

**By-Laws
Of
The Idaho Association of Commissioners and Clerks**

ARTICLE I.

SECTION 1. Membership: Any county in the State of Idaho may by payment of annual dues become a member for the year for which such dues are paid, during which time such county shall be entitled to all services and privileges of the Association.

ARTICLE II.

SECTION 1. Dues: Any county of the State of Idaho may become a member by paying the membership fee for the current fiscal year by February 1st. The Association's fiscal year shall begin on October 1st and end on September 30th.

ARTICLE III.

SECTION 1. Annual Membership Meeting: The time and place of the annual membership meeting shall be determined by the members at each annual meeting. In the absence of such determination by the membership, the Executive Committee shall fix and determine the date and place of the annual meeting.

SECTION 2. Business: The delegates shall consider such business as may be presented by the Executive Committee, committees or delegates.

SECTION 3. Voting: All voting in meetings of the entire body shall be by voice unless a rising vote, roll call, or secret ballot is otherwise ordered by the President or a majority of those voting. A majority vote of those present shall be required for decisions on all issues except as hereinafter provided in Article X, Section 1.

SECTION 4. Membership Voting: Every County Commissioner and County Clerk of a member county of the Association present at the meeting shall be deemed a delegate and entitled to one vote.

SECTION 5. Quorum: For the purpose of transacting business at the annual meeting, a quorum consists of the voting delegates of the member counties represented at the annual meeting.

ARTICLE IV.

SECTION 1. Election of Officers and Executive Committee: The officers of the Association shall be elected at the annual membership meeting. On the even numbered

years, a delegate, other than an Executive Committee member, shall be elected to the Idaho Association of Counties Board of Directors for a two (2) year term.

SECTION 2. Nominating Committee Report: The report of the Nominating Committee shall be read to the delegates at least twelve (12) hours prior to the annual business meeting.

SECTION 3. Further Nominations: The President shall, at the time of election of officers, repeat the report of the Nominating Committee and call for further nominations from the floor.

ARTICLE V.

SECTION 1. Composition of the Executive Committee: The affairs of the Association shall be conducted by a Board of Officers, hereinafter referred to as the Executive Committee. The Executive Committee shall consist of three (3) officers, as set forth in Section 2 of this Article, and the Past President.

SECTION 2. Officers: The officers of the Association shall consist of a President, Vice-President, and Secretary.

SECTION 3. Past President: The immediate past president of the Association shall automatically become a full voting member of the Executive Committee for one (1) year term without election.

SECTION 4. Representation on the Executive Committee: In selecting officers, the Nominating Committee shall be especially concerned that counties of diverse population be represented. The officers elected each year shall consist of two County Commissioners and one County Clerk.

SECTION 5. Qualifications: Officers shall be elected County Commissioners or Clerks and a member.

SECTION 6. Term of Office: All Officers shall be elected at the annual Convention of the Idaho Association of Commissioners and Clerks for a term of one (1) year and shall hold office until their successors are elected and qualified.

SECTION 7. Filling Vacancies: In the event of a vacancy of the Executive Committee, the officers shall move up, filling the vacant position or positions. At the next annual meeting, officers of the Association shall be elected in accordance with the number of positions to be filled and in the representation rotation as outlined in Article V, Section 4.

ARTICLE VI.

SECTION 1. Duties of Officers: The *President* shall preside at all business meetings of the Association and shall perform such other duties as the executive committee shall

prescribe. The President will also serve a two-year term on the IAC Board of Directors. The President shall appoint all special committees and name the chairman thereto. The President shall also appoint the Chairman of the Legislative and Nominating Committees.

The *Vice-President* shall perform the duties of the President in the absence of the President and, in the event of a vacancy in the office of President, he or she shall automatically become President.

The *Secretary* or his/her designee will record the minutes of all the meeting's and send a copy to each member county.

SECTION 2. Duties of the Executive Committee: The executive Committee shall conduct the affairs of the Association in a manner consistent with the objects set forth in Article III or the Articles of Incorporation of said Association, to the end that county government may be strengthened by harmonious and co-operative action between the Association and the several agencies of government in Idaho.

SECTION 3. Meetings of the Executive Committee: All meetings of the Executive Committee shall be called by the President upon five (5) days written notice, however a meeting of the Executive Committee may be called by any two (2) members of the Executive Committee.

SECTION 4. Annual Meeting: The Executive Committee shall hold an annual meeting at the same time and place as the annual membership meeting.

SECTION 5. Conference Calls: Conference calls may be used to conduct emergency business.

SECTION 6. Compensation: The Executive Committee shall not receive compensation of the services, but may be reimbursed for mileage, meals and lodging.

ARTICLE VII.

SECTION 1. Budget: No less than ten (10) days prior to the annual meeting, a proposed budget, approved by the Executive Committee, will be sent to the members. The proposed budget shall adequately provide for all necessary and anticipated activities of the Association. No financial obligations beyond the approved budget may be incurred for the Association without the approval of the Executive Committee.

SECTION 2. Computation of Membership Dues: Upon adoption of the budget by a majority vote of the members present at the annual business meeting, the Executive Committee shall assess the membership fees for each county equally.

SECTION 3. Financial Report: A Financial Report, consisting of a Balance Sheet and a Statement of Expenditures to the Budget, shall be sent to the members no less than ten (10) days prior to the annual meeting.

SECTION 4. Professional Counsel: The Executive Committee may retain such professional counsel as it may from time deem necessary.

ARTICLE VIII.

SECTION 1. Committee Appointments: The President may establish special committees, name the chairman thereto, and appoint members as and when it is deemed in the best interest of the Association.

SECTION 2. Vacancy: The President shall fill all vacancies on committees.

SECTION 3. Nominating and Legislative Committees: The President shall appoint the Chairman of each committee. The Executive Committee shall appoint three members to each committee so that there is at least one Clerk and at least two Commissioners on each committee. The members of each committee shall represent the various regions of the State.

SECTION 4. Duties of the Legislative Committee: This committee shall be responsible for: screening proposed legislation; presentation of proposals at the annual meeting; the preparation of those proposals into bill form; and for striving to secure passage by the Legislature. The chairman of the Legislative committee will serve as the Association's representative on the IAC Legislative Committee.

SECTION 5. Final Approval: The Legislative Committee shall have final authority on all legislative items not approved by the delegates at the annual meeting.

ARTICLE IX.

SECTION 1. Amendments: These By-Laws may be amended at any annual meeting of the Association by a roll call vote of two-thirds of the voting delegates present, provided that the proposed amendments shall have been first prepared in writing and sent to the members no less than ten (10) days prior to the annual meeting. Such amendment shall become effective immediately upon approval by the delegates.

Reviewed and revised May 2017.

Approved and adopted June 7, 2017 at the Annual Meeting of the Idaho Association of Commissioners and Clerks. Kathy Ackerman, Idaho County Clerk, Presiding President