

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 01/15/2004, 10/04/2014, 7/20/2015, 04/20/2017, 01/18/2018, 04/19/2018, 01/17/2019, 10/14/2021, 04/21/2022, 02/28/2023, 04/13/2023, 10/19/2023, 07/14/2024, 10/01/2024, 10/17/2024, 04/17/2025, 10/16/2025, 01/15/2026, 04/16/2026)

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 and except for the 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*)

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 village and six city members on the Board of Directors) may be waived by the majority vote of the Executive Committee. The position of Director shall constitute a single office, irrespective of whether the Director is serving as a representative of a city or a village. All Directors shall be Clerks with at least two (2) years of experience in active service and have held membership in the Association for at least (2) two years (Article VI, Section 3). *(Amended 01/15/2026)*

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. *(Added 01/15/2026)*

B. Term of Office

1. All members of the Executive Committee shall be active members in good standing with the Ohio Municipal Clerks Association. The member must have a clear understanding of the time involved and be willing to devote the time necessary to accomplish the goals of the Association. A full term for each Director shall be three (3) 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 01/15/2026)*
2. No Officer or Director shall be eligible for more than one successive full term in the same office. Partial-term appointments shall not be considered in determining the number of successive terms served. No elected Officer or Director shall hold office for more than 90 days after they cease 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 their term of the Association office. (Article VI, Section 4) *(Amended 01/15/2026)*

C. Elections

The election of the Officers and the Board of Directors shall be conducted by electronic means and completed 30 days prior to the OMCA Annual Institute. The slate of candidates shall be furnished electronically to all members in good standing not less than 15 days prior to the start of the election. Electronic voting will remain open for seven (7) days.

If there is only one (1) candidate for each of the vacant Officer positions, no election is held and the candidate is declared elected. If there are two (2) or more candidates for each of the vacant Officer positions, the slate of candidates shall be conveyed to all members in good standing according to the timeline above.

Village Clerk candidates shall have the right of first priority to fill a Village Board seat, and City Clerk candidates shall have the right of first priority to fill a City Board seat. If, after accounting for priority candidates, there are only two (2) candidates for the two vacant Board of Directors positions (City or Village), no election is held and the candidates are declared elected. If there are three (3) or more Board of Directors candidates for the two vacant City or Village Board seats, the slate of candidates shall be conveyed to all members in good standing according to the timeline above. *(Amended 04/16/2026)*

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. 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 ten (10) years. *(Amended 10/17/2024)*
4. Setting regular membership dues for all levels of membership in the Association per fiscal year.
5. Review membership in good standing and the acceptance or rejection of applications for memberships 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 of the Executive Committee, in accordance with the procedures set forth in the By-Laws and Policies and 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, 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.
- c. Coordinate a strategic planning session to be held every ten (10) years. *(Amended 10/17/2024)*
- d. 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.
- 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.
- c. Perform such other duties as the President or Executive Committee may direct.
- d. Coordinate at least four (4) 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's 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, 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.
- i. Maintain and store the OMCA scrapbook and any other memorabilia.

4. The Treasurer shall:

- a. Attend all meetings of the Executive Committee and the Association.
- b. Be bonded for a minimum of \$50,000.
- c. Prepare an annual budget to be submitted for the October Executive Committee Meeting. (*Amended 04/13/2023*)
- 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.

Assistant Treasurer

- a. An Assistant Treasurer may be appointed by the Executive Committee. 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. *(Amended 04/13/2023)*

5. The Immediate Past President shall *(Amended 07/14/2024):*

- a. Assist the President as requested.

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, and provide each attendee with a binder that includes the By-Laws, Policies and Procedures, strategic plan, vision and mission statements, Board Handbook, organizational chart, and other documents deemed necessary. *(Amended 04/2022)*

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 the Institute 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,

Linked In, 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, administrator 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 to be provided 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 and Procedures, and Board Handbook of the Association, administer elections for By-Law Amendments and provide parliamentary guidance when needed. (*Amended 04/21/2022*)

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 oversee the mentorship program and 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 of this Committee will oversee the Clerk of the Year Award Selection Committee. (*Amended 07/14/2024*)

PROFESSIONAL DEVELOPMENT COMMITTEE (See Appendix “E”)

This Committee will work with the Institute Director 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.

OMCA REGION DIRECTOR

The Region Director shall conduct meetings of members of their OMCA region and encourage membership in OMCA. Directors shall set meeting dates and locations and contact all OMCA members in their region and reach out to non-members to join these meetings. Region meetings should be held and meet the needs of the members. A report of those meetings may be requested by the President. *(Added 4/13/2023)*

CHAPTER 2 CLERK OF THE YEAR AWARD

The Ohio Municipal Clerks Association takes pride in recognizing its members for their commitment to the Association and the municipal clerk profession. The most prestigious recognition given by the Association is the Clerk of the Year award. This award seeks to recognize a clerk who is engaged in the Association and exemplifies our mission to advance the municipal clerk profession through education, networking, and mentoring which establishes clerks as experts in their field and leaders in the communities they serve.

A. Eligibility *(Amended 10/17/2024)*

Nominees shall:

1. Be a full OMCA member as described in the OMCA By-Laws for at least seven (7) years.
2. Have not received this award in the past.

B. Nominations

Nominations shall:

1. Be solicited and accepted annually from OMCA members as described in the OMCA By-Laws.
2. Be submitted on the official “Ohio Municipal Clerks Association Clerk of the Year Nomination Form.”

C. Selection Committee

The Selection Committee shall consist of the preceding three (3) Clerk of the Year award recipients, and the immediate past recipient shall serve as chair and present the award. If unavailable, the Committee shall select another member to make the presentation. The chair of the Membership Committee shall oversee this Committee. *(Amended 07/14/2024)*

The Committee shall:

1. Publish nomination guidelines, criteria, and deadlines in the spring OMCA Minute Minders and through the OMCA e-mail tool.
2. Accept and review all nomination forms to verify eligibility. The Committee shall notify all qualifying nominees, obtain nominee biographies and additional information such as training certificates and a list of activities and participation within the clerk profession, of which the nominator may have no prior knowledge.
3. Use the OMCA Clerk of the Year Scoring Form to rank eligible nominees and determine the winner(s) by the highest points scored. In the event of a tie, a maximum of two (2) Clerk of the Year awards may be given per year.
4. For all nominees, notify in writing their Mayor/Council President and/or their City Manager, whichever the nominee deems appropriate.

5. Invite the award recipient's family and municipality/village representatives, and confirm their attendance at the OMCA Annual Institute Banquet where the Clerk of the Year recipient(s) will be revealed to the membership. One complimentary guest meal, per recipient, will be provided; all other invitees shall be responsible for the cost of their banquet meals.
6. Prepare appropriate recognitions (engraved plaque, press releases, photographs, etc.), not to exceed Two Hundred Fifty Dollars (\$250.00) per recipient.
7. Notify the award recipient(s), in writing, that they shall receive a complimentary Annual Institute registration for the following year.
8. Within two (2) weeks of the presentation of the Clerk of the Year award:
 - a. Prepare a press release announcing the recipient(s) to be shared with the municipality/village, appropriate media outlets, and the OMCA membership through the OMCA e-mail tool.
 - b. Update the Clerk of the Year page on the OMCA website.
 - c. Notify the Ohio Municipal League and the International Institute of Municipal Clerks for inclusion in their publications.
9. The scoring grid to be used by the Selection Committee is as follows (*Amended 10/17/2024*):

OMCA Clerk of the Year Scoring Form

The Ohio Municipal Clerks Association takes pride in recognizing its members for their commitment to the association and the clerk profession. The most prestigious award given by the association is the Clerk of the Year Award. This award seeks to recognize a clerk who is engaged in the association and exemplifies our mission to advance the municipal clerk profession through education, networking, and mentoring which establishes clerks as experts in their field and leaders in the communities they serve.

NOMINEE: _____ YEARS: _____

CATEGORY	MINIMUM	MAXIMUM	POINTS AWARDED	REQUIRED
Certifications and Designations:				
CMC*	10	N/A	0	Certificate
MMC*	20	N/A	0	Certificate
IIMC Athenian Fellow	5	N/A	0	Certificate
Registered Parliamentarian (RP)**	5	N/A	0	Certificate
NAP Member**	2	N/A	0	NAP Confirmation
* Points awarded for only one, CMC or MMC				
** Points awarded for only one, RP or NAP Member				
Comments: _____				
Service Roles:				
OMCA Committee Chair*	2 per Calendar Year	4	0	Letter from OMCA
OMCA Committee Member*	1 per Calendar Year	2	0	Letter from OMCA
OMCA Officer	2 per Calendar Year	12	0	Letter from OMCA
OMCA Board of Directors	1 per Calendar Year	4	0	Letter from OMCA
IIMC Region Director (3 Year Term)	1 per Term	1	0	Certificate
<i>No points awarded for partial years/terms</i>				
*Points awarded for only one, Chair or Member, unless serve on more than one Committee				
Comments: _____				
Instructor/Facilitator:				
OMCA Instructor	2 per Course	4	0	Sponsor Confirmation
Athenian Dialogue Facilitator	2 per Athenian	4	0	Sponsor Confirmation
Comments: _____				
Professional Development (preceding five (5) calendar years):				
OMCA One-Day Academy	2 per Academy	N/A	0	Certificate
OMCA Annual Institute	3 per Institute	N/A	0	Certificate
Partial Attendance	1 per Institute	N/A	0	Certificate
IIMC Annual Conference	3 per Conference	N/A	0	Certificate
Partial Attendance	1 per Conference	N/A	0	Certificate
New England Institute Webinar (OMCA Educational Partner)	1 per Webinar	N/A	0	Certificate
Comments: _____				
TOTAL POINTS EARNED =			0	

CHAPTER 3 CONFERENCES AND MEETINGS

A. OMCA Annual Institute and Business Meeting

1. 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.
2. Refunds. Registrations are refundable, in full, if requested 14 days prior to the session. The Executive Committee may review any refund request made less than 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. Door Prize. One non-transferrable complimentary registration to the following year's Annual Institute will be awarded. You must be present to win.
4. Location. The Annual Institute will be held throughout the state (*Amended 10/19/2023*)

B. One Day Academies and 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 14 days prior to the session. The Executive Committee may review any refund request made less than 14 days prior to the session and, by majority vote, approve a refund if the Board considers the request to be for a valid reason.
3. Location. One Day Academies and Athenian Dialogues will be held throughout the state.

C. IIMC Conferences

1. IIMC Annual Conference
 - a. In order to promote 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 check out 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 Two Hundred Dollars (\$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 Memorandum of Understanding.

2. 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.

D. OMCA Travel and Credit Card Usage Policy

The following regulations shall apply to any OMCA Officer (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 as a prudent person 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.

Should an OMCA Officer who was preapproved to participate in an event be unable to attend, another OMCA Officer may attend in their place and may receive appropriate reimbursement for travel expenses in an amount not to exceed the total amount preapproved for the OMCA Officer originally approved to participate in the event. (*Amended 04/17/2025*)

1. Policy and Procedure

- a. Attendance at meetings, conferences, seminars and training programs that require expenses covered by this policy must be approved in advance by the OMCA Board. 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. (*Amended 04/13/2023*)

b. The total applicable per diem allotment will be prorated 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

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.

2. Payment for mileage for travel of 100 miles or more roundtrip 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 roundtrip by an OMCA Officer for any OMCA-related meeting, conference, seminar, or training.
3. 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 60 days in advance of the travel, whichever is the lesser amount.
4. 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 roundtrip 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).
5. 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.
6. 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. Also prohibited are expenses or reimbursements for expenses of any other individuals who accompany an OMCA Officer during the approved travel.

E. 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 (2) 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 roundtrip per Map Quest from starting point to the destination.
5. City secretaries or municipal clerks participating as session conveners, which includes introducing 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, are considered to be 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 Secretary. The Secretary 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. *(Amended 10/16/2025):*

Bank Statements (with corresponding invoices, receipts and checks)	10 Years
Board Agendas/Packets	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
Committee Rosters	5 Years
Conference Programs and Materials	5 Years
Contracts/Memorandums of Understanding	2 Years after expire
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
IIMC Conference Information	10 Years
Ledger Books	10 Years
Membership Applications	10 Years
Membership Rosters	10 Years
Minute Minders	Permanent (1 copy)
Minutes	Permanent
Miscellaneous Information	Until No Longer of Value
Past Presidents List	Permanent
Policies and Procedures	5 Years
Region Maps	10 Years
Scholarship Applications	3 Years
Scrapbooks	Permanent
25-Year Service Lists	10 Years

CHAPTER 5
MISCELLANEOUS PROVISIONS

A. Board Handbook

A Board Handbook will be updated as necessary and adopted by the Executive Committee.

B. Clerk's Manual

The Clerk's Manual is available on the Members Only section of the OMCA website.
(Amended 04/13/2023)

C. Membership Directory

A Membership Director is available on the OMCA website.

D. 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 an 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.

E. 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 at the Annual Institute for Municipal Clerks. Scholarship funds may be used for 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 three 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 04/21/2022)

F. Policy and 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.

G. Strategic Plan

The Executive Committee will hold a strategic planning session every 10 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 10/17/2024)

H. Board Member Code of Conduct

Each Board Member will be required to sign the Code of Conduct upon taking office.

In the event a complaint regarding a Board Member being in non-compliance with the OMCA Code of Conduct, the President will discuss the complaint with both parties to resolve the issue amicably to the satisfaction of both parties. Should a resolution not be reached and/or a similar or additional complaint be directed to the President against the same person, the Executive Committee will meet to discuss how to resolve the issue, which could include requesting the removal of that Board Member. *(Added 02/28/2023)*

OMCA CODE OF CONDUCT

As a Board Member appointed to the Ohio Municipal Clerks Association (OMCA), you are considered an advisory representative to the members. OMCA supports and expects its Board Members to support our Mission and Vision Statements and maintain proper conduct. By signing this Code of Conduct, you are stating that you agree to abide by the following codes.

- I will be present for the required meetings consistent with all By-Laws and Policies and Procedures applicable to a Board Member; and
- I will be prepared and informed on all items/issues being considered by the Board; and
- I will respect the rights, dignity, and worth of all members, and all Board/Association members; and
- I will welcome, respect, listen to, and consider different points of view as part of the decision-making process; and
- I will be a professional, positive role model, maintain ethical standards, and actively promote OMCA through my actions and words; and
- I will vote on items/issues being considered without bias or influence; and
- I understand my language, actions, preparation, and follow-through will demonstrate responsible standards; and
- I understand I do not have any greater authority than any other member of the Board and will not misrepresent that fact; and
- I will comply with all By-Laws and Policies and Procedures applicable to a Board Member and those governing the conduct of meetings.

Signature

Date

Print Name

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CHAPTER 6
DUES

OMCA dues are paid annually based on your class of membership as defined in Article III of the OMCA By-Laws. (*Amended 10/01/2024*)

- | | | |
|----|------------------------|----------|
| a. | Full Member | \$ 55.00 |
| b. | Associate Member | 40.00 |
| c. | Retired Member | 30.00 |
| d. | Retired Past President | 0.00 |
| e. | Affiliate Member | 25.00 |

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 April 1st (*Established 04/19/2018*) (*Amended 04/13/2023*)

CHAPTER 7
OHIO MUNICIPAL CLERKS ASSOCIATION EXECUTIVE COMMITTEE

- A. 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 hour, lunch will be provided at the expense of the OMCA. In addition, there shall be an Annual Orientation. (*Amended 04/2022*)
- B. The Executive Committee may act between regular meetings on any matter that needs immediate attention via teleconference, video conference, and/or group e-mail. Actions of the Executive Committee shall be reported at the next regular Executive Committee meeting for ratification and record purposes.
- C. 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 A. above.
- D. Regular attendance at all Executive Committee meetings, including the annual meeting of the Association at the Annual Institute and the Annual Orientation, 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 (5) days prior to the meeting of an absence to ensure a quorum for the meeting. Notification can be via e-mail, text, or telephone. It is the Executive Committee member's responsibility to receive confirmation of this absence from the President.
- E. Board Members make their own reservations for overnight accommodations, if necessary, and are responsible for payment. Information is sent with the meeting notice.
- F. 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.
- G. 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.
- H. Committee chairs or their designee attend the Board meetings if their committee business is active. Committee members are not required to attend.
- I. Dress – business casual.
- J. Meetings begin at 10:00 a.m. The meeting usually last 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 by the President or meeting host. Expenses for food may not exceed \$300.00.
- K. All Board Members should be familiar with the By-Laws, Policies and Procedures, 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.

- L. OMCA Executive Board members shall sign a Code of Conduct in order to serve on this Board. In the event a complaint is received of a Board Member being non-compliant with the OMCA Code of Conduct, the President will discuss the complaint with both parties to identify the issue and understand each of their positions. The President will attempt to resolve the issue amicably to the satisfaction of both parties. Should a resolution to be reached and/or a similar or additional complaint be direct to the President against the same person, the Executive Committee will meet to decide how to resolve the issue, which could include requesting the removal of that Board Member.

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 consisting 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 (5) states in order beginning with Indiana in 2016 followed by Kentucky, Michigan, Ohio, and Tennessee.

During the term of office for an Ohio Director, 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.

- A. 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.
- B. 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 OMCA newsletter.
- C. 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.
- D. Upon receipt of the materials from any interested person no later than February 15th, the OMCA Executive Committee shall appoint a Region V Director 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, they 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, 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 30th. 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, bios, and any other information requested of the candidates by the OMCA Board.
3. Applicants must have completed a full term on the OMCA Executive Committee in order to be considered a qualified candidate. *(Amended 04/13/2023)*
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 candidates' 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 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:

- A. Must be a member in good standing of the OMCA.
- B. 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.
- C. Must meet all criteria for Region V Director as established by the IIMC.
- D. Must have attended a minimum of three (3) IIMC Annual Conferences within the last six (6) years.
- E. Must have participated on an IIMC Committee for a minimum of two (2) years.
- F. Must have attended a minimum of four (4) OMCA Annual Institutes.
- G. Must have participated on an OMCA Committee for at least two (2) years.
- H. Must be a Clerk in IIMC Region V for a minimum of four (4) years.
- I. Certified Municipal Clerk certifications or pursuit thereof, is desirable but not required.

SUPPORT FOR OMCA MEMBERS RUNNING FOR IIMC VICE PRESIDENT/PRESIDENT POSITION:

OMCA members who meet the IIMC qualifications, have declared their candidacy for IIMC Vice President, and have been certified by IIMC as a candidate for Vice President, will receive a letter of support from the Association. It is the member's responsibility to inform the President of their desire to seek this position and officially request a financial contribution of up to Two Thousand Five Hundred Dollars (\$2,500.00) from the Association to help cover expenses that may occur in seeking this position. These expenses may include conference/institute registrations, travel, lodging, and miscellaneous expenses. The Treasurer will attest to the availability of the funds prior to Board approval. All expenses must be accounted for and a final report, with receipts, submitted to the Treasurer. Any unused funds shall be returned to OMCA no later than 30 days after the election results are posted. A member shall only receive financial support from the Association for one campaign during their membership.

Should a member be elected as IIMC Vice President and ascend to the position of President, the Association may contribute a not to exceed the amount of One Thousand Dollars (\$1,000.00) toward one reception during that term of office. The Treasurer will attest to the availability of the funds.

No additional requests for financial support will be considered other than what is listed above. Should a candidate withdraw their candidacy or become disqualified making them unable to continue, all funds received from the Association shall be reimbursed immediately. (*Amended 07/16/2023*)

APPENDIX “A” ADMINISTRATIVE COMMITTEE

Slate of Officers

- Committee members will be assigned to solicit interest in vacant positions, e.g. City Board Member, Village Board Member, Treasurer, Assistant Treasurer, Secretary, and Vice President.
- Confirm eligibility of all candidates for vacant positions and secure a letter of support from municipality and a letter of interest from the clerk. *Amended 01/15/2026)*

Elections

- The election of Officers and the Board of Directors shall take place by electronic voting. If there is only one candidate for a position, no election is held and the candidates are declared elected. If there are more candidates than positions, the slate of nominees shall be conveyed to all members in good standing and the election is to be completed 30 days prior to the OMCA Annual Institute.

Records Retention

- The Committee will determine an appropriate person to maintain the storage of OMCA records. The records retention schedule is contained within the Policies and Procedures. The Committee will meet once a year to dispose of obsolete records.

Executive Committee and Committee Chair Orientation

- Committee members will work directly with the incoming President to organize an Annual Orientation with new board members. Attendance is mandatory.
- Members will ensure that the Legislative Review Committee has conducted an annual review of the By-Laws and Policies and Procedures. Every Executive Committee member and Committee Chair will be provided with a binder that includes the current By-Laws, Policies and Procedures, Strategic Plan, Vision and Mission Statements, Organizational Chart, a meeting schedule for the upcoming year, a list of Officers, a list of Board Members, a list of committee appointments, and other documents as directed by the President.

Oversight

- Oversee the gathering of results from strategic planning sessions to incorporate into the final plan draft.
- Organize a strategic planning session every ten (10) years. The most recent plan was completed in 2021.
- Hire a facilitator and secure a location for the session by August of the Strategic Plan meeting year. In September and October, the membership and Executive Committee should complete surveys and/or questionnaires to prepare for the session.
- Work with the Executive Committee to finalize the new Strategic Plan for submission to the Executive Committee for adoption at the following January meeting.

Committee Structure

- The Chair will provide each Committee member with a copy of the By-Laws, Policies and Procedures, and Strategic Plan.
- The Committee has an annual budget to purchase notebooks and provide photocopies as needed.
- Quarterly Committee reports from the Chair are to be delivered to the President.

APPENDIX “B” COMMUNICATIONS COMMITTEE

Newsletter

- The newsletter will be produced on a quarterly basis. If time or articles permit, a monthly newsletter can be produced.
- The Vice President can compile the information to create the newsletter or assign to a member of the Committee.
- The newsletter will be published following the quarterly Executive Committee meeting. Reports submitted by Committee Chairs will be included in the newsletter.
- Each newsletter will include a message from the President.
- Include a congratulations post in the OMCA newsletter, on Facebook, and the OMCA website for recognizing MMC, CMC, Athenian Leadership, and other designations and recognitions.
- The newsletter will also welcome new members.

Website

- Website will be maintained in accordance with the branding standards to include proper logo, font, typeface, etc.
- Review other state clerk Associations to determine features we could incorporate into the OMCA website.
- Communicate with the Professional Development Committee Chair to include dates of training and education sessions for the entire year. Communicate with the Membership Committee Chair to ensure correct and accurate e-mail and contact information is available for all current members.

Social Media

- The President and Vice President of the Association shall have access to the Association social media sites and/or may assign members of the Committee to be the point person for social media posts.
- Post information relevant to the profession of municipal Clerk and the education opportunities of the Association.
- The Committee should establish a quarterly calendar of social media posts to continue engaging the membership.

Annual Budget for this Committee

- TBD based on branding, costs to maintain website, and paper goods (i.e. letterhead, envelopes, etc.)

Committee Meetings

- The Committee work can be conducted by e-mail and through conference calls. The Committee should meet face-to-face, either in person or by electronic means, at least once a year to review tasks.

Committee Reports

- The Committee Chair will provide a detailed report on Committee activities to the President prior to each Executive Committee meeting, or as requested by the President.

APPENDIX “C” 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 and Procedures, and Board Handbook of the Association and provide parliamentary guidance when needed.

By-Laws

- The By-Laws will be reviewed on an as-needed basis. The review consists of addressing any issues or potential issues in the flow of the Association. When making any recommendation to changes in the By-Laws, it should be recognized that these should remain as streamlined as possible, and language should remain so that as few changes as possible are required.

Policies and Procedures

- The Policies and Procedures should be referred to any time there is a recommendation for an amendment to the By-Laws to avoid conflict.
- For consistent compliance with the goals of the Association, the Policies and Procedures are to be considered a living document, and review should occur on an as-needed basis.

Annual Budget

- Typically, a budget is not necessary for the Committee. There may be an occasion where the Association will benefit from members of the Committee to attend the Ohio Municipal League or local municipal league conferences and/or meetings to promote the opinion or purpose of the OMCA.

Parliamentary Guidance

- The Committee as a whole must have a basic understanding of Robert’s Rules of Order and maintain basic knowledge of those rules. At least one member of the Committee should be a member of the National Association of Parliamentarians and/or the American Institute of Parliamentarians.

Committee Meetings

- Committee meetings will be held on an as-needed basis; however, communication via e-mail and/or telephone must be scheduled to stay abreast of the constantly changing proposed and adopted laws. This also provides an opportunity to share information that has been experienced on a local level that is beneficial to share with the membership of the OMCA. It is encouraged to meet one month prior to each Executive Board meeting.
- Networking, membership to various associations, and e-mail notifications are only some examples of methods to obtain accurate up-to-date information that should be shared with the Committee members in preparation for reports to the Executive Committee.

Committee Reports

- Committee reports reflect the findings of the Committee members.
- Provide regular submissions to the newsletter and social media accounts to keep the membership aware of legislative matters, By-Laws, Policies, etc.

Committee Member Responsibility

- Committee assignments will be a collaborative effort as each member has a certain expertise or interest in different topics.

APPENDIX “D”
MEMBERSHIP SERVICES COMMITTEE

Clerk of the Year (See Chapter 2) (*Amended 04/17/2025*)

- Oversee the Clerk of the Year Selection Committee, whose responsibilities include:
 1. Publish nomination guidelines, criteria, and deadlines in the spring OMCA Minute Minders and through the OMCA e-mail tool.
 2. Accept and review all nomination forms to verify eligibility. The Committee shall notify all qualifying nominees, obtain nominee biographies and additional information such as training certificates and a list of activities and participation within the clerk profession, of which the nominator may have no prior knowledge.
 3. Use the OMCA Clerk of the Year Scoring Form to rank eligible nominees and determine the winner(s) by the highest points scored. In the event of a tie, a maximum of two (2) Clerk of the Year awards may be given per year.
 4. For all nominees, notify in writing their Mayor/Council President and/or their City Manager, whichever the nominee deems appropriate.
 5. Invite the award recipient’s family and municipality/village representatives, and confirm their attendance at the OMCA Annual Institute banquet where the Clerk of the Year recipient(s) will be revealed to the membership. One complimentary guest meal, per recipient, will be provided; all other invitees shall be responsible for the cost of their banquet meal.
 6. Prepare appropriate recognitions (engraved plaque, press releases, photographs, etc.), not to exceed two hundred fifty dollars (\$250.00) per recipient.
 7. Notify the award recipient(s), in writing, that they shall receive a complimentary Annual Institute registration for the following year.
 8. Within two (2) weeks of the presentation of the Clerk of the Year award:
 - a. Prepare a press release announcing the recipient(s) to be shared with the municipality/village, appropriate media outlets, and the OMCA membership through the OMCA e-mail tool.
 - b. Update the Clerk of the Year page on the OMCA website.
 - c. Notify the Ohio Municipal League and the International Institute of Municipal Clerks for inclusion in their publication.

Recognition for CMC and MMC Certification

- Chair will send a letter/greeting card of congratulations to recipient.
- After presentation, request a copy of the news article (if there is one) to include in the OMCA scrapbook. Provide copy to the Administrative Committee Chair and Communications Committee Chair.

Mentors

- Update the OMCA Membership Application to include mentor information.
- The Membership Services Committee Chair will receive an updated list of all members from OML after each membership drive.
- A database of members who have volunteered to serve as mentors will be created, updated, and maintained accordingly.
- New members will be identified and a mentor will be assigned according to proximity to the new Clerk.
- The Membership Services Committee Chair will send a letter welcoming the new member and provide contract information for their mentor.
- Send an e-mail to the designated mentor providing them with the name, address, phone number, e-mail, and municipality of their new mentee.

OMCA Region Chairs

- A member of the Membership Services Committee will compile the names and municipalities of all clerks who joined in that year.
- All new members will be introduced by the Membership Services Committee Chair at the Annual Meeting during the Institute.
- Encourage regions to meet at least twice a year. Introduction of new members at Annual Meeting.

Annual Membership Drive

- Work in coordination with the Professional Development Committee Chair to include education opportunities for the upcoming membership year with membership applications. (Build excitement for joining OMCA)
- Continue encouraging retired clerks to maintain their membership in the Association and maintain a list of all retired Past Presidents.
- The Membership Services Committee will hold a membership drive. Specifics of each membership drive will be determined by the Membership Services Committee with feedback from the OMCA President and Executive Committee.

Membership Milestone Recognition

- Work to establish and maintain the milestone years of service as a Clerk (5, 10, 15, 20, 25, 30)

Greeting Cards

- Greeting cards will be sent to members in times of sickness, death of a family member, marriage, and birth/adoption of a child, and upon earning their CMC or MMC designation. Cards will be sent to family members in the event of the death of a member.
- Cost for greeting cards and postage is reimbursable.

Budget

- Budget costs for this Committee are minimal. Costs allotted for cards and postage.
- The Committee should request Fifty Dollars (\$50.00) to carry out the functions of this Committee.

Committee Meetings

- The Member Services Committee Chair will initiate contact with the Committee members at the beginning of each year.
- A Zoom meeting/conference call will be scheduled to review strategies to increase membership, retain members, engagement of retired members, and the mentor program.
- Meetings will be held as deemed necessary by the Committee Chair or at the request of the President.

Committee Reports

- Committee members who are tasked with outside projects (clerk recognition, greeting cards mailed, budget, etc.) will provide their reports to the Membership Services Committee Chair prior to quarterly Executive Board meetings for inclusion on the agenda as discussion items for those meetings.

Ohio Municipal League (OML)

- This Committee will work with OML to ensure that the membership list is accurate.

New Calendar Year

- The OMCA membership term will be a calendar year running January through December.

APPENDIX “E”
PROFESSIONAL DEVELOPMENT COMMITTEE

Athenian Dialogues

- The Professional Development Committee will plan for three (3) Athenian Dialogues in a year. The Committee will select the facilitator from the International Institute of Municipal Clerks (IIMC) approved list to ensure that the Athenians are in compliance with the IIMC Education Guidelines. The book selection will be made by the Professional Development Committee in collaboration with facilitator. Each Athenian Dialogues will be hosted by an OMCA member. The Committee will work with the host to secure the facility and a block of rooms for overnight accommodations. The required number of hours for all Athenian Dialogues is six (6) hours and the time will be set by the Committee, with one (1) hour allocated for lunch. The cost of each Athenian Dialogue shall be set by the Committee and the registration fee for the host Clerk will be waived. When budgeting for these events, allot Fifteen Dollars (\$15.00) per person for lunch. The host should try to secure a free venue. Athenian Dialogues will rotate throughout the regions.

One-Day Academies

- The Professional Development Committee will plan for three (3) One-Day Academies in a year. The Committee will work with Kent State University to ensure that the Academies are in compliance with the International Institute of Municipal Clerks (IIMC) Education Guidelines. The Committee shall select the session topic(s) and speakers. Each One-Day Academy will be hosted by an OMCA member. The Committee will work with the host to secure the facility and a block of rooms for overnight accommodations. Each Academy shall be worth 3 points (1 point for 2 in-class hours) and the time will be set by the Committee, with one (1) hour allocated for lunch. The cost of each Academy shall be set by the Committee and the registration fee for the host Clerk will be waived. When budgeting for these events, allot Fifteen Dollars (\$15.00) per person for lunch. The host should try to secure a free venue. One-Day Academies will rotate throughout the region.

Virtual Athenian Dialogue or One-Day Academies

- The Professional Development Committee will plan for one (1) One-Day Academy or Athenian dialogue in a year. The Committee will follow the International Institute of Municipal Clerks (IIMC) Education Guidelines for One-Day Academies and Athenian Dialogues. The cost of each Academy shall be set by the Committee.

Annual Institute

- The Professional Development Committee will plan for a three (3) and one-half (1/2) day Annual Institute. Education points will be earned toward the Certified Municipal Clerk designation, as well as for the Master Municipal Clerk designation. The Committee will work in conjunction with Kent State University in establishing the educational sessions. The Committee shall also plan for networking opportunities, optional off-site events, and the annual banquet. Schedule of events shall be as follows:
 1. Sunday evening – Meet and Greet for first time attendees/early arrivals and vendors;
Executive Committee meeting

2. Monday – Opening Ceremony with Keynote Speaker; morning education sessions; lunch; afternoon education sessions; MMC outing
 3. Tuesday – morning education sessions; lunch; afternoon education sessions; All-Inclusive Institute outing
 4. Wednesday – morning education sessions; lunch; afternoon education sessions; Annual Banquet to include Annual Business meeting
 5. Thursday – morning education sessions; Executive Committee meeting
 6. Annual Business should be held any time during the Annual Institute
- The Professional Development Committee will select the site for approval by the Executive Committee. The Committee will visit the hotel and request the contract for review and approval. The Committee will make their recommendation for the following year to the Executive Committee at their April meeting.
 - The Committee will have the education program completed by December of each year. OMCA members shall be notified via e-mail blast with a “Save the Date” notice in December. Meet in September to nail down venues and dates and possibly speakers.
 - It will be the responsibility of the Professional Development Committee to send letters to sponsors and vendors in December with follow-up communication in January. The Committee shall coordinate the vendor hall activities for the Institute and send letters to the Mayor and/or dignitary of the host City asking them to attend the opening ceremony to greet the attendees. The Chair of the Professional Development Committee will invite the IIMC President (or representative) to attend the Annual Institute and provide an update on IIMC as well as perform the Oath of Office for OMCA Officers and Executive Committee Members. The Committee will book any entertainment to be used during the opening ceremony as well as the annual banquet. All contracts will be processed by the Professional Development Committee Chair, signed by the President, and returned to the entertainers with appropriate deposits.
 - The Professional Development Committee shall prepare and submit an estimated budget for the Annual Institute at the July Executive Committee meeting.
 - The Professional Development Committee will work with the hotel to secure a block of rooms for the Annual Institute attendees, to include reserving a suite for the OMCA President and IIMC Representative, as well as a welcome gift for both rooms. The Committee will make meal and meeting room selections, and the location of the registration desk. The Committee will arrange for the necessary equipment needed for the Annual Institute, i.e. electricity, projector, laptop, microphones, podium, etc.
 - The Professional Development Committee and/or Kent State shall secure contracts and speaker forms from all speakers that will address the OMCA membership during the Annual Institute. All contracts shall be processed by the Chair of the Committee and submitted to the Treasurer for payment. The Committee will maintain ongoing communication with Kent State, ensuring sessions are aligned to meet IIMC Education Guidelines. The President will sign all contracts for OMCA.

- The Professional Development Committee will create an information sheet for the membership to include the education sessions, the optional events, the all-inclusive Institute outing and the annual banquet. The Committee will establish the registration form used for the Institute, which will be returned to the Professional Development Committee Chair. The Committee makes name tags for all attendees, including vendors, sponsors, guests, and speakers.
- The Professional Development Committee will be responsible for table arrangements, decorations, and entertainment at the annual banquet. The Committee Chair will create the agenda for the banquet in cooperation with the President.
- Upon completion of the Annual Institute, the Professional Development Committee will meet to review and evaluate the Institute. The final expense report will be presented to the Executive Committee at the October meeting.

IIMC Region Meetings

- The Professional Development Committee will coordinate and plan the IIMC Region V meeting when OMCA is the host. Planning will include education sessions (in cooperation with Kent State University), social outing, gifts and securing rooms at the host hotel, and menu selections.

Scholarships

- OMCA Scholarship amount will be established by the Executive Committee and approved by the Board.
- The Professional Development Committee will prepare an education brochure to be distributed to the membership no later than December 1st, which will include three (3) Athenian dialogues, three (3) One-Day Academies, one (1) virtual education session, and the Annual Institute.

Registration Forms

- The Professional Development Committee will prepare and distribute registration forms to the membership by December 1st.

Speaker Forms

- The Professional Development Committee will distribute a Speaker Form to each person secured to make a presentation, whether that be a One-Day Academy or at the Annual Institute. Forms will be returned to the Committee Chair, who will retain a copy for the OMCA speaker file and submit a copy to Kent State University.
- Retain speaker forms in a binder. Create a document to give speakers that explains the municipal clerk position and the mission of OMCA.

Cancellations

- Registrations are refundable, in full, if requested fourteen (14) days prior to the session.

Annual Budget for this Committee

- The Committee will prepare an annual budget to submit to the Executive Committee at their meeting in July.

Committee Meetings

- The Committee will meet in September of each year to plan for the following year.

Committee Reports

- The Chair will provide a report to the Executive Committee at each meeting.

Kent State Memorandum of Understanding (MOU)

- OMCA will review the MOU with Kent State on an annual basis and suggest amendments as necessary. The MOU will be approved by the Executive Committee.

**APPENDIX “F”
WAYS AND MEANS COMMITTEE**

Financial Documentation/Annual Budget

OMCA financial documentation will be established and maintained online in QuickBooks and in paper copies as a backup for the online documentation. The Treasurer will establish and maintain accounts, funds, revenues, expenditures, vendors, transactions, receipts, and other financial data in QuickBooks. The Treasurer will maintain the annual payment to QuickBooks for use of software using recurring charge to the OMCA debit card. The Treasurer may establish and maintain up to three (3) users for online access to QuickBooks, including the Treasurer and President. The Treasurer, with input from the Ways and Means Committee, will present a draft Annual OMCA Budget at the October OMCA Executive Committee meeting, and the OMCA Executive Committee will adopt the Annual OMCA Budget at that time. The Treasurer will prepare Quarterly Treasurer Reports and Annual Treasurer Reports (January 1 – December 31).

Audit

The Ways and Means Committee will conduct an annual audit of the OMCA financial records within 60 days after the end of the OMCA fiscal year (January 1 – December 31), and a report shall be given at the next regular meeting of the Executive Committee (April). The Treasurer will provide assistance and access to the OMCA financial records for the Audit Committee.

OMCA Merchandise

The Ways and Means Committee will oversee the purchase and storage of OMCA merchandise and will conduct an annual inventory of the OMCA merchandise in stock in December of each year.

Miscellaneous

The Treasurer will arrange transfers or changes to the signatories on the OMCA bank accounts for the change of the Treasurer or the President by contacting US Bank at 937- 237-6280 to obtain the paperwork for transferring the Treasurer or the President as signatories on OMCA bank accounts. The Treasurer will maintain and change online access and alert notifications to OMCA bank accounts at US Bank for a change of the Treasurer. The Treasurer will notify the Ohio Municipal League point of contact for a change of the Treasurer. The Treasurer will establish purchasing and reimbursement procedures. The Treasurer will maintain an OMCA Bonding Policy with USI Insurance at 937-223-8891 and pay the annual premium on the policy. The Treasurer will file the OMCA annual tax return using IRS Form 990 EZ by December 15 of each year with the assistance of an accounting firm. The Treasurer will file a Statement of Continued Existence (Non-Profit) with the Ohio Secretary of State every five (5) years (next due on December 22, 2026). The Treasurer will prepare and provide blanket Certificates of Tax Exemption or W-9 Forms for Taxpayer Identification Number and certification as requested. The Treasurer will establish procedures for use of the OMCA debit card by the Treasurer and the President.

Committee Meetings

The Ways and Means Committee will meet as needed by teleconference or in person in conjunction with OMCA Executive Committee meetings or the Annual Institute. The Ways and Means Committee will meet no later than February of each year to audit the OMCA financial records for the prior OMCA fiscal year.