

POLICIES AND PROCEDURES

**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, Amended 04/20/2017, Amended 01/18/2018, Amended 04/19/2018, Amended 01/17/2019, Amended 10/14/2021, Amended 4/14/2022

POLICIES AND PROCEDURES  
OHIO MUNICIPAL CLERKS ASSOCIATION (OMCA)

CHAPTER 1  
EXECUTIVE COMMITTEE

A. **Executive Committee**

1. The Executive Committee of the organization shall consist of the Officers and the Board of Directors. All Past Presidents of the Association who are in good standing, except for Immediate Past President, shall be non-voting members of the Executive Committee. When deemed necessary, the Executive Committee may appoint an administrator to assist in the handling of the affairs of the association. The Executive Committee shall exercise such powers and control as are usually exercised by governing boards and shall, in the interim between meetings of the association, have control of the affairs of the association with power to act in its behalf. A majority of the Executive Committee shall constitute a quorum for the transaction of business. (Article VI, Section 1)
  
2. The Officers of this Association shall consist of President, Vice-President, Secretary, Treasurer, and Immediate Past President. All Officers shall have served on the Board of Directors for a full term. The Vice President, Secretary and Treasurer will be elected as stated in ARTICLE VII Section 4 of the By-Laws. The Vice President will be elected for an ascending three (3) year term – Vice President, to President, to Immediate Past President. The Secretary and Treasurer will be elected to serve three (3) year terms. (Article VI, Section 2)(Amended 10/14/2021)

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3. In addition to the above Officers, 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).

**B. Term of Office**

1. All members of the Executive Committee shall be active members in good standing with the Ohio Municipal Clerks Association, and shall have at least two years' experience in active service. The member must have a clear understanding of time involved, and be willing to devote the time necessary to accomplish the goals of the Association. A full term for each Board of Director shall be three years, commencing January 1 each calendar year through December 31. 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. (*Amended 10/14/2021*)
2. No Officer or Director shall be eligible for more than one successive full term in the same office. No elected Officer or Director shall hold office for more than 90 days after he/she ceases to be an Officer of a municipality, except in the case of retirement from public office, the Executive Committee member may serve until the end of his/her term of the Association office. (Article VI, Section 4).

**C. Elections**

SEE BY-LAWS ARTICLE VII, Section 4

(*Amended 10/14/2021*)

**D. Vacancies**

In the event of a vacancy in any office, except Immediate Past President, 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 (to finish out the unexpired term and also complete their term) and a new Vice President shall be appointed. Vacancies on the Board of Directors shall be filled by appointment by the Executive Committee.

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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. All vacancy appointments shall be for the remainder of the unexpired term. (Article VI, Section 5)(*Amended 10/14/2021*)

### E. Duties

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

1. Attend as many state academy sessions as feasible.
2. Schedule and attend all special meetings.
3. Hold a strategic planning session every 3 years. (*Amended 4-14-2022*)
4. Setting regular membership dues for all levels of membership in the Association per fiscal year.
5. Review membership in good standing and acceptance or rejection of applications for membership in the Association.
6. Controlling the affairs of the Association, with power to act on its behalf in the interim periods between meetings.
7. Filling vacancies on the Executive Committee, in accordance with the procedures set forth in the By-Laws and Policies & Procedures of the Association.
8. Welcome new members to the Association and explain benefits available as active members.
9. Listen to suggestions and complaints from members of the Association and report them to the Committee.
10. Represent fellow Clerks throughout the State and maintain a high degree of professionalism in setting an example for fellow Clerks.
11. Encourage attendance at all educational opportunities.
12. Exercise such powers as are normally exercised by governing boards.
13. Consider the purpose of the Association, its responsibilities and its benefits to all members.
14. 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.
15. When deemed necessary, consider the appointment of an administrator and/or Parliamentarian for the Association.

**F. 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.

**1. The President shall:**

- a. Attend all meetings and preside at all meetings of the Association and the Executive Committee from January 1 following elections until December 31 of the same year. *(Amended 10/14/2021)*
- b. Supervise all activities of the Association.
- e—Coordinate a strategic planning session to be held every 3 years. *(Amended 4/14/2022)*
- d. Set meeting dates in agreement with Executive Committee, which shall include the annual meeting to be held in conjunction with the Annual Institute and Executive Committee meetings, as necessary.
- e. Appoint the standing committees, along with any other committees as deemed necessary to accomplish the objectives and functions of the Association.
- f. Serve as ex-officio member of all committees.
- g. Be empowered to sign checks for the Association.
- h. Keep the Vice President fully informed regarding the activities of the Association.
- i. Supply information for the Association newsletter.

**2. The Vice-President shall:**

- a. Attend all meetings of the Executive Committee and Association and assist the President in the discharge of the duties of the Office of President.
- b. Serve as President in the absence or disability of the President.

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- c. Perform such other duties as the President or Executive Committee may direct.
- d. Coordinate at least four publications per calendar year of the Association newsletter.
- e. Be responsible for sending copies of the Association newsletter to the IIMC Region V Directors.

**3. The Secretary shall:**

- a. Attend all meetings of the Executive Committee and the Association.
- b. Keep the official record of all proceedings at the annual business meeting and all meetings of the Executive Committee, and prepare minutes for distribution.
- c. Be responsible for distributing draft minutes of annual meetings to the general membership, at least one month prior to the annual business meeting on the association website.
- d. Maintain the original copies of all contracts and memorandums of understanding in accordance with the approved records retention schedule.
- e. Maintain all minutes in chronological order, with related documents attached, in a permanent book form, to be forwarded to each succeeding Secretary.
- f. 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.
- g. Perform such other duties as may be requested or assigned by the Executive Committee.
- h. Assist the succeeding Secretary by delivering all items up to date and in order at the end of the term of office.

**4. The Treasurer shall:**

- a. Attend all meetings of the Executive Committee and the Association.
- b. Be bonded for a minimum of \$50,000.

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- c. Prepare an annual budget to be submitted for the October Executive Committee Meeting. (*Amended 10/14/2021*)
  - d. 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.
  - e. 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.
  - f. Deposit all funds in the bank and disperse checks, with appropriate authority and documentation, in a timely manner, accompanied by appropriate correspondence when necessary.
  - g. Obtain the form, “Resolution for Unincorporated Organization or Association” for execution by the Officers of the Association when required.
  - h. Determine the best investment of the Association funds and make the necessary transactions as approved by the Executive Committee.
  - i. Maintain the Federal identification number for the Association.
  - j. Prepare all items for the annual audit and transition to the succeeding Treasurer in the transfer of all accounts. This includes coordinating the filing of new signature cards for the following terms.
  - k. 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.
  - l. Assistant Treasurer
  - m. An Assistant Treasurer shall be appointed by the Executive Committee at the meeting held in July of each year. The Assistant Treasurer shall be available to attend meetings of the Executive Committee in the event the Treasurer is unable to attend. The Assistant Treasurer shall be a non-elected position and shall have no voting powers on the Executive Committee.
5. The Immediate Past President shall:
- a. Assist the President as requested.

- b. 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.

### **G. 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:** (See Appendix A)

This committee will oversee and monitor the strategic plan, prepare the slate for open positions, administer the elections for Officers and Board Members and manage the records of the association in accordance with the adopted records retention policy. This committee will conduct an orientation for Executive Committee Members and Committee Chairs in conjunction with the incoming President; (*Amended 4/14/2022*)

Provide each attendee with a binder that includes the bylaws, policies and procedures, strategic plan, vision & mission statements, Board Handbook, organizational chart and other documents deemed necessary.

#### **COMMUNICATIONS COMMITTEE:** (See Appendix B)

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.

#### **SOCIAL MEDIA AND ADMINISTRATIVE USAGE:**

OMCA believes in the transparency of information sharing on various social media platforms. As such it is necessary for the Association to protect its message and brand when presenting itself while using social media. The forms of social media or technology referred to in this policy include but are not limited to Facebook, the Association's website, LinkedIn, Twitter, YouTube, SnapChat, Instagram and any other platforms yet to be determined and used by the Association.

This policy outlines the appropriate use of social media as it relates to the Ohio Municipal Clerks Association. This policy is intended to provide a framework for use of the OMCA social media platforms as part of the duties/responsibilities of committee members as

authorized by the Association President.

Committee members authorized to publish content on the Association's various social media platforms are expected to adhere to the highest ethical standards when promoting OMCA. Authorized persons shall strive to post honest and accurate information when posting Association news or information. When using social media, the Association will adhere to all applicable Federal and State laws regarding regulations and policies. This includes all copyright laws, public record laws, retention laws, and any and all other laws that might apply to the Association.

All persons authorized to post information to the OMCA website and/or social media accounts understand and agree that the content and followers belong exclusively to OMCA; and that upon request the committee member must provide the OMCA President or designee with any necessary information to log into an OMCA maintained website or social media account. No committee member, OMCA President or designee may create an official OMCA account or change a password. This is the sole responsibility of OMCA's Communications Committee Chair with consultation of the Association's President.

Upon separation of service on the Communications Committee or no longer recognized on the OMCA Executive Committee, Administrators rights and permissions will be immediately revoked. At which time it would be prudent for the Chair of the Communications Committee to create new passwords and provide to the President.

**LEGISLATIVE REVIEW COMMITTEE:** (See Appendix C)

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 administer elections for By-Law Amendments and provide parliamentary guidance when needed. (*Amended 4/14/2022*)

**MEMBERSHIP SERVICES COMMITTEE:** (See Appendix D)

This committee will 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. 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. The chair, along with the last four (4) Clerk of the Year recipients will oversee the Clerk of the Year award. This shall be the Clerk of the Year Subcommittee.



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### **PROFESSIONAL DEVELOPMENT COMMITTEE: (See Appendix E)**

This committee will work with the university to plan education programming and administer any scholarships in conjunction with the approved budget for the fiscal year.

### **WAYS AND MEANS COMMITTEE: (See Appendix F)**

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.

## CHAPTER 2 CLERK OF THE YEAR AWARD

### A. 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.

### B. Committee

- a. **Composition:** The Clerk of the Year Committee shall be a subcommittee of the Member Services Committee and consist of the Chair of the Membership Services Committee and 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 winter newsletter and subsequently e-mailed to the membership as needed.
- 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 available in the Member Tools section of the OMCA website. The Chair of the Committee will select the deadline for the ~~return~~ submission of completed ballots as determined by Appendix D, Membership Services Committee. 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 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 all ballots for the Clerk of the Year Award immediately following the 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.

**C. 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 of experience as a Clerk of Council, Municipal Clerk, Deputy or Assistant Clerk, Clerk/Treasurer or Village Fiscal Officer.
  - b.—Is a current full member of OMCA in good standing for the previous two fiscal years.
  - c. Is Active member in OMCA and regularly participated in OMCA activities in the previous 3 years.
  - d.—Holds a CMC or MMC Certification.
1. On a separate sheet, provide a brief summary of why you are nominating this clerk.

*(Amended 4-14-2022)*

## CHAPTER 3 CONFERENCES AND MEETINGS

### A. One Day & Athenian Dialogues

1. President's Attendance. Basic registration shall be covered for the President or Vice President. Accommodations shall be provided as established in Chapter 3 Section D of these Policies and Procedures.
2. Refunds. Registrations are refundable, in full, if requested fourteen (14) days prior to the session. The Executive Committee may review any refund request made less than fourteen (14) days prior to the session and on a majority vote approve a refund if the Board considers the request to be for a valid reason.
3. Location. The one day sessions and Athenian Dialogues will be held throughout the state.

### B. IIMC Conferences

1. IIMC Annual Conference
  - a. 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.
  - b. 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. An increase in this expenditure shall be approved by a majority vote of the Executive Committee.
  - c. Representative of Annual Conference: In order to promote attendance at the IIMC Conference, the Executive Committee shall designate a Kent State Institute representative who shall be reimbursed according to the MOU.

## 2. IIMC Region V Conference

- a. 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.

### C. OMCA TRAVEL AND CREDIT CARD USAGE POLICY

The following regulations shall apply to any OMCA Officers (generally the OMCA President; unless otherwise approved by the OMCA Board) attending training programs, meetings, seminars or conferences related to their duties and paid for by OMCA. OMCA Officers traveling at OMCA expense are expected to exercise the same care in incurring expenses that a prudent person would exercise traveling on personal business and expending personal funds. Excess costs, indirect travel routes, luxury accommodations, and unnecessary services are not acceptable and OMCA Officers will be held responsible for costs and additional expenses incurred for personal preference or convenience.

#### 1. POLICY AND PROCEDURE

- a. Attendance at meetings, conferences, seminars and training programs which require expenses covered by this policy must be approved in advance by the OMCA Board using the OMCA Travel Expense Report. The OMCA Treasurer must be notified of the OMCA Board's approval prior to the OMCA Officer registering for any meeting, conference, seminar or training, or obligating OMCA to any travel related expenses (lodging, airfare, etc.) to ensure adequate funds are available to cover the expenses. The OMCA Board must approve the travel for any OMCA Officer that involves an overnight stay or out-of-state travel. Once travel expenses are approved in accordance with this policy, the OMCA Officer may utilize the OMCA credit card for payment of these expenses or the OMCA Officer may pay for these expenses personally and seek reimbursement from the OMCA Treasurer for these expenses.
- b. The total applicable per diem allotment will be pro-rated based on the IRS Per Diem Rates, using the high-low substantiation method for the applicable federal fiscal year as follows:
  - ⌚ 20% for breakfast (a continental breakfast is not a meal)
  - ⌚ 30% for lunch
  - ⌚ 50% for dinner

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Payment of gratuity will be limited to 15% of the total meal cost. If there are meal(s) included with a registration, these meal(s) will be covered with the registration and no additional allotment will be provided.

- c. Payment for mileage for travel of 100 miles or more round-trip by an OMCA Officer for any OMCA-related meeting, conference, seminar or training approved by the OMCA Board will be determined using MapQuest from the starting point to the meeting, conference, seminar or training and back to the return point. OMCA will not provide any payment for mileage for travel of less than 100 miles round-trip by an OMCA Officer for any OMCA-related meeting, conference, seminar or training.
- d. Payment or reimbursement for airfare for out-of-state travel by an OMCA Officer for any IIMC-related meeting, conference, seminar or training approved by the OMCA Board shall be based on what is a normal and reasonable fare for the destination. If an OMCA Officer opts to travel by car to and from the destination rather than travel by air, payment of mileage for the travel will be limited to the actual cost of the mileage for the travel or the average cost of three airfares to the destination at least sixty days in advance of the travel; whichever is the lesser amount.
- e. Lodging expenses will be based on what are normal and reasonable costs for the area. Proximity to the conference, seminar, training, or meeting area will be taken into account in determining appropriate lodging expenses. The final approval of lodging expenses is at the discretion of the OMCA Board. OMCA will not provide any payment for lodging expenses for travel of less than 200 miles round-trip by an OMCA Officer for any OMCA-related meeting, conference, seminar or training (except for any multi-day OMCA-related meeting, conference, seminar or training).
- f. All receipts for expenses paid with the OMCA credit card or expenses personally incurred by the OMCA Officer for reimbursement shall be submitted to the OMCA Treasurer for processing. Any expenses incurred with the OMCA credit card in excess of the approved amounts set forth in this policy and approved by the OMCA Board shall be paid back to OMCA by the OMCA Officer. Any expenses personally incurred by the OMCA Officer submitted for reimbursement will be limited to reimbursement of the approved amounts set forth in this policy and approved by the OMCA Board.
- g. Specifically prohibited are expenses or reimbursements for purchases of personal items, alcoholic beverages and entertainment, such as in-room movies, or a social or athletic activity not included as part of a seminar/conference registration fee.

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Also prohibited are expenses or reimbursements for expenses of any other individuals who accompany an OMCA Officer during the approved travel.

**D. SPEAKER TRAVEL AND HONORARIA GUIDELINES**

1. Speaker and lecturer fees and honoraria are negotiable consistent with the budget and customary practices.
2. Travel expenses for a one-day speaker shall be computed as follows: (1) travel expenses (see Travel Policy); (2) one night's hotel room rental; and (3) waiver of seminar registration fees.
3. Travel expenses for a two-day speaker shall be computed as follows: (1) travel expenses (see Travel Policy); (2) up-to but not exceeding two night's hotel room rental; and (3) waiver of seminar registration fees.
4. City secretaries or municipal clerks participating as major seminar lecturers or speakers for one or two full days (One Day Academies or Athenian Dialogues) may be reimbursed for travel and lodging (see Travel Policy) and have seminar registration waived or partially waived. OMCA will not reimburse for travel of less than 100 miles round trip per MapQuest from starting point to the destination.
5. City secretaries or municipal clerks participating as session conveners which includes introducing the speakers, watching so presenters do not go over time and facilitating question and answer sessions or panel members or panel chairs which includes people chosen to give advice or comments and are considered as contributing field professionals with no costs waived or expenses paid.

**CHAPTER 4  
RECORDS RETENTION**

Before passing 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 Schedule shall be as follows: *(Amended April 2022)*

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	Until superseded <i>(Amended 4-14-2022)</i>
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 Members 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	Until superseded <i>(Amended 4-14-2022)</i>
Scholarship Applications	3 Years
Scrapbooks	Permanent
2003 IIMC Conference	10 Years



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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.

**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 OMCA and IIMC educational opportunities at the discretion of the Professional Development Committee and the Executive Committee. 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. 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. *(Amended 4/14/2022)*

**POLICY & PROCEDURE CHANGES:**



## POLICIES AND PROCEDURES

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. 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. (*Amended 4/14/2022*)

**CHAPTER 6  
DUES**

**A. Dues**

Membership dues in the Association are for the calendar year commencing January 1, 2018. Municipalities in good standing on July 31, 2017, will be awarded five (5) months free membership through December 31, 2017. Said dues and charges shall be in force until changed by action of the Executive Committee. Current dues effective January 1, 2018, are:

a. Full Member	\$55.00
b. Associate Member	40.00
c. Retired Past President	0.00
d. Retired Member	30.00

Attendance by non-members of the Ohio Municipal Clerks Association shall be charged an additional \$25.00 over and above the member fee for Athenians and One-Day Academies.

Attendance by non-members of the Ohio Municipal Clerks Association shall be charged an additional \$100.00 over and above the member fee to the Annual Institute.

A late fee of \$15.00 shall be added to membership dues and shall be assessed to any membership renewal request received after March 1st. (est. April 19, 2018)

**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. When lasting through the lunch hours, lunch will be provided at the expense of the OMCA. In addition, there shall be an Annual Orientation Meeting. (*Amended 4-14-2022*)
2. The Executive Committee may act between regular meetings on any matter that needs immediate attention via teleconference, video conference, and/or group email. Actions of the Executive Committee shall be reported at the next regular Executive Committee meeting for ratification and record purposes.
3. All Executive Committee members are required to attend the Executive Committee meetings and all Executive Committee members and Committee Chairs are required to attend the annual orientation meeting as set forth in Item 1 above
4. Regular attendance at all Executive Committee meetings, including the annual meeting of the Association at the Annual Institute and the Orientation Meeting, is required. Three (3) absences during the full term shall result in the immediate removal from the Executive Committee. If fulfilling an unexpired term, one (1) absence per year left in the term, or part thereof, shall also result in the immediate removal from the Executive Committee. The President must be notified five days prior to the meeting an absence to ensure a quorum will be present for the meeting. Notification can be via email, text, or telephone. It is the Executive Committee member's responsibility to receive confirmation of this absence from the President.
5. Board Members make their own reservations for overnight accommodations, 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.



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- 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. Meetings begin at 10:00am. The meeting usually last until 12:30pm, 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 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 Policies and Procedures are available on the website.**

## CHAPTER 8 IIMC BOARD OF DIRECTORS REPRESENTATION

Representation on the IIMC Board of Directors consists of two (2) members from each region. Ohio is in Region V which consists of Indiana, Kentucky, Michigan, Ohio and Tennessee. A director's term is three (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 October 2014, new By-Laws were adopted by the membership of Region V relating to the Director positions. They will be rotated and elected as follows:

The selection of the IIMC Region V Director will be in alphabetical rotation with all five states in order beginning with Indiana in 2016 followed by Kentucky, Michigan, Ohio and 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 (2) 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 SERVICE 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 the 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 1st of the year of the announcement.

**POLICIES AND PROCEDURES**

Upon receipt of the materials from any interested person, no later than February 15th, the OMCA Executive Committee shall appoint a Region V Directors Committee consisting of the Vice President, Immediate Past President, 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 (1) 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, and 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 via a third party voting/survey system. The official ballot shall list the names of each qualified candidate and a brief bio and shall stipulate instructions on how to vote; and the ballot return deadlines. 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.
3. Must have completed their term on the OMCA Executive Committee or be completing their obligations on the OMCA Executive Committee the same year in which they are taking the oath for the Region V Director position. (i.e. if you will be sworn in for Region Director in May 2020, you must have completed your commitment on the Executive Committee by that date, or your term on the Executive Committee is ending on July 31, 2020.) Allows for a two (2) month overlap because of the contradictory fiscal years.
4. All returned ballots shall be counted by the appropriate persons/committee within seven (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



## POLICIES AND PROCEDURES

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 SERVICE 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 pursuit thereof, is desirable but not required.