region V meeting shall be paid to the hotel. In the event of cancellation, the President shall be responsible for paying for all reimbursement to OMCA, including any penalties which may result. Final disposition of emergency situations will be determined by the Executive Committee.

**CHAPTER 4**  
**RECORDS RETENTION**

Before passing on records to the succeeding officer, each officer shall review records held by them. Records, which are of a historical or legal nature, but not necessary for the current operation of their function, shall be forwarded to the historian. The historian shall review these files and dispose of them in an approved manner after receiving approval of the Executive Committee, or forward them to the Ohio Municipal League for storage. A record of the files kept in storage shall be a part of the records kept by the historian.

The approved manner for disposal shall be shredding. Records Retention Schedules shall be as follows:

Bank Statements (with corresponding Invoices, receipts and checks)	10 Years
Board Agendas	5 Years
Bonds	Until Superseded
By Law Changes	15 Years
Certificates and Resolutions	Permanent
Clerk of the Year Recipient List	Permanent
Clerk's Manual	Until Superseded
Committee Reports	5 Years
Conference Programs & Materials	5 Years
Contracts/memorandums of understanding	2 years after expiration
Correspondence	5 Years
CMC/AAE/MMA/MMC Letters	5 Years
Federal Tax Exemption Filing Papers	Permanent
Financial Reports	20 Years
History of Officers	Permanent
Honorary Member Lists	15 Years
Ledger Books	10 Years
Membership Applications	5 Years
Membership Rosters	10 Years
Minute Minders	1 Copy Permanent
Minutes	Permanent
Miscellaneous Information	Until no longer of value
Policies and Procedures	5 Years
Region Maps	10 Years
Scholarship Applications	3 Years
Scrapbooks	Permanent
2003 IIMC Conference	10 years
25 Year Service Lists	10 Years

## **CHAPTER 5 MISCELLANEOUS PROVISIONS**

### **BOARD HANDBOOK:**

A board handbook will be updated as necessary and adopted by the executive committee.

### **CLERK'S MANUAL:**

Clerk's manuals are available upon request made to the Ohio Municipal League (OML). Each municipality which is a member of the OMCA is entitled to one copy of the manual free of charge for each member and one shall be distributed to each new member municipality. The manual is also available on the members' only section of the OMCA website.

### **MEMBERSHIP DIRECTORY:**

Said membership directory is available on the website.

### **MEMORIAL CONTRIBUTIONS:**

In the event of the death of a member Clerk of the OMCA, active or retired, a memorial contribution of \$100.00 shall be made in the Clerk's memory toward OMCA scholarships. A letter notifying the family of the donation shall be sent by the treasurer. A letter to the City/Village Manager or City/Village Council of the Clerk's City/Village shall also be sent by the treasurer advising of the donation.

In the event of the death of an Executive Officer, IIMC Region V Director, or Executive Director of the IIMC, a memorial contribution of \$100.00 shall be made in the Clerk's memory to the IIMC Scholarship Fund. A letter notifying the family of the donation shall be sent by the treasurer. A letter to the City/Village Manager or City/Village Council of the Clerk's City/Village shall also be sent by the treasurer advising of the donation.

### **OMCA SCHOLARSHIPS:**

OMCA scholarships may be established by the Executive Committee to aid Clerks who are unable, through their home municipality, to finance their attendance in the annual Institute for Municipal Clerks. Scholarship funds may also be used for the IIMC annual conference, Region V and study abroad programs sponsored by IIMC. The Board may also designate other training that would be eligible for scholarships. Sufficient notice (at least 3 months) must be made to all members that scholarships are available for these other purposes. Specific criteria for each conference may be established by the Professional Development Committee and approved by the Executive Committee. Scholarships shall cover a full registration. Room, travel and expenses are the responsibility of the clerk. Limited funds shall be made available from the Association and contributions may be received from other sources. The Executive Committee shall allocate at the January board meeting the amount of funds available for that year. By the processing of applications, the Professional Development Committee shall determine the manner in which these funds shall be distributed.

### **ORIENTATION:**

All executive committee members and committee chairs are required to attend the orientation session at the annual institute.

**POLICY & PROCEDURE CHANGES:**

Recommendations for changes to the policies and procedures shall be made to the Executive Committee by the Legislative Review Committee. Changes can be voted on at any board meeting held throughout the year.

**STRATEGIC PLAN:**

The Executive Committee will hold a strategic planning session every three (3) years with the first one being held in 2014. The current President will coordinate the meeting at which the Executive Committee will review and update the existing strategic plan and set new goals as necessary. The final strategic plan will be presented to the executive committee for adoption.

**CHAPTER 6**  
**DUES**

**Section 1. Dues**

Membership dues in the Association are for the fiscal year. Said dues and charges shall be in force until changed by action of the Executive Committee. Current dues effective June 1, 2008 are:

a. Full Member	\$45.00
b. Associate Member	\$30.00
c. Retired Past President	\$ 0.00
d. Retired Member	\$ 30.00

## CHAPTER 7

### OHIO MUNICIPAL CLERKS ASSOCIATION EXECUTIVE COMMITTEE

1. Four Executive Committee meetings are scheduled per year - January, April, July, and October. Said meetings are scheduled by the President.
2. All board members are required to attend the Executive Committee meetings. Board members and committee chairs must attend the Executive Committee orientation meeting held during the annual institute.
3. If you are unable to attend an Executive Committee meeting, you must provide written notice to the President 5 days prior to the meetings. The notice must include the reason for your absence. Emergency situations will be considered and the 5 days may be waived by the Executive Committee.
4. Failure to contact the President will result in an unexcused absence. Unexcused absences during your term shall result in automatic removal from the Executive Committee. Work commitments may not be considered as an excused absence.
5. Board members make their own reservations for overnight accommodation, if necessary, and are responsible for payment. Information is sent with the meeting notice.
6. Only officers and elected board members may make a motion or vote on a motion. Committee chairs and members, unless elected board members, cannot vote. Past Presidents, except the Immediate Past President, do not vote.
7. All reports must be sent to the President, at a date to be determined by the President, in order to allow time to create and distribute the agenda packet for the Executive Committee meeting. If you have a report to give and you cannot attend the meeting advise the President that a committee member will be present or the report can stand as written.
8. Committee chairs or their designee attend the Board meetings, if their committee business is active. Committee members are not required to attend.
9. Dress – business casual.
10. Meeting begins at 10:00 a.m. The meeting usually lasts until 12:30 p.m. However, if a lot of business needs to be covered, the meeting could run longer. A lunch and/or a continental breakfast may be provided as determined by the president. Expenses for food may not exceed \$300.
11. All board members should be familiar with the By-Laws, the Policies and Procedures, the Board Handbook, and the Strategic Plan of the OMCA. If you do not have a current copy contact the Chair of the Legislative Review Committee. Both the current version of the by-laws and the policies and procedures are available on the website.



## **CHAPTER 8 IIMC BOARD OF DIRECTORS REPRESENTATION**

Representation on the IIMC Board of Directors consists of 2 members from each region. Ohio is in Region V which consists of Indiana, Kentucky, Michigan, Ohio, and Tennessee. A director's term is 3 years. A candidate's name must be submitted to IIMC in January of the year a new director will be elected and take office.

In May, 2006, new by-laws were adopted by the membership of Region V relating to the Director positions. They will be rotated and elected as follows:

One Director: Michigan and Ohio alternate. (First term of new by-laws: Michigan appointment in May, 2006; then Ohio).

One Director: Indiana, Kentucky and Tennessee rotate (First term of new Bylaws: Indiana appointment in May of 2007, then Kentucky; then Tennessee).

During the term of office for an Ohio Director, the OMCA shall provide informal financial support to help defray expenses which should be shared by the two Directors. These expenses shall include operating supplies and postage for mailing. Any other expenses would be subject to majority approval of the Executive Board.

### **PROCEDURE FOR OHIO REPRESENTATIVE SERVING AS MEMBER OF IIMC BOARD OF DIRECTORS FROM REGION V:**

For each year that Ohio is eligible for a director position, the following procedure will be used to nominate and present a candidate to the Region V membership for confirmation; with subsequent submission to the IIMC.

The OMCA Executive Committee shall announce that qualified OMCA members may seek nomination for the IIMC Region V Director position. The Executive Committee shall provide the membership with the list of qualifications, filing instructions, and the deadline for submission.

Notice of same shall be e-mailed on the OMCA listserv and posted on the OMCA website, with all pertinent information included by the Association webmaster. Notice of same shall be printed, with all pertinent information included, in the Minute Minders.

A letter of interest, resume of qualifications and a 2" x 2" photo must be postmarked and submitted to the OMCA Executive Committee, to the location designated in the notifications, no later than February 1<sup>st</sup> of the year of the announcement.

Upon receipt of the materials from any interested person, but no later than February 15th, the OMCA Executive Committee shall appoint a Region V Directors Committee consisting of the Vice President, Immediate Past President, and a past Region V Director or retired clerk. This committee shall review all application packets for accuracy and compliance of

qualifications.

1. If only one individual files for candidacy and all qualifications are met, he/she shall be deemed as the official nominee as the next Region V Director and shall be presented to the Region V membership. If confirmed by the Region V membership the candidate is presented to the IIMC as the next Region V candidate by the deadline stipulated. If no Region V meeting is held an online vote shall be conducted by the current region directors. This candidate shall take office in May of the following year.
2. If more than one person shall file a letter of interest and meet the qualifications, the OMCA must conduct an election for all qualified candidates. This election shall be done by mail with ballots mailed to all voting members of the OMCA. Ballots shall be mailed no later than March 1. The official ballot shall list the names of each qualified candidate and a brief bio and shall stipulate instructions on how to vote; where to return the ballot; and the ballot return deadline. The ballot deadline shall be postmarked no later than March 30. It shall be noted on the ballot that additional candidate information, including candidate's photos, can be found on the OMCA website. The OMCA webmaster shall post all resumes, bio's and any other information requested of the candidates by the OMCA Board. If a voting member does not have access to a computer, this information shall be provided to that member upon request. Ballots must be mailed with some type of identifying mark(s) so that it may be determined to be an original and legal ballot (numbered, watermark, etc.)

All returned ballots shall be counted by the appropriate persons/committee within 7 days of the deadline for returning ballots. The person with the most votes shall be deemed elected by the Clerks of Ohio. In case of a tie vote, the affected candidates shall meet with the Executive Committee to determine a winner.

The successful candidate shall be the Ohio nominee for the Region V Director position and shall be presented to the Region V members at the annual region meeting for confirmation. If confirmed at this meeting, the candidate's name shall be submitted to IIMC with official notification that this person has been selected by the members of Region V to serve as their next Director, to take office in May at the next annual IIMC conference. If no Region V meeting is held an online vote shall be conducted by the current region directors. Notification to IIMC shall be done by the OMCA President prior to the deadline for these submissions as established by the IIMC.

### **QUALIFICATIONS FOR OHIO REPRESENTATIVE SERVING AS MEMBER OF IIMC BOARD OF DIRECTORS FROM REGION V:**

The following qualifications to be considered for IIMC Region Director are established for an Ohio clerk who wishes to pursue this position:

1. Must be a member in good standing of the OMCA.
2. Must have been an OMCA board member and completed your term of office on the OMCA Board prior to taking the oath for the Region V Director position.
3. Must meet all criteria for Region V Director as established by the IIMC.
4. Must have attended a minimum of three (3) IIMC annual conferences within the last six

- (6) years.
5. Must have participated on an IIMC Committee for a minimum of two (2) years.
  6. Must have attended a minimum of four (4) OMCA annual Institutes.
  7. Must have participated on an OMCA Committee for at least two (2) years.
  8. Must be a Clerk in IIMC Region V for a minimum of four (4) years.
  9. Certified Municipal Clerk certification or the pursuit thereof, is desirable but not required.