

**MISSOURI CITY CLERKS
AND FINANCE OFFICERS ASSOCIATION
RULES OF PROCEDURE**

ARTICLE I: PURPOSE

This document is drafted for the Missouri City Clerks and Finance Officers Association (MoCCFOA) to provide standard operating rules and procedures for consistent and efficient operations of said Association. This document is to be used in conjunction with the MoCCFOA Bylaws.

ARTICLE II: RECORD RETENTION

The MoCCFOA shall follow the Missouri Secretary of State Record Retention guidelines for the retention of permanent records. If it is determined that the retention of a record(s) is not necessary, a written report of said record(s) to be destroyed shall be presented to the association at the Annual Spring Business Meeting.

ARTICLE III: PARLIAMENTARY PROCEDURE

The proceedings of the MoCCFOA shall be controlled by the latest edition of Robert's Rules of Order, Newly Revised. The President, or President-Elect in his/her absence, shall preserve decorum and shall decide all questions of order.

**ARTICLE IV: DUTIES OF OFFICERS, DIRECTORS, IIMC AND MML DIRECTORS
AND EXECUTIVE BOARD**

The Executive Board shall:

1. Attend to the affairs of the Association and perform such other duties as specified in the Bylaws, Rules of Procedures or by order of the majority of the Association.
2. Designate the time and place of each regular meeting of the Association.
3. Fill any vacancy, except President, and appoint the Nominating Committee as set forth in Article X of the Association Bylaws.

4. Invite Past Presidents of the Association, who are active in the Association, to participate, without vote, in Executive Board meetings.

The President shall:

1. Preside at all duly called meetings of the Association and Executive Board.
2. Appoint members of all standing and special committees needed to carry out the goals, objectives and programs of the Association, except the Nominating Committee.
3. Assign committee chairmen prior to committees being announced, with the exception of the Budget Committee, which is chaired by the Treasurer.
4. Serve as ex-officio officer of all committees, except the Nominating Committee.
5. Call special meetings as provided in Article IX.
6. Announce position vacancies and/or openings in the Association at Business Meetings.
7. Perform all other administrative duties as directed by the Executive Board or the membership of the Association.

Expenses for President attending IIMC, Spring Institute, MML, Regionals and Summer Retreat.

1. If the President attends the IIMC Conference (or the GFOA Annual Conference), Spring Institute, MML, Regionals and/or the Summer Retreat, the CCFOA will pay the registration fee; the published conference rate for the hotel if not paid by the President's City; meals (minus the cost of the meals included with the registration fee) at the GSA U.S. General Services Administration Domestic Per Diem Rates; and mileage will be paid at the prevailing IRS per mile or air fare. Expense receipts shall be submitted to the Treasurer for review and payment.

The President-Elect shall:

1. In the absence of, or at the expressed request of the President, preside and perform the duties of the President.
2. Perform any administrative duties assigned by the President.

- a. State Pins – A state pin which represents the entire state shall be chosen by the President-Elect, if included in the annual budget. The design will be presented to the Executive Board at the semi-annual fall meeting for approval. Once approved, the pin will be ordered and made available for Spring Institute and IIMC.
3. Automatically become President for the unexpired term in the event the President is unable to fulfill the obligations of the office.
4. Assist the President with program planning and execution for the Spring and Fall business meetings and the annual Spring Institute.
5. Arrange the installation of incoming officers during the annual banquet and arrange for an appropriate plaque and gift for the retiring President.
6. Automatically ascend to the position of President effective May 1, following installation of the office.

The Secretary shall:

1. Keep a permanent record of all business meetings of the Association and meetings of the Executive Board.
2. Prepare and send notices of all meetings in good standing at least thirty (30) days in advance of the date of the meeting. Notices and minutes will be emailed to each member unless specified on the dues notice or by telephone to the Secretary that the member does not have email, in which case the notice and minutes will be mailed.
3. Maintain a list of all committees and a listing of any Standing or Special Rules adopted by the Association as well as a current copy of the Association Bylaws.
4. In the absence of the President and President-Elect, call the meeting to order and proceed with the election of a chairman pro tem.
5. Process the correspondence for the Association.
6. Prepare minutes of the proceedings of each business meeting of the Association and Executive Board to be duplicated and distributed to the members for approval at the next meeting of each body.

The Treasurer shall:

1. Send annual statement of dues payable to all members of the Association and reminders when necessary, as set forth in Article V.
2. Collect all dues and fees receivable and provide official membership cards to new members, upon request, and to members requesting cards within thirty (30) days after receipt of their dues.
3. Review bank card transaction receipts for appropriateness and reconcile with monthly bank statements.
4. Pay all properly approved Association bills and invoices.
5. Prepare biannual financial reports of all income and expenditures to be duplicated and distributed to the members prior to each regular meeting of the Association.
6. Serve as Chairman of the Budget and Finance Committee which shall prepare a proposed budget for the following fiscal year to be submitted to the Association membership for their approval at the regular Spring meeting.
7. Provide the Audit Committee with current and complete financial documents to perform the annual audit. Records should be submitted by May 31.
8. Maintain a roster of all members.
9. Provide the names of updated members to the Membership Committee, the Secretary, and Technology Committee.

The Directors shall:

1. Prepare reports on happenings in their area, at least quarterly, to be included in the Association's Quarterly Newsletter based on the deadlines determined by the Newsletter Committee.
2. Participate actively in Executive Board, Association, and Divisional meetings to the extent possible.
3. Serve as the members of the Nominating Committee.
4. Notify the Retirement "Circle of Friends" Committee and the President of any pending retirements.

5. Perform any administrative duties assigned by the President.

MML Director

The MML Director is elected by the membership and serves up to two (2), two-year terms. In even-numbered years, at the Fall business meeting, and in the Newsletter, the announcement shall be made that nominations must be submitted for a candidate to the Municipal League Board of Directors. Interested individuals shall send their resumes to the Missouri CCFOA President by December 1st, and this information will be published in the Winter Newsletter. Vote will be taken at the intervening Spring Institute Business Meeting. Upon selection of a candidate, the President will direct the Secretary to prepare a Resolution announcing the support of the Missouri CCFOA to this candidate, which resolution will be forwarded to the Nominating Committee of the Missouri Municipal League.

Qualifications:

1. Have attained the Missouri Registered City Clerk (MRCC) or the IIMC Certified Municipal Clerk (CMC) designation.
2. Have been a Municipal Clerk for three (3) years.
3. Have been a member of the MoCCFOA for three (3) years.

Duties and Responsibilities:

1. Represent MoCCFOA at regular and special meetings of the Missouri Municipal League Board of Directors.
2. Attend MML conferences.
3. Report MML activities to the membership at MoCCFOA semi-annual business meetings.

IIMC Director

The IIMC Director is elected by the membership and serves a three (3) year term on a rotating basis with other Region VII states (Missouri, Illinois, and Kansas) as each state has all agreed. When the appropriate time comes for our State to nominate a candidate for IIMC Director, it shall be announced at the Spring Business Meeting and in the Newsletter. Interested individuals will send resumes to the MoCCFOA President by June 1st; this information will be published in the Summer Newsletter. Vote will be

taken at the Fall business meeting. Upon selection of a candidate, the President will direct the Secretary to prepare a Resolution announcing the support of this candidate by the MoCCFOA, which Resolution will be forwarded to the IIMC Nominating Committee.

Qualifications:

1. Have attained the IIMC Certified Municipal Clerk (CMC) designation.
2. Have been a Municipal Clerk for three (3) years.
3. Have been a member of IIMC for three (3) years.
4. Have attended at least two IIMC Annual Conferences.

Duties and Responsibilities:

1. Must attend all meetings of the IIMC Board of Directors – after 2 absences, will be replaced.
2. Must be an active participant at the IIMC Board meetings – having read the packet prior to arriving at the meeting.
3. Be able to participate in teleconference meetings as needed.
4. Ensure that the opinions, desires, and wishes of the Clerks in Region VII are fully represented to IIMC.
5. Ensure that the decisions made by IIMC and the actions of the Board of Directors are communicated to the members of Region VII.
6. Represent IIMC on behalf of the President, the Executive Committee, and the Board of Directors at State and Region meetings, if required.
7. Assist in conducting a Region VII Conference each year.
8. Assist in organizing a Region VII Dinner at the IIMC Annual Conference.
9. Be available to answer questions regarding IIMC and Certification.
10. Travel is required. Must be able to attend the IIMC Annual Conference, the Mid-Year Board meeting and the IIMC Region meeting.

ARTICLE V: COMMITTEES

The Nominating Committee shall:

1. Solicit nominations and letters of interest from the membership of active members, with at least the MRCC or CMC designation, for the positions of President-Elect, Secretary and Treasurer. The Chair of the Nominating Committee shall send an email to all MoCCFOA members with the Letter of Interest form on the last Monday in November that will include the deadline for submittals which shall be the third Friday in December.
2. Accept and review nominations from members. Nominations may be made from the floor, without application, provided the consent of the nominee has been obtained and the nominee meets all of the necessary requirements.
3. Verify qualifications and assure nominee is willing to serve in the first week of January. Notify all candidates of the results of the final slate of officers being nominated to the Board before the Spring Institute.
4. Nominate at least one (1) person who has consented to serve, if elected, for each office to be filled, in the first week of February.
5. Provide the President with their report to be included in the notice of meeting sent to the members prior to the Spring meeting, in the first week of February.

The Technology Committee shall:

1. Update the MoCCFOA website, which includes member information, information regarding officers, committees, Divisions, the quarterly newsletter and other pages.
2. Provide updates to the membership listserv as members join, resign, or make changes throughout the year. Remove members' cities delinquent in dues for six (6) months or more from active rolls upon notification by the Treasurer.

ARTICLE VI: BUDGET AND FINANCE

A balanced budget of the Association's finances is prepared annually by the Budget Committee and submitted to the President with a written statement for proposal to the membership for adoption by a majority vote at the Spring Business Meeting.

If at any time during the fiscal year it is necessary to transfer part or all of any unencumbered appropriated balance that impacts the overall budget of the fiscal year,

request shall be made of the Executive Board for approval, a special meeting shall be called if necessary. Notification of said transfer shall also be made to the membership at its next business meeting. If sixty (60) days shall lapse before the next business meeting, notification shall be sent to the membership via email, or their agreed upon communication method, within thirty (30) days.

Banking Procedures

Following the Annual Spring Institute, the elected Treasurer shall accompany the Association's officers to the financial institution to be added as a signatory of the Association's account effective May 1st. The outgoing Immediate Past President shall also accompany the Association's officers to the financial institution to be removed from the account as a signatory effective May 1st.

Also following the Annual Spring Institute, the Treasurer shall obtain a certificate of insurance issued by some surety company authorized to issue surety and fidelity bonds in the State of Missouri for the President, President-Elect, Secretary and Treasurer, in such sums as may be appropriate for the faithful and proper performance of their duties and for the prompt accounting of the Association's funds.

The Association may issue a bank (credit and/or debit) card for official use by the Officers at the onset of the term of Treasurer. Upon completion of the term of President, the card should be destroyed and surrendered to the Association's Treasurer. Only expenditures directly related to the conduct of their office may be charged to the Association's bank card. The cardholder is responsible for maintaining receipts of all transactions that should be forwarded to the Treasurer within ten (10) days.

Expenses for President and President-Elect

1. The President, or in the absence of the President, the President-Elect, shall be reimbursed by the Association if not paid by the President's (or President-Elect's) city, for the following expenses incurred while traveling on behalf of or representing the Association at meetings and events, e.g.; division meetings, legislative testimony, award ceremonies, etc.; hotel and meals based on actual receipts; mileage at the prevailing IRS per mile rate or air fare, whichever is lower. The Association shall reimburse for up to four (4) of these Association related trips per fiscal year. Expense receipts shall be submitted to the Treasurer for review and payment. The President or President-Elect may also use the bank card issued by the Association for applicable expenses.
2. The Association will pay up to eight (8) Spring Banquet meals for guests of the incoming President.

Expenses for Executive Board Officers Attending Spring Institute and/or MML

1. If any of the Executive Board Officers (President, Vice-President, Secretary and Treasurer) would not be able to attend the Spring Institute and/or MML, because of financial constraints, MoCCFOA will consider paying expenses not being reimbursed by the City for attendance. Expenses that would be paid by MoCCFOA would be the registration fee paid directly to the educational institution, the published conference rate for the hotel for single occupancy and \$50.00 for mileage and/or other necessary expenses.
2. If the case of need arises, a letter from the City Administrator, City Manager or Mayor and a copy of that section of the City's budget showing that training/travel expenses have been reduced or cut and city funds are not available for the Executive Board Officer to attend the Spring Institute and/or MML. This information must be forwarded to the MoCCFOA President at least 30 days prior to the conference. The President will review the information and submit a recommendation via email, phone or fax to the Executive Board for approval, then to the Treasurer for payment, if funds are available. The President will submit to the Secretary in writing the results of the request for record keeping. The Executive Board Officer applying for assistance shall not be included in the decision to approve or deny the request.

Expenses for the IIMC Director

The Association will pay up to \$500 per year for travel expenses for the IIMC Director. Expense receipts shall be submitted to the Treasurer for review and payment. Reimbursement may include the registration fee; the published conference rate for the hotel; meals (minus the cost of the meals included with the registration fee) at the GSA U.S. General Services Administration Domestic Per Diem Rates; Board meeting expenses; and mileage will be paid at the prevailing IRS per mile or air fare.

Expenses for the MML Director

The Association will pay up to \$500 per year for travel expenses for the MML Director. Expense receipts shall be submitted to the Treasurer for review and payment. Reimbursement may include the registration fee; the published conference rate for the hotel; meals (minus the cost of the meals included with the registration fee) at the GSA U.S. General Services Administration Domestic Per Diem Rates; Board meeting expenses; and mileage will be paid at the prevailing IRS per mile or air fare.

ARTICLE VII: TRAINING AND OTHER SPONSORED SESSIONS

Only registered attendees, sponsors and paid adult guests shall be allowed in MoCCFOA sponsored sessions, banquets, hospitality rooms and other events.

ARTICLE VIII: CERTIFICATION PROGRAM

The MoCCFOA certification program was established in 2003. Active members of the Association may apply to the program upon attaining the required levels of education and experience provided through the administering University.

1. Any clerk working toward any level of certification must complete the Certification Progress Plan (CPP). This must be submitted to the education director within one month of the end of each educational event in order to receive certification hours. Once a clerk has achieved the status of MPCC, no CPP is required.
2. If a Certification Progress Plan (CPP) is not submitted the participant shall receive credit hours, which are not applicable to certification.
3. Requirements for each level of certification are included in the appropriate application. Once a member has obtained the required number of Education and Experience points, an application must be filled out and filed with the University, along with the required payment.
 - a. New Clerks Institute:
PURPOSE: To introduce clerks to the legal aspects and core requirements of the position and to help them become familiar with various offices and contacts in Jefferson City. This Institute is mandatory for all clerks entering the program and participants will receive eight (8) credit hours.
 - b. Missouri Registered City Clerk (MRCC):
PURPOSE: The MRCC certification is tailored to the needs of Missouri Clerks. Clerks receive credits applicable to either the MRCC program or the Certified Municipal Clerk (CMC) program from the International Institute of Municipal Clerks (IIMC), with the exception that only the MRCC designation requires attendance at the New Clerks Institute.
 - c. Missouri Registered City Clerk Continuing and Sustaining:
PURPOSE: Continuing and Sustaining levels of certification combine learning experiences as well as professional and personal development with community and social services. These steps were included to recognize those clerks who are resolute in their professional development, continuing to grow and expand knowledge and experience.

d. Missouri Professional City Clerk:

PURPOSE: This is the highest level of certification through the State organization. Once this designation is received, no additional hours are required. However, MoCCFOA encourages clerks to continue attending educational sessions due to the importance of remaining updated on new State Statutes, new methods of technology and the importance of networking with other clerks throughout the state.

4. All applications for certification shall be reviewed by the Certification Committee.
 - a. In the event of a discrepancy, irregularity or other issue on an application, the Certification Committee Chairman may consult with the Certification Committee before making a determination on the application.
 - b. An applicant may appeal an adverse determination on their application to the Executive Board.
 - c. After review and approval of participant's certification, the results should be communicated to the participant along with the organization's President, the Education Director, and the Public Relations Committee.
5. Refer to the International Institute of Municipal Clerks (IIMC) website for the International Certification Program.

ARTICLE IX: OUTSTANDING CLERK AWARD

The Outstanding City Clerk Award is designed to recognize a City Clerk or Finance Officer that has demonstrated outstanding service and commitment to their municipality, community, and professional organizations.

Minimum Requirements

1. City Clerk or Finance Officer for municipality in the State of Missouri, serving at least five (5) years.
2. Active, participating member of Missouri City Clerks and Finance Officers Association for at least five (5) years.
3. Have attained the Missouri Registered City Clerk (MRCC) or the IIMC Certified Municipal Clerk (CMC) designation.

Guidelines

1. Confidential nominations may be submitted by any “active” member as defined in the bylaws of the MoCCFOA or a municipal official.
2. Nomination forms may be obtained from the Committee Chair, Committee members or the President.
3. Completed nomination forms must be received by the Committee Chairman no later than January 15 each year. A postmark of January 15 will not be accepted.
4. The nominations will be reviewed by the Outstanding City Clerk Committee for verification of qualifications, i.e. membership, years of service, etc.
5. The Committee will forward the qualifying nominations to the judges (Kansas CCFOA President, Illinois CCFOA President, MML Representative and two prior year recipients of the award), to make the final selection.
6. The name of the nominees and the successful candidate will remain confidential. All nomination materials will be destroyed immediately upon adjournment of the Spring Institute.
7. A short biography will be read, announcing the name of the “Outstanding City Clerk” at the Spring Institute in March.
8. An award will be presented having the inscription “Outstanding City Clerk, respective year and the name of the recipient” at the Spring Institute in March of each year. Notify nominator to invite Mayor, Council (Board, Commissioners, etc.), Administrator/Manager and other guests, up to eight (8). The Association will pay for banquet meals for up to eight (8) guests.
9. The President or President-Elect shall appear before the Board/Council of the successful nominee recognizing the achievement of their clerk by making a formal presentation.
10. Following the Spring Institute, letters of acknowledgement shall be sent to whoever nominated the clerk, inviting them to submit an application next year.
11. In the case of a tie, the Committee members shall review the judges’ ratings on those candidates and cast a secret ballot for the winner.

12. The Chairman shall prepare information for publicity to the Missouri Municipal League Review, State Newsletter and the International Institute of Municipal Clerks News Digest.
13. Once a clerk has been selected as “Outstanding City Clerk of the Year” she/he would be ineligible for future nominations.

ARTICLE X: SCHOLARSHIPS

The purpose of the Scholarship Program is to encourage professionalism of Missouri City Clerks and Finance Officers by establishment of a scholarship program to reimburse expenses for those who may not otherwise be reimbursed by the city for attendance at Missouri City Clerks and Finance Officers Association educational sessions.

The MoCCFOA may award up to twenty-six (26) scholarships, ten (10) for the Annual Spring Institute, ten (10) for the New Clerks Conference and two (2) each for the three (3) Regional Conferences. Regional Conference Scholarships, not awarded due to lack of applications, may be awarded for one of the other Regional Conferences, where more than two applications are received.

The Scholarship encompasses registration fee paid directly to the educational institution, half of single/double occupancy of the hotel cost and up to \$50.00 paid to the applicant for mileage and/or other necessary expenses. If applicant should receive two (2) scholarships (i.e. New Clerks Conference and Spring Institute) and they are at the same location and the conferences are consecutive dates, the applicant will receive only up to \$50 for mileage and/or other expenses to cover both conferences.

The Scholarship Chairman:

1. Shall send information regarding the scholarship processed to be published in the MoCCFOA Newsletter and the MML to include in its publication.
2. Shall send the MoCCFOA guidelines for scholarships and the applications to all of the Division Presidents and Directors requesting they encourage their Division members to apply if they meet the applicable guidelines.
3. Shall send the applications received to all members of the Scholarship Committee and schedule a meeting, generally held via email, for review.

4. Shall notify the applicants, the contracted educational institution and MoCCFOA President and Treasurer of the recipients of the scholarships.

Scholarships to be awarded are:

1. Jay Bell Scholarship – To be given to an applicant who will be attending the Spring Institute for the first time.
2. Robert Karsch Scholarship – May be given to a first time attendee of the Spring Institute or to one (1) applicant for multiple years.
3. Cheri Middaugh Scholarship – May be given to a first time attendee of the Spring Institute or to one (1) applicant for multiple years.
4. At Large Scholarships – Up to twenty-three (23) at large scholarships – seven (7) for Spring Institute, ten (10) New Clerks Conference and six (6) for Regional Conference may be awarded to first time attendees, return attendees and given to the same person more than one (1) year if the need is proven. In the event that any category of at large scholarships are not awarded due to lack of applications, consideration may be given to award additional scholarships to those categories that have an excess of applicants.

Guidelines:

The following criteria shall be considered by the Scholarship Committee and judged according to the information provided. Applications must be submitted and reviewed on a year-to-year basis.

1. Applicant must be a member in good standing of the Missouri City Clerks and Finance Officers Association and an active participating member.
2. Applicant must be a City Clerk, City Treasurer, City Collector, Finance Officer, Deputy and/or Assistant to these positions or hold a similar position.
3. The Scholarship Chairman must receive completed applications and all required documentation no later than August 31st for Regional Conferences and December 31st for the Spring Institute and the New Clerks Conference.
4. Applicant must have requested his/her municipality to underwrite schooling financially and must submit a letter from the Mayor, City Manager, City Administrator or Council expressing support of the application and indicating a commitment to grant time off to attend the educational institute.
5. Attach a statement giving reasons for attendance and what it will mean to work toward certification, participating in a continuing education program.

6. All MoCCFOA Scholarship recipients shall provide conference receipts to the Treasurer of the MoCCFOA no later than 30 days from the close of the conference in order to be reimbursed for approved expenses. Any receipts submitted for reimbursement after the 30 days from the close of the conference will not be considered for payment.

ARTICLE XI: ADDITIONS AND AMENDMENTS

The Executive Board shall have the authority to make amendments; however, said amendment shall be presented to the Association at its next meeting. Any rule of procedure may also be repealed, suspended, altered or amended by a majority vote of the Association's members.