



DEFINITIONS AND QUICK REFERENCE

DEFINITIONS AND QUICK REFERENCE OHIO MUNICIPAL CLERKS ASSOCIATION (OMCA)

Adopted 04/18/2019
Amended: 07/12/2026

Active Service

Currently employed by a public entity in a position that meets the requirements of an OMCA Full Member. (Article III, Section 3).

Appointed

Selected or designated by the Executive Committee to fill an Officer or Director position.

Board of 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. (Article VI, Section 3).

By-Laws

A rule or law established by OMCA to regulate itself, as allowed or provided for by the membership.

Consecutive

Without interruption in service or membership; provided, however, that any separation or lapse of less than one (1) year or less shall not be deemed a break in continuity.

Elected

Having run for an Officer or a Director 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 Director shall be three (3) years, commencing January 1 each calendar year through December 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.



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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 (Article III, Section 3).

In Good Standing

Having paid your Association dues for the present calendar year. Each annual payment of membership dues shall constitute one year of membership.

Officer

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

Policies And Procedures

Principles, rules, and guidelines adopted by the Executive Committee 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.

Qualified Member to Run for Director

All Directors shall be Clerks with at least two (2) years of experience in active service as a Clerk and have held membership in the Association for at least two (2) years. The required two (2) years of active service experience shall be continuous, and the two (2) years of membership in the Association shall be consecutive membership years. However, a separation or lapse of one (1) year or less shall not be considered a break in service or non-member status. Full payment of annual dues shall constitute one (1) full year of membership, regardless if the member separates from active service during that paid membership year.

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. In the event that no qualified candidates apply for an open Officer position, the Executive Committee may, upon approval by majority vote, waive the service requirements.

Quorum

A majority of the current members of the Executive Committee.



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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.