

**BY-LAWS  
OF  
IAC DISTRICT IV  
(Amended & Approved 10/2/2019)**

**ARTICLE I**

**Section I Name** - This organization shall be known as Idaho Association of Counties' District IV County Elected Officials.

**Section II 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: Blaine, Cassia, Jerome, Minidoka, Camas, Gooding, Lincoln, Twin Falls.
- B. All county elected officials of any of the above-mentioned eight counties will be classified active members providing their county has paid their District IV dues, thereby qualifying as a "member county".
- C. The District dues shall be determined by the membership as they approve the District Budget (see Article IV, Section 1).

**ARTICLE II**

**Section I Regular Meetings** - The district will schedule four meetings each year. One of those meetings will be held in October or November and it will be designated the Annual Meeting at which time district elections will be held.

**Section II Special Meetings** - A special meeting may be called by the Chair whenever circumstances warrant such a meeting.

**Section III Notification** - Members of each county in the district shall be notified by the district Secretary/Treasurer at least eleven (11) work days prior to a regular meeting and six (6) work days prior to a special meeting.

**Section IV Quorum & Voting** - A quorum at any meeting will be declared providing that at least one county elected official is present representing a majority of the member counties.

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

## ARTICLE III

### **Section I** Elected Positions

- A. The elected officers of this organization shall be:
  1. Chair
  2. Vice-Chair
  3. Secretary/Treasurer
- B. An election shall be held for the position of Secretary/Treasurer annually at the October/November meeting of the District IV Elected Officials.
- C. The election shall result in a new Secretary/Treasurer. The other two officers will continue to advance through the positions commencing with Secretary/Treasurer and ending with Chair.
- D. 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 committee shall represent the same county elected office. The rotating order shall be: Assessor, Commissioner, Clerk, Treasurer, Coroner, Sheriff 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.
- E. The membership of this organization shall also elect one of its members to the following positions:
  1. Representative to IAC Board of Directors
  2. Alternate Representative to IAC Board of Directors
  3. Representative to IAC Legislative Committee
  4. Alternate Representative to IAC Legislative Committee
- F. 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 Administrative Board's approval. Said replacement will then continue through the positions.

**Section II** Terms of Office - The terms of office for the Chair, Vice-Chair, and Secretary/Treasurer shall be for one year, starting on the date of their election and continuing until their successors have been elected.

The district representatives and alternates to the IAC Board of Directors and the IAC Legislative Committee shall serve a two-year term, starting on the date of their election in each even-numbered year and continuing until their successors have been elected.

### **Section III** Duties of Elected Officials

- A. The Chair shall:
  1. preside at all meetings of the District;
  2. call any special meetings;
  3. appoint all standing and special committees and name the chair thereof; and
  4. fill any vacancies in an elected position.

- B. The Vice-Chair shall:
  - 1. perform the duties of the Chair in the absence of the Chair; and
  - 2. automatically become Chair in the event of a vacancy in the position of Chair.
  
- C. The Secretary/Treasurer shall:
  - 1. keep the minutes of all meetings of the District;
  - 2. distribute copies to the members at, or prior to, the following meeting; and
  - 3. notify the members, as provided in Article II, Section 3, of all meetings of the District.
  - 4. present a financial report at each regular meeting and at any other time as directed by the Chair.
  - 5. Act as liaison to IAC for the following items:
    - a. Submit bills for dues to the member counties prior to February 15;
    - b. Keep all monies collected in a bank approved by the membership; and
    - c. Withdraw monies from said bank at the direction of the Chair.
  
- D. The Representative to the IAC Board of Directors shall:
  - 1. attend all Board Meetings of the IAC and transmit the majority views of the District; and
  - 2. report activities of the IAC Board to the District.
  - 3. in the event that the Representative is unable to attend an IAC Board Meeting, he/she shall notify the Alternate Representative.
  
- E. The Alternate Representative to the IAC Board of Directors shall serve in the absence of the Representative, with full voting rights of the Representative.
  
- F. The Representative to the IAC Legislative Committee shall:
  - 1. attend all meetings of 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; and
  - 3. gather all proposed legislation for the District and present the same to the IAC.
  - 4. in the event that the Representative is unable to attend an IAC Legislative Committee Meeting, he/she shall notify the Alternate Representative.
  
- G. The Alternate Representative to the IAC Legislative Committee shall serve in the absence of the Representative.

**Section IV Compensation** - The elected officials 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.

**Section V Mileage Rate** - The District shall provide the mileage reimbursement at the same rate as the IAC.

## ARTICLE IV

**Section I Budget** - The elected officers of the District (Chair, Vice-Chair, & Secretary/Treasurer) shall prepare a proposed budget to be submitted at the first meeting following the Annual Meeting for approval by the membership.

## ARTICLE V

**Section I Affiliate Meetings** - Each affiliate of the county elected officials (Assessor, Clerk, Commissioner, Coroner, Prosecutor, Sheriff, and Treasurer) is encouraged to hold affiliate meetings in conjunction with the Regular District Meetings. The District Chair or host county of each affiliate shall schedule their meetings in such a way to enhance attendance at the Regular District Meetings.

## ARTICLE VI

**Section I 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 amendment(s) shall have been submitted in writing to each member of the district at least five (5) work days prior to the meeting.

**Section II 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 III Approval** - These By-Laws shall become effective upon approval by a two-thirds majority vote of the voting members present at the Regular District Meeting noted below.

APPROVED AND ADOPTED, this 2nd day of October, 2019, by the District IV Elected Officials at their regular meeting held in Twin Falls County.