

## **CENTRAL MISSOURI CITY CLERKS AND FINANCE OFFICERS OFFICER'S REFERENCE LIST**

Officers of Association are President, Vice-President, Secretary & Treasurer. Officers are elected in February of each year and take office immediately following the February meeting. Term of office is two years or until their successors are elected.

- Robert's Rules of Order govern the meeting's proceedings except where they are in conflict with the association's constitution and bylaws
- Quorum = 51% of the active membership
- Meetings held 3<sup>rd</sup> Wednesday in February, June, August and November
- Special Meetings – require at least five days advance notice
- ByLaws amended at any regular meeting or special meeting by 2/3 vote of active members present, providing 30 days written notice of the proposed amendment has been sent to all active members prior to the meeting.
- Dues:
  - \$10 for Active and Associate Member
  - No dues charged for Life Membership

### **Qualifications for Office are:**

- Active member of the Central Division

### **President's Duties: (as stated in bylaws)**

- Preside at all duly called meetings of the association
- Appoint all committees as needed to carry out the goals, objectives, and programs of the association
- Call special meetings, if needed, as provided in Article IV of the bylaws.
- Perform all other duties pertaining to the office as enacted by the membership of the association.
- Serve as the representative of the association in affiliation with Missouri City Clerks and Finance Officers Association (MoCCFOA).

#### Added Notes for President:

- Refer to agenda items listed by meeting month deadline
- Have agenda items ready for secretary at least 3 weeks prior to meeting date.

### **Vice-President's Duties: (as stated in bylaws)**

- Shall, in the absence of, or at the expressed request of the President, preside and perform the duties thereof, and at all times, render assistance to the President.
- Shall automatically become the President of the unexpired term, in the event of resignation or death of the President
- Shall assist the President with Program Planning and execution of the programs for all of the association's meetings.

Added Notes for Vice-President:

- Have program information available for secretary at least 3 weeks prior to meeting date
- Official “keeper” of the Officer’s/Committee Reference List (update as needed and provide to appropriate officer/committee)

**Secretary’s Duties: (as stated in bylaws)**

- Keep a permanent type record of all business meetings of the association, noting all actions taken.
- Shall publish and distributed to all members in good standing, copies of the proceedings of each business meeting of the association
- Prepare and mail notices of all meetings to members in good standing at least 10 days in advance of the date of the meeting.
- Send agendas to MML Stuart Haynes and Carolyn Collings with the Local Records (Secretary of State)
- Keep and maintain a list of all committees, and a list of the standing and special rules adopted by the association, as well as a currently posted copy of the association’s constitution and bylaws.
- Shall, in the absence of the President and Vice-President, call the meeting to order and proceed with the election of a temporary chairman pro tem.
- Shall conduct the correspondence for the association.

Added Notes for Secretary:

1. Be sure previous secretary has passed on the secretary’s notebook for your records and reference during your term. (This should be done at the February meeting or given to you at the March MoCCFOA meeting.)
2. Two weeks prior to deadline for mailing meeting information:
  - i. Contact clerk hosting the meeting to get the meal information including deadline for RSVP, directions to the meeting location (copy of map, if needed). Give clerk deadline for getting the information to you to include in your meeting notice.
  - ii. Contact President for items to be included on agenda (including any special business to be included on the agenda).
  - iii. Contact Vice-President for program information
  - iv. Meeting notice should include:
    - Cover letter** (including directions to meeting, meal information, & program info)

**Agenda**

**Minutes of last meeting**

**Map to meeting location** (if needed) Can be sent by email to save postage if member cities can obtain in this manner.

**(Bylaw changes** – If any – they are usually sent out with the meeting notices. They must be sent out 30 days prior to the meeting which means all the above deadlines will need to be moved accordingly. Any changes should be sent to you by whomever is in charge of Bylaws –

usually Division Director. They may choose to send out notices separately.)

3. Obtain current members in “good” standing from treasurer
4. Any correspondence received between meetings should be shared at the next meeting with the membership (thank you, etc.)

### **Treasurer’s Duties: (as stated in bylaws)**

- Send annual statements and reminder of dues payable to all members of the association
- Collect all dues receivable by the association, account for, and make a record of such monetary amounts, and prepare a report to be presented at the regular business meetings of the association.
- Shall receive, pay, and account for all bills payable.

#### Added Notes for Treasurer:

1. Dues deadline February - Notices could be sent by email to save postage.
2. Obtain prior treasurer’s records and setup checking account, etc.
3. Email or send excel spreadsheet giving updated members in “good” standing to Secretary no later than 3 weeks prior to each meeting
4. Treasurer’s report includes current balances of all accounts and any bills paid since the last meeting.
5. Treasurer reports the number of paid members under “Membership” when the President is requesting committee reports.

### **Presidential Meeting Reminders by Meeting Month:**

#### **June**

- Applications for MRCC/MPCC, CMC/MMC to be recognized at the fall MML meeting must be received by Jim Kaatz by June 30<sup>th</sup>.
- Appoint “Hospitality Room” Committee 1 year prior to Central Division’s turn to co-chair the hospitality room at the March Spring Institute. Our Division last co-chaired in 2008 and will co-chair again in 2011. Committee should be appointed by June 2010.
- Committee appointments
- State deadline for scholarships is August 15<sup>th</sup> of each year – announce to whom applications should be sent. Applications are all inclusive for Regional/New Clerks/Spring Institute

#### **August**

- In odd numbered years, ask for anyone interested in serving as Division Director to MoCCFOA to complete a “Letter of Interest” and send to the President before the November meeting.
- Remind members of scholarship deadlines (MoCCFOA and Central Division). Deadline may have passed for state scholarships.)

## **November**

- Appoint nominating committee for slate of officers to be presented at the following February meeting. Committee members must consist of three active members to be appointed by the President.
- Elect Division Director to MoCCFOA every two years (last election held in November 2007 for office to start in 2008 so next election to be held in November 2009). If no one has contacted President to express interest, then ask for nominations.
- Letters of interest for offices to be sent to nominating committee – give deadline. Applications for MRCC/MPCC, CMC/MMC to be recognized at the March Spring Institute must be received by Jim Kaatz by December 31<sup>st</sup>.
- Central Division scholarship deadline is December 31<sup>st</sup>.

## **February**

- Election of Officers as presented by the nominating committee Central Division
- Installation of Officers by outgoing President.
- Host Cities for the Central Division meetings June to February – ask for volunteers
- Appoint “Hospitality Room” Committee 1 year prior to Central Division’s turn to co-chair the hospitality room at the March Spring Institute. Our Division last co-chaired in 2008 and will co-chair again in 2009. Committee should be appointed by June, 2008.
- Anyone interested in serving on committees should send “Letters of Interest” to the President.

## **Other Committees**

### **Membership:**

- Number of paid members reported at division meeting by Treasurer. (Suggestion: Membership Committee be an appointed committee each year by the President – hopefully someone who would be serving on the membership committee at the state level).

### **Historian**

- Keeps scrapbook of division activities, etc. (Suggestion: make this a two-year term of duty and then pass onto another member so it is not a job someone dreads to be stuck with. It would also give “new” life to the scrapbook).

### **ByLaws:** (has been Division Director in past)

- ByLaws
  - amended at any regular meeting or special meeting by 2/3 vote of active members present, providing 30 days written notice of the proposed amendment has been sent to all active members prior to the meeting.

### **Programs:**

- Responsibility of Vice-President with assistance of President

**Reporter:**

- Reports on meetings of the Central Division to the MoCCFOA newsletter contact.

**Scholarship Committee:****Division Director:**

- Report on all meetings attended to the Central Division
- Scholarship applications for MoCCFOA
- Remind membership of upcoming Region 7 meetings, etc.

**Host city for Central Division Meetings:**

- Have directions and meal information ready 3 weeks prior to meeting date you are hosting along with rsvp date.
- Most cities prepare “goody bags” for members attending and may even have hostess gifts.
- Contact other cities who have hosted for ideas.
- Usually Mayor or City Administrator does the “welcome” to the group.
- Hosting member may be reimbursed for an amount up to \$25 for costs incurred in hosting Division meeting by submitting all receipts to Treasurer and requesting reimbursement (*approved by membership at 2-20-2008 meeting*).

**Other Items Discussed in Past:** (may be items the President may wish to pursue)

1. Complete a list of all potential members for the Central Division including mailing addresses and email. Then send agendas to all those potential members. (Email as many as possible). Could be done by a membership committee.
2. Division Invitation prepared and made available at the membership table for the MoCCFOA spring meeting.
3. One year when no one had applied for the scholarship – it was voted on and accepted by the membership – that all clerks’ names would be put in “hat” and one drawn for the scholarship if no one had applied by the March 1 deadline.