

**BY LAWS OF
DISTRICT III COUNTY ELECTED OFFICIALS
IDAHO ASSOCIATION OF COUNTIES**

Article I.

Section 1: Name: This Organization shall be known as District III County Elected Officials.

Section 2. Membership:

- A. Membership in this organization shall be open to the county elected officials of any of the following counties that are members in good standing of the Idaho Association of Counties: Ada, Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley and Washington.
- B. All county elected officials of any of the above-mentioned ten (10) counties will be classified active members providing their county has paid their District III dues, thereby qualifying as a “member county”.
- C. The District dues shall be determined by the membership as they approve the District III budget in accordance with Article IV, Section 1. The dues assessment shall be mailed by the District Secretary/Treasurer to the County Clerk of each County in November and shall be payable to the District in December.

Article II.

Section 1. Regular Meetings: The District shall hold quarterly meetings on the second Friday in January, April, July and October. The October meeting will be considered the Annual Meeting. Meetings may be scheduled or canceled at the discretion of the Executive Board, as defined in Article III, Section 1, subsection A.

Section 2. Special Meetings: A special meeting may be called by the Chairman whenever circumstances warrant such a meeting.

Section 3. Agenda and Notification: Members shall consider any business presented by the Chairman or any member.

Members of each county in the district shall be notified by the District Secretary/Treasurer at least ten (10) work days prior to a regular meeting and five (5) work days prior to a special meeting.

Section 4. Quorum & Voting: A quorum at any meeting shall be representation by at least one (1) elected official from six (6) counties. No proxies are allowed.

All voting, other than contested elections, shall be by voice vote unless ordered otherwise by the Chairman. A majority vote of those members present shall be required for decisions on all issues requiring a vote.

Article III.

Section 1. Elected Positions:

- A. The elected officers of this organization shall be:
1. Chairman.
 2. Vice Chairman.
 3. Secretary/Treasurer.

The Executive Board shall include the Chairman, Vice Chairman, Secretary/Treasurer and Immediate Past Chairman.

- B. An election shall be held for the position of Secretary/Treasurer annually at the October meeting of the District III Elected Officials. The current Secretary/Treasurer will advance up to Vice Chairman and the Vice Chairman to Chairman.
- C. Nominees for the office of Secretary/Treasurer shall be open to all members in good standing in a rotating order, provided that not more than one member of the Executive Board shall represent the same county elected office. The rotating order shall be: Treasurer, Coroner, Commissioner, Sheriff, Assessor, Clerk and Prosecutor. In the event that candidates from a rotating elected office do not come forward, the position shall be open to the members of the next rotating elected office and the rotating elected office for which there is no candidate shall forfeit its position in the rotation for that year.
- D. The membership of this organization shall also elect one of its members to the following positions:
1. IAC Legislative District Representative.
 2. Alternate IAC Legislative District Representative.
 3. Representative to IAC Board of Directors.
 4. Alternate Representative to IAC Board of Directors.
- E. In the event of a vacancy in any office, the association represented by that position shall recommend a candidate to fill out the term of that office with the Executive Board's approval. Said replacement will then continue through the positions.

Section 2. Terms of Office: The terms of office for the Chairman, Vice Chairman and Secretary/Treasurer shall be for one (1) year, starting on the date of their election and continuing until their successors have been elected.

The IAC Legislative District Representative, Alternate IAC Legislative District Representative, Representative to IAC Board of Directors and Alternate Representative to IAC Board of Directors shall serve a two (2) year term, starting on the date of their election in each even-numbered year and continuing until their successors have been elected.

Section 3. Duties of Elected Officers:

- A. The Chairman shall:
1. Preside at all meetings of the District;

2. Call any special meetings;
 3. Appoint all standing and special committees and name the chairman thereof;
 4. Notify IAC of the meeting schedule for the next year by December 31.
- B. The Vice Chairman shall:
1. Perform the duties of the Chairman in the absence of the Chairman;
 2. Automatically become Chairman in the event of a vacancy in the position of Chairman.
- C. The Secretary/Treasurer shall:
1. Keep the minutes of all meetings of the District;
 2. Distribute copies of minutes to the members prior to the next meeting;
 3. Notify the members of all meetings of the District;
 4. Submit bills for dues to the member counties in November;
 5. Keep all monies collected in a bank approved by the membership;
 6. Withdraw monies from said bank at the direction of the Executive Board;
 7. Present a financial report at each regular meeting and at any other time as directed by the Executive Board;
 8. Update signatory card at the bank after each election of a new Secretary/Treasurer.
- D. The IAC Legislative District Representative shall:
1. Attend all meetings fo the IAC Legislative Committee;
 2. Contact the appropriate elected official in each member county regarding urgent legislative matters being considered during the current Legislative Session;
 3. Gather all proposed legislation for the District and present the same to the IAC;
 4. Notify the Alternate IAC Legislative District Representative if unable to attend an IAC Legislative Committee meeting.
- E. The Alternate IAC Legislative District Representative shall serve in the absence of the Representative, with full voting rights of the Representative.
- F. The Representative to the IAC Board of Directors shall:
1. Attend all IAC Board meetings and transmit the majority views of the District;
 2. Report activities of the IAC Board to the District;
 3. Notify the Alternate Representative to the IAC Board of Directors if unable to attend an IAC Legislative Committee meeting.
- G. The Alternate Representative to the IAC Board of Directors shall serve in the absence of the Representative, with full voting rights of the Representative.

Section 4. Compensation: The elected officers of the District shall receive no compensation for their services, however, the District shall reimburse them for mileage and expenses while performing duties required by the District. This does not include attending any regular or special meeting of the District. Any member called upon to perform special duty shall be reimbursed for mileage and expenses.

Section 5. Mileage Rate: The District shall provide mileage reimbursement at the current rate allowed by the IRS.

Article IV.

Section 1. Budget: The Executive Board, as defined in Article III, Section 1, subsection A, of the District shall prepare a proposed budget to be submitted at the Annual Meeting in October for approval by the membership.

Article V.

Section 1. Amendments: Any and all amendments to these By Laws must be approved by a two-thirds majority vote of the voting members present at any regular meeting, provided that the proposed amendments shall have been submitted in writing to each member of the District at least five (5) work days prior to the meeting.

Section 2. Robert's Rules of Order: Any issues pertaining to the meetings of this District, and of its committees, not covered by these By Laws shall be governed by Robert's Rules of Order.

Section 3. Approval: These By Laws shall become effective upon approval by a two-thirds majority vote of the voting members present at a meeting of this District.

APPROVED AND ADOPTED, this ____ day of _____, 2016 by motion of _____, seconded by _____. Motion carried.