

2020 - 2021

ISACC

OFFICER GUIDEBOOK

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WELCOME!

Congratulations on your election as an officer of the Idaho State Association of County Coroners!

This guidebook was developed in 2019 for ISACC officers. The purpose of this guidebook is to provide assistance on a variety of issues pertaining to procedures and operations of ISACC. It will take the officers through the year, starting with the first day of office on the day of their installation, which typically takes place during the ISACC Annual Conference.

This guidebook will cover many key functions of ISACC. Our hope is that each year the current president will add more information to continue building the guidebook.

OVERVIEW OF ISACC

ISACC was formed as a nonprofit organization to unite Idaho's county coroners and their deputies into a single statewide organization to formulate standards and principles for guidelines in the operation of the office of the county coroner to collect, compile, and distribute information about the role and function of the county coroner and provide discussion of subjects which educate the county and deputy coroners; provide discussion of issues of mutual concern between the county coroners and the state of Idaho; establish lines of communication with the Idaho Legislature so that the Legislature will have the benefit of the knowledge and experience of the county coroner when considering legislation impacting the operation of county coroner; present and promote legislation believed to be beneficial to the county coroner and the taxpayers of the state of Idaho; oppose legislation which is detrimental to the county coroner and the taxpayers of the state of Idaho.

OVERVIEW OF IAC

The Idaho Association of Counties (IAC), formed in 1976, is a nonprofit, nonpartisan service organization dedicated to the improvement of county government. It was designed and incorporated by county elected officials to provide services, research, uniformity and coordination among member counties, in order for the county elected officials to serve their constituents better.

IAC is funded annually by dues paid by member counties and revenues generated by IAC services. The constitution and bylaws of IAC provide that the management of the organization is vested in a Board of Directors, which appoints an executive director to assist and serve at the pleasure of the board. The executive director is responsible for the management of the affairs of IAC under general direction of the board. The officers of the board are elected at the IAC Annual Conference. Other directors are elected by the affiliate organizations and IAC districts. IAC is owned, organized and operated by Idaho's county governments.

IAC provides administration support to several of our affiliate organizations, including ISACC. This guidebook will help understand IAC's role and your role as an officer of ISACC.

ISACC OFFICER CONTACT INFORMATION

President

Lucky Bourn
Minidoka County
minidoka.coroner@gmail.com
Office: 208.300.0342

Vice President

Tara Parsons
Butte County
buttecoroner@actnet.net
Office: 208.530.2005

Secretary/Treasurer

Craig Rinehart
Cassia County
crinehart@cassiacounty.org
Office: 208.431.0119

Past President

Dotti Owens
Ada County
dowens@adacounty.id.gov
Office: 208.287.5556

ISACC OFFICER ROLES

ROLE OF THE ISACC PRESIDENT

- 1) ISACC Annual Conference
 - a) Prepare agenda
 - b) Preside over meeting
- 2) ISACC Midwinter Conference
 - a) Prepare agenda
 - b) Preside over meeting
- 3) Appointments
 - a) Appoint all standing and special committees and name the chairs of the committees except as otherwise provided the Constitution and Bylaws
- 4) Special Ballot
 - a) Cast a special ballot in case of a tie at meetings of ISACC
- 5) Rules
 - a) Enforce all rules relating to the administration of ISACC

ROLE OF THE ISACC VICE PRESIDENT

- 1) Preside at all IACRC meetings if the President is not present
- 2) Fill the remainder of the President's term should it become vacant.
- 3) Shall be the chairperson of the Education Committee
- 4) Ensure all training and hours from ISACC meetings are forwarded to the Idaho Association of Counties

ROLE OF THE ISACC SECRETARY/TREASURER

- 1) ISACC Regular and Special Meetings
 - a) Keep meeting minutes
 - b) Send electronic meeting minutes to IAC (draft and approved)
 - c) Keep a register of the membership
 - d) Conduct all correspondence relating to ISACC
 - e) Issue all notices of meetings of ISACC
 - f) Perform all other functions related to the office of Secretary/Treasurer
 - g) In the event of a vacancy in the office of Vice President, automatically become the Vice President
- 2) Financial
 - a) Prepare an annual budget to be adopted by the membership at the annual meeting
 - b) Receive and receipt all monies payable to ISACC unless there is a contract for administrative support services with the Idaho Association of Counties or some other entity
 - c) Report to the membership on ISACC's financial health
 - d) Provide the President with a list of the counties that have not paid their dues from IAC's Financial Officer by January 31 and follow up on those that haven't paid

IAC STAFF CONTACT INFORMATION & RESPONSIBILITIES

Executive Director Seth Grigg sgrigg@idcounties.org Office: 208.345.9126 Cell: 208.695.7312	<ul style="list-style-type: none"> • Resource for technical assistance and policy questions • Available for moderating panels of presenters at conferences • Available as a Q&A panelist
Director of Operations Kristin Cundiff kcundiff@idcounties.org Office: 208.514.0403 Cell: 208.283.3136	<ul style="list-style-type: none"> • IAC Board of Directors Liaison • Coordinates IAC's Website, Publications, Newsletter, and Social Media • Supervises all conference planning
Policy Director Sara Westbrook swestbrook@idcounties.org Office: 208.514.0354 Cell: 208.695.6733	<ul style="list-style-type: none"> • Oversees the policy analysts • Resource for technical assistance and policy questions including specialized focus on intergovernmental affairs and transportation • Provided research assistance to members
Senior Financial Officer Amanda Steinmetz asteinmetz@idcounties.org Office: 208.514.0417 Cell: 208.724.3518	<ul style="list-style-type: none"> • Manages all financial matters for IAC, IACA, IACRC, IACC, ISACC, ISA, IEMA, IACMPAA, IACJJA, IAHD, CCDF, IAC's Litigation Funds, IAC and ISA's Scholarship Funds, and the IAC Service Corporation • Contact for financial reports • Processes reimbursements for travel
Member Services Associate Mindy Linn mlinn@idcounties.org Office: 208.514.0413	<ul style="list-style-type: none"> • Contact for the IAC Scholarship Fund • Contact for website updates/changes
Event Coordinator Shari Fernandez sfernandez@idcounties.org Office: 208.541.0363	<ul style="list-style-type: none"> • Coordinates all IAC and affiliate conferences • Follows conference budgets set by affiliate officers
Policy Analyst Kelli Brassfield kbrassfield@idcounties.org Office: 208.514.0369	<ul style="list-style-type: none"> • Resource for technical assistance and policy questions including specialized focus on health and human services and justice and public safety
Policy Analyst Tim Hibbard thibbard@idcounties.org Office: 208.514.0449	<ul style="list-style-type: none"> • Resource for technical assistance and policy questions including specialized focus on public lands, environment and energy • Provided research assistance to members
CAT Program Director Kathryn Mooney kmooney@idcounties.org Office: 208.514.0479	<ul style="list-style-type: none"> • General CAT Fund and Indigent Questions • CAT Board of Directors Liaison • Legislative issues on health care
CAT Case Manager Carolyn Carder ccarder@idcounties.org Office: 208.345.1366	<ul style="list-style-type: none"> • Provides customer support for providers and counties on CAT cases • Reviews CAT cases • Processes payments for medical bills • SCI scanning support

GENERAL INFORMATION

Mills Adler Award

Each association shall select, from among all eligible candidates, one recipient of the Mills-Adler Award. IAC will provide a nomination form to assist the associations in this process. Each association president must email the recipient's name and their corresponding completed nomination form to IAC by August 15 of each year.

Only current county officials who have been actively involved in the functions of IAC and their respective associations, and who have willingly given of themselves for the betterment of the associations should be selected.

A plaque, suitably inscribed, will be formally presented to the recipient at the IAC Annual Conference in September.

All questions on the Mills Adler Awards may be directed to Mindy Linn, IAC Member Services Associate.

IAC NEWSLETTER AND SOCIAL MEDIA

IAC produces a bi-weekly newsletter, The County Connection. Staff will post an article on our blog that will also be featured in the newsletter announcing the new officers of the ISACC. Please submit any additional articles to IAC that might be of interest, whether they are local stories from your county or a recap of your annual conference.

IAC also maintains a Twitter Account (@IdahoCounties), Facebook Account (@idcounties), and a LinkedIn profile. Feel free to tag IAC or send IAC staff news articles of interest or special announcements throughout the year.

CURRENT MEMBERS

IAC keeps a current database of all county coroners. Members may request an excel spreadsheet of county coroners by contacting IAC.

MEMBERSHIP

Dues invoices are emailed to each county coroner in October of each year. Each county coroner will be classified as a current member if dues are paid by January 31.

LEGISLATIVE ISSUES

ISACC can decide to bring forward legislation to the full Idaho Association of Counties membership. This process is outlined in Appendix H and the resolution template is available in Appendix I.

ISACC BYLAWS

WHAT ARE NONPROFIT BYLAWS?

Your nonprofit's bylaws are both a legal document and a roadmap for your organization's actions. A required element when forming a corporation, bylaws are a form of agreement or contract between the corporation and its owners to conduct itself in a certain way.

While for a commercial business the owners are its shareholders, the ownership of a nonprofit corporation belongs to the public as represented by the nonprofit organization's governing body, usually a Board of Directors.

WHY DOES A NONPROFIT NEED BYLAWS?

Nonprofits apply to their states to become incorporated. A nonprofit is a form of business and is thus regulated by states. To be incorporated, an organization must have a set of bylaws.

There is no requirement that a nonprofit doing charitable work must become incorporated, but there are many advantages to doing so. The most significant advantage is that there is limited liability should anything go wrong. If you choose not to become incorporated at the state level, you could set up an unincorporated nonprofit association. However, that only works if your organization is quite small with limited income.

Furthermore, if your nonprofit decides to seek 501c3 tax exemption from the IRS, it's much easier if you are incorporated. Incorporation requires you to set up all the legal requirements such as bylaws that the IRS looks for when granting tax exemption.

WHAT SHOULD BE IN YOUR NONPROFIT'S BYLAWS?

Bylaws vary according to the nature of your organization but consider them to be your internal manual for how you will operate. They should address basic activities, such as:

- governance, such as whether the org is controlled by a board or by its membership
- when and how board meetings will be held and conducted
- how board directors and officers will be appointed or elected
- voting procedures, such as what constitutes a quorum so that your board can make a decision
- how committees are created and discontinued
- number of directors for your board, their required qualifications, and their terms of service
- language that affirms the requirements and prohibitions for nonprofit organizations as set out by the IRS
- rules that govern conflicts of interest
- how the bylaws can be changed or amended

Source: <https://www.thebalance.com/what-are-bylaws-for-a-nonprofit-2502158>

AMENDING THE ISACC BYLAWS

The ISACC Bylaws may be amended upon approval by a two-thirds (2/3) vote of the present membership at any regular or special meeting. No proposition to amend shall be acted upon unless written notice of the amendment has been given to the Secretary/Treasurer not less than thirty (30) days prior to the meeting. A copy of the amendment shall be contained in the call for the regular or special meeting with a copy sent to each member at least fifteen (15) days prior to the date of the meeting at which the amendment(s) is to be voted on.

FY2021 ISACC Approved Budget

Idaho State Association of County Coroners FY2021 Budget Worksheet

	FY2016 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 ADOPTED BUDGET
Basic Revenue					
401.00 Dues	\$6,600.00	\$6,600.00	\$6,600.00	\$6,600.00	\$6,600.00
403.00 Interest Income	\$285.01	\$370.42	\$692.32	\$350.00	\$2,000.00
405.10 Annual Conf. Registration	\$0.00	\$4,748.00	\$6,339.00	\$0.00	\$6,000.00
405.12 Midwinter Conference	\$2,555.00	\$4,350.00	\$8,375.00	\$4,000.00	\$5,000.00
407.10 Vital Stat Funds	\$66,843.00	\$70,398.00	\$68,726.00	\$60,000.00	\$58,000.00
470.00 - Grant Income	\$0.00	\$4,264.02	\$10,936.40	\$0.00	\$0.00
Total Basic Revenue	\$76,283.01	\$90,730.44	\$101,668.72	\$70,950.00	\$77,600.00
Expenses					
521.10 President Travel	\$0.00	\$0.00	\$0.00	\$500.00	\$400.00
531.20 Office Supplies	\$94.40	\$94.40	\$94.40	\$100.00	\$100.00
531.90 Other Expense	\$77.50	\$77.50	\$9,467.53	\$100.00	\$100.00
540.11 IAC Admin Fee	\$5,500.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
570.10 Annual Conference	\$0.00	\$5,086.00	\$4,699.44	\$0.00	\$5,000.00
570.11 Midwinter Conference	\$6,619.50	\$6,619.50	\$5,184.09	\$4,000.00	\$6,000.00
570.12 Training	\$33,474.78	\$38,084.09	\$51,377.20	\$60,000.00	\$60,000.00
570.00 - Grant Expense	\$0.00	\$7,034.71	\$10,849.49	\$0.00	\$0.00
Total Expenses	\$45,766.18	\$62,996.20	\$87,672.15	\$70,700.00	\$77,600.00

FY2021 ISACC BUDGET HIGHLIGHTS

- County dues for FY21 are \$150
- There are two conferences that bring in revenue: ISACC Annual Conference and ISACC Midwinter Conference
- Line item 407.10 is budgeted for \$60,000 and can vary from year to year based on the amount of death certificates issued. Expense line item 570.12 is the training expense fund and pays for member training.
- The president is allowed \$500 in travel expenses. For more information on travel expenses, please see the travel section.
- The IAC Administrative fee pays for bookkeeping and meeting planning expenses. For more information, please view Appendix D: Support Services Agreement.

GENERAL BUDGET & FINANCIAL INFORMATION

- IAC's Financial Officer, Amanda Steinmetz, will draft a budget for the ISACC by the end of August and email it to the Executive Committee. The Executive Committee can then make changes or additions to the draft.
- The budget will be approved at the ISACC Annual Conference in September. The membership must move to adopt the budget and the motion needs to be included in the association minutes.
- Amanda can produce two financial reports for the association: Budget v. Actual and a Balance Sheet. Please allow up to two weeks for the creation of the reports, as we have multiple associations that we provide bookkeeping services for.

VITAL STATISTICS FUNDS

- For each certified copy of a death certificate there shall be charged an additional fee of one dollar (\$1.00) to be deposited in the state treasurer's local government investment pool, a fund hereby created for the Idaho state association of county coroners. Such moneys shall be used for the training of newly elected coroners and for the continuing education of county coroners and their deputies. (I.C. 39-252)
- Each year the ISACC Board of Directors must determine how they will use the funds to pay for training for new coroners and continuing education for those that have been in office. The board must make and approve a motion stating specifically what the association will pay for, including, but not limited to: how many members, cost of registration, hotel nights covered, transportation covered, etc.

STAFF, DIRECTORS, OFFICERS, AND MEMBER TRAVEL POLICY

The purpose of this policy is to establish criteria and approval authority for reimbursement of travel and meal expenses for ISACC directors, officers, and members.

POLICY TERMS

ISACC budget funds shall be spent to pay actual and necessary travel expenses of ISACC directors, officers, and members. In the event expenses are incurred which exceed those listed in this policy, the cost borne or reimbursed will be limited to the costs that fall within this policy. No travel costs shall be paid from ISACC budget funds except as authorized by this policy, in conformance with the current adopted budget.

TRAVEL COSTS CRITERIA

- (1) Types of occurrences for which expenses may be paid by ISACC or reimbursed to a member whose travel may be paid by ISACC:
 - (a) Travel and meal expenses incurred for the purposes of conducting official ISACC business, representing ISACC in an official capacity, or for obtaining training or information directly beneficial to ISACC operations.
 - (b) The actual cost of travel should be reasonable, utilizing the least expensive methods available, given the particular circumstances involved in each trip.
 - (c) Receipts should include names, titles, and statement of the business purpose. If the information is not provided at the time it is submitted, it will be returned to the member to be completed.
- (2) Expenses that may be paid by ISACC or reimbursed to the member:
 - (a) **Transportation Expenses**

Actual and necessary transportation expenses consist of the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements, using the most direct and time-efficient route, given the particular circumstances involved in each trip.
 - (b) **Lodging Expenses**

Actual and necessary lodging expenses may be paid or reimbursed when travel for ISACC reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking.
 - (c) **Meal Expenses**

Actual, reasonable, and necessary meal (breakfast, lunch, and dinner) expenses, including gratuities, may be paid or reimbursed when traveling on official ISACC business. A meal expense is not necessary and will not be paid or reimbursed by ISACC if that meal is included as part of a conference registration. Exceptions may be granted by the ISACC Officers.
 - (d) **Miscellaneous Expenses**

Tolls, ground transportation, parking expenses, baggage fees, internet, or public transportation may be paid or reimbursed if considered reasonable and necessary. Only self-

parking expenses necessary for the claimant's vehicle will be paid. Valet parking will not be paid if there is an alternative.

- (e) Other actual and necessary expenses not listed in this policy may be paid or reimbursed if considered reasonable and necessary and approved by the ISACC Officers. Expenses for days prior to or after a conference or meeting will be paid or reimbursed only if the extension results in overall trip costs that are the same or lower than overall trip costs without the extension.

(3) Reimbursement Requests

All expense reimbursement requests must be submitted on the current reimbursement request form. Requests must identify how the expenses relate to the conduct of ISACC business and document that the expense in question met the requirements of the policy. Requests must be submitted within 10 days of return and must be accompanied by itemized receipts documenting each expense. In some cases, itemized receipts may not be readily available, such as for tips, parking meters, or tolls. In these limited instances, the member may submit a replacement receipt, certifying that the expense was incurred and is reimbursable and an itemized receipt is not available to submit. Members should make every attempt to obtain itemized receipts for all travel expenses claimed.

CALENDAR OF EVENTS

2021

SEPTEMBER 23, 2020	IAC Virtual Membership Meeting	NOVEMBER 19, 2020	Fall County Officials Institute <i>The Riverside Hotel, Boise, ID</i>
SEPTEMBER 28-30, 2020	IAC Virtual Expo	FEBRUARY 1-4	IAC Midwinter Legislative Conference <i>The Riverside Hotel, Boise, ID</i>
SEPTEMBER 30, 2020	IAC Virtual Business Meeting	FEBRUARY	ISACC Midwinter Conference <i>Location & Date - TBD</i>
NOVEMBER 11, 2020	Fall County Officials Institute <i>Canyon Crest Event Center, Twin Falls, ID</i>	FEBRUARY 20-24	NACo Legislative Conference <i>Washington Marriott Wardman Park, DC</i>
NOVEMBER 12, 2020	Fall County Officials Institute <i>Residence Inn, Idaho Falls, ID</i>	MAY	WIR Conference <i>Location & Date – TBD</i>
NOVEMBER 13, 2020	Fall County Officials Institute <i>Clarion Inn, Pocatello, ID</i>	JULY 16-19	NACo Annual Conference <i>Austin Convention Center, Travis County, Austin, TX</i>
NOVEMBER 16, 2020	Fall County Officials Institute <i>Best Western Plus Coeur d'Alene Inn, Coeur d'Alene, ID</i>	SEPTEMBER 27-29	IAC Annual Conference <i>Boise Centre, Boise, ID</i>
NOVEMBER 17, 2020	Fall County Officials Institute <i>Best Western Plus University Inn, Moscow, ID</i>	OCTOBER	ISACC Annual Conference <i>Location & Data - TBD</i>

ISACC ANNUAL CONFERENCE CHECKLIST

ISACC President = Pres ISACC Executive Committee = EC IAC Meeting Coordinator = IAC

ONE YEAR PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Prepare conference schedule	IAC, Pres
Contract signed for meeting rooms and hotel rooms according to the conference schedule	IAC
Site Visit, if needed	IAC
Set preliminary budget	EC
Conference location information and dates posted on IAC website	IAC
SIX MONTHS PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Meet to begin planning agenda content	EC, IAC
Discuss and book local entertainment (if needed)	EC, IAC
Confirm draft agenda lines up with meeting rooms reserved	IAC
1 st notice of sponsor opportunities sent to potential sponsors	IAC
FIVE MONTHS PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Draft agenda created	EC
Begin contacting speakers based on draft agenda	EC
Email confirmations as speakers are booked	IAC
FOUR MONTHS PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Book any outside venues for meals, if needed	IAC
Follow up with potential sponsors	IAC, EC
Continue to contact and confirm speakers	IAC, EC
THREE MONTHS PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Registration form created	IAC
1 st email notice sent to coroners (includes registration form link, hotel accommodations, draft agenda)	IAC
TWO MONTHS PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Collect A/V (audio/visual) needs from speakers	IAC
Follow up with potential sponsors	IAC, EC
Submit meal and break selections to conference site	IAC
THREE TO FOUR WEEKS PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Order all supplies for conference	IAC
Reminder email to coroners to register	IAC
Follow up with speakers that have not submitted their presentations	IAC
Create and print sponsor flier	IAC
Final agenda posted on IAC website	IAC
TWO WEEKS PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Post all presentations on the IAC website and send out a notice to attendees	IAC
Any printing completed (agenda, sign in sheets, etc.)	IAC

ONE WEEK PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Name badges created and printed	IAC
Create attendee folders (if needed)	IAC
Reminder to all speakers to confirm presentation time	IAC
ON SITE	
TASK	RESPONSIBILITY OF
Set up and staff conference registration table	IAC
Daily room checks to make sure room set up and A/V are accurate	IAC
ONE WEEK AFTER CONFERENCE	
TASK	RESPONSIBILITY OF
Add any presentations to website that were brought to the conference	IAC
Thank you notes for presenters	Pres
Thank you notes to sponsors	IAC, EC
Create and send out conference evaluation	IAC

ISACC MIDWINTER CONFERENCE CHECKLIST

ISACC President = Pres ISACC Executive Committee = EC IAC Meeting Coordinator = IAC

ONE YEAR PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Prepare conference schedule	IAC, Pres
Contract signed for meeting rooms and hotel rooms according to the conference schedule	IAC
Site visit, if needed	IAC
Set preliminary budget	EC
Conference location information and dates posted on IAC website	IAC
SIX MONTHS PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Meet to begin planning agenda content	EC, IAC
Discuss and book local entertainment (if needed)	EC, IAC
Confirm draft agenda lines up with meeting rooms reserved	IAC
1 st notice of sponsor opportunities sent to potential sponsors	IAC
FIVE MONTHS PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Draft agenda created	EC
Begin contacting speakers based on draft agenda	EC
Email confirmations as speakers are booked	IAC
FOUR MONTHS PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Book any outside venues for meals, if needed	IAC
Follow up with potential sponsors	IAC, EC
Continue to contact and confirm speakers	IAC, EC
THREE MONTHS PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Registration form created	IAC
1 st email notice sent to coroners (includes registration form link, hotel accommodations, draft agenda)	IAC
TWO MONTHS PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Collect A/V (audio/visual) needs from speakers	IAC
Follow up with potential sponsors	IAC, EC
Submit meal and break selections to conference site	IAC
THREE TO FOUR WEEKS PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Order all supplies for conference	IAC
Reminder email to coroners to register	IAC
Follow up with speakers that have not submitted their presentations	IAC
Create and print sponsor flier	IAC
Final agenda posted on IAC website	IAC
TWO WEEKS PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Post all presentations on the IAC website and send out a notice to attendees	IAC
Any printing completed (agenda, sign in sheets, etc.)	IAC

ONE WEEK PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Name badges created and printed	IAC
Create attendee folders (if needed)	IAC
Reminder to all speakers to confirm presentation time	IAC
ON SITE	
TASK	RESPONSIBILITY OF
Set up and staff conference registration table	IAC
Daily room checks to make sure room set up and A/V are accurate	IAC
ONE WEEK AFTER CONFERENCE	
TASK	RESPONSIBILITY OF
Add any presentations to website that were brought to the conference	IAC
Thank you notes for presenters	Pres
Thank you notes to sponsors	IAC
Create and send out conference evaluation	IAC

PAST PRESIDENT NOTES

DOTTI OWENS, ADA COUNTY (2018-2019)

I wanted to express my gratitude for the opportunity to serve the Idaho State Association of County Coroners as your president this last year. Although we had our challenges, this association is developing into a source of resources and knowledge for our coroners throughout the state.

I have enjoyed serving as your president and the relationships that have developed from that opportunity. To the incoming president, stay persistent and forward moving, we have a great group of individuals in the coroner roles and they are eager to professionalize our industry within our great state.

Dotti Owens, M.A., D-ABMDI

Ada County Coroner

Past President-Idaho State Association of County Coroners

APPENDIX A – ISACC ARTICLES OF INCORPORATION

**ARTICLES OF INCORPORATION
OF
IDAHO STATE ASSOCIATION OF COUNTY CORONERS, INC.
(A Not-for-Profit Corporation)**

We, the undersigned, being natural persons of full age and citizens of the United States of America, in order to form a corporation for the purposes hereinafter stated, under and pursuant to the provisions of the Idaho Nonprofit Corporation Act, Idaho Code §30-30-6, et seq., and the acts amendatory thereof and supplemental thereto, do hereby certify as follows:

I. NAME

The name of this corporation shall be IDAHO STATE ASSOCIATION OF COUNTY CORONERS, INCORPORATED. The business of the corporation may be conducted as Idaho State Association of County Coroners or ISACC.

II. DURATION

The period of duration of the corporation is perpetual.

III. PURPOSE

ISACC is a non-profit corporation and is not organized for the private gain of any person. It is organized under the Idaho Nonprofit Act for charitable purposes. The specific purposes for which ISACC is organized are as follows:

- a. Formulate standards and principles for guidelines in the operation of the office of the county coroner;
- b. Collect, compile, and distribute information about the role and function of the county coroner;
- c. Provide a forum for the discussion of subjects which educate the county coroner and deputy coroners in the performance of their duties;
- d. Provide a forum for discussion of issues of mutual concern between the county coroner and the state of Idaho;
- e. Fund coroner-specific training for county coroners and deputy coroners as funds allow and as directed by the ISACC Board of Directors;
- f. Establish lines of communication with the Idaho Legislature so that the Legislature will have the benefit of the knowledge and experience of the county coroner when considering legislation impacting the operation of the office of the county coroner; present and promote legislation believed to be beneficial to the office of county coroner and the taxpayers of the state of Idaho; and oppose legislation which is detrimental to the office of county coroner and the taxpayers of the state of Idaho;
- g. Acquire, own, use, convey, or otherwise dispose of and deal in real or personal property and any interest therein;
- h. To do any and all other things necessary to improve the operations of county elected officials and county government in general;

- i. To do any and all things necessary, including the employment of administrators, counsel, and staff to give effect to the objects and purposes set forth in these articles; and
- j. To exercise all powers, privileges, and rights necessary or advisable to carry out the objects and purposes for which ISACC is formed, and the board of directors hereby claims for this corporation all the benefits, privileges, rights and powers created, extended or conferred by the provisions of all applicable laws of the state of Idaho, pertaining to corporations created not-for-profit, and any amendments or supplements thereto and such powers and authority as may be granted by any subsequent legislation relating corporations not-for-profit.

IV. REGISTERED OFFICE AND AGENT

The location of the registered office of ISACC shall be 3100 S. Vista Ave., Suite 200, Boise, Idaho 83705. The name of the registered agent of the ISACC who may be found at that address is Kristin Cundiff, Director of Operations, Idaho Association of Counties.

V. BOARD OF DIRECTORS

SECTION 1. GOVERNANCE: ISACC shall be governed by its board of directors. The board of directors must consist of three (3) or more individuals, with the number specified in or fixed in accordance with the bylaws, or otherwise required by the provisions of the Idaho Nonprofit Corporation Act, §30-30-603.

SECTION 2. INITIAL DIRECTORS: The names and addresses of the initial board of directors are as follows:

Bonnie Burlage, Fremont County Coroner
151W. 1st N., Ste. 2
St. Anthony, ID 83445

Dotti Owens, Ada County Coroner
5550 Morris Hill Road
Boise, ID 83706

Lucky Bourn, Minidoka County Coroner
P.O. Box 368
Rupert, ID 83350

VI. INCORPORATOR

The name and mailing address of the Incorporator is as follows:

Kristin Cundiff, Director of Operations Idaho Association of Counties
3100 S. Vista Ave., Suite 200
Boise, Idaho 83705

VII. ADDRESS

SECTION 1. PHYSICAL ADDRESS: The physical address for the Corporation is as follows:

Idaho Association of Counties
3100 S. Vista Ave., Suite 200
Boise, Idaho 83705

SECTION 2. MAILING ADDRESS: The physical address for the Corporation is as follows:

Idaho Association of Counties
3100 S. Vista Ave., Suite 200
Boise, Idaho 83705

VIII. MEMBERS

The Corporation shall have one class of Members. Members are counties which may be required to pay membership fees in such amounts and on such conditions as may be established by the Board of Directors. Each Member shall be entitled to one **(1)** vote on any issue or matter submitted to or required to be submitted to a vote of the membership.

IX. DISSOLUTION

In the event of the dissolution of ISACC, no part of its property shall be distributed to any member, member of the board of directors, or individual, and any property of ISACC not required to pay corporate debts and corporate expenses shall be distributed only for one or more exempt purposes with the meaning of section 501(c)4 of the Internal Revenue Code (or corresponding section of any future tax code), or shall be distributed to the Federal Government, state, or local government. Any such assets not so disposed shall be disposed by the District Court of Ada County, Idaho, exclusively for such purposes or to such organization or organizations as the Court shall determine, which are organized and operated exclusively for such purpose.

X. AMENDMENTS

These Articles of Incorporation may be amended by the affirmative vote of two-thirds of the members of ISACC present at a regular meeting.

XI. NONPROFIT NATURE

SECTION 1. PROPRIETARY INTEREST: The directors and members of ISACC shall have no private or proprietary interest in the corporation.

SECTION 2. PERSONAL LIABILITY: No officer or director of ISACC shall be personally liable for the debts or obligations of ISACC of any nature whatsoever, nor shall any of the property or assets of the officers or directors be subjected to payment of the debts or obligations of this corporation.

SECTION 3. PROHIBITED DISTRIBUTIONS: The directors shall serve as such without compensation, and no part of the Corporation's earnings shall inure to the benefit of any private member or individual; provided however, that the board of directors may allow payment of the expenses necessarily incurred by a director in the performance of his or her duties as a director. The board of directors shall be full indemnified, to the extent by law, for any liability incurred in connection with their respective duties hereunder.

IN WITNESS WHEREOF, I have hereunto set my hand this 23 day of October, 20017.

Kristin Cundiff, IAC Director of Operations
"Incorporator"

On this __23__ day of _October_, 2017, before me, the undersigned, a Notary Public in and for the state of Idaho, personally appeared Kristin Cundiff, known to me to be the person whose name is subscribed to the within instrument, and acknowledged to me that she executed the same, and that she is a person over the age of eighteen (18) years and a citizen of the United States of America.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

NOTARY PUBLIC for Idaho

Residing at

My Commission Expires: _____

APPENDIX B – ISACC BYLAWS – REVISED 2018

BY-LAWS OF

IDAHO STATE ASSOCIATION OF COUNTY CORONERS, INC.

ARTICLE I – NAME AND OBJECTIVES

Section 1. The name of the organization shall be the Idaho State Association of County Coroners, Incorporated (ISACC).

Section 2. The objectives of ISACC shall be to unite Idaho's county coroners and their deputies into a single statewide organization in order to:

- a. Formulate standards and principles for guidelines in the operation of the office of the county coroner;
- b. Collect, compile, and distribute information about the role and function of the county coroner;
- c. Provide a forum for the discussion of subjects which educate the county coroners and deputy coroners in the performance of their duties;
- d. Provide a forum for discussion of issues of mutual concern between the county coroners and the state of Idaho;
- e. Establish lines of communication with the Idaho Legislature so that the Legislature will have the benefit of the knowledge and experience of the county coroner when considering legislation impacting the operation of the office of county coroner;
- f. Present and promote legislation believed to be beneficial to the office of the county coroner and the taxpayers of the state of Idaho;
- g. Oppose legislation which is detrimental to the office of county coroner and the taxpayers of the state of Idaho; and
- h. Acquire, own, use, convey, or otherwise dispose of and deal in real or personal property and any interest therein.

ARTICLE II – MEMBERSHIP

Section 1. Any Idaho county coroner upon the payment of the annual dues shall be a voting member of the association.

Section 2. All regular dues are payable on October 1st of each fiscal year, with the fiscal year beginning on October 1st and ending on September 30th. Such dues become delinquent after January 31st of that fiscal year.

Section 3. Any deputy coroner authorized by his or her county coroner may become a member of the association but shall not have the right to vote unless otherwise designated pursuant to the provisions of Article VIII, Section 3 of this Constitution and Bylaws.

Section 4. As a condition of membership, members shall agree in writing to abide by the ISACC Code of Conduct. Any member who fails to maintain compliance of the ISACC Code of Conduct shall be reviewed by the ISACC Board of Directors and may be subject to expulsion from ISACC.

Section 5. Any person or organization, upon payment of a fee to be determined by the membership, may become an associate member of ISACC but shall not have the right to vote or any other authority because of that membership.

ARTICLE III – GOVERNMENT

Section 1. The government of ISACC shall be vested in the membership, except as otherwise provided in this Constitution and Bylaws.

Section 2. Only members enumerated in Article II, Section 1 shall be eligible to hold office and vote, unless otherwise designated pursuant to the provisions of Article VIII, Section 3 of this Constitution and Bylaws.

Section 3. The control and management of the property, finances, and general supervision of all the affairs of ISACC shall be under the supervision of the board of directors answerable to the membership. The President, Vice President, and Secretary/Treasurer shall serve as officers of ISACC. The three officers plus four additional coroners elected as set forth in Article IV shall constitute the board of directors.

ARTICLE IV– ELECTION, TERM OF OFFICE & DUTIES OF OFFICERS, BOARD MEMBERS AND THE REPRESENTATIVE TO THE IAC BOARD OF DIRECTORS AND LEGISLATIVE COMMITTEE

Section 1. The officers of ISACC shall be the President, Vice President, and Secretary/Treasurer; who shall constitute the Executive Board, and serve without salary.

Section 2. The officers shall be elected at the ISACC Annual Conference. Upon the presentation of a slate of officers by the Nomination Committee, any member may make additional nominations from the floor. Election shall be by secret ballot when deemed necessary by the President. Election to any office shall be a majority of the votes cast. Each officer shall represent a separate Idaho Association of Counties district as now exists or hereafter may be established.

Section 3. The term of office for the President, Vice President, and Secretary/Treasurer shall be for one (1) year, starting on the date of their election and continuing until their successors have been elected and qualified.

Section 4. The duties of the officers of ISACC shall be as follows:

A. The President shall:

1. Preside over all meetings of ISACC;
2. Appoint all standing and special committees and name the chairs of the committees except as otherwise provided in this Constitution and Bylaws;
3. Cast a special ballot in case of a tie at meetings of ISACC; and
4. Enforce all rules relating to the administration of ISACC.

B. The Vice President shall:

1. Perform the duties of the President in absence of the President;
2. In the event of a vacancy in the office of President, automatically becomes the President
3. Shall be the chairperson of the Education Committee; and
4. Ensure all training and hours from ISACC meetings are forwarded to the Idaho Association of Counties.

C. The Secretary/Treasurer shall:

1. Keep the minutes of all regular and special meetings of ISACC;
2. Keep a register of the membership;
3. Conduct all correspondence relating to ISACC;
4. Issue all notices of meetings of ISACC;
5. Perform all other functions related to the office of Secretary/Treasurer;
6. In the event of a vacancy in the office of Vice President, automatically become the Vice President;

7. Prepare an annual budget to be adopted by the membership at the annual meeting;
8. Receive and receipt all monies payable to ISACC unless there is a contract for administrative support services with the Idaho Association of Counties or some other entity;
9. Report at each ISACC meeting the financial condition of ISACC;
10. Provide the President with a list of those not qualified on non-payment of dues as required by Article II, Section 1.

Section 5. The seven additional members of the board of directors for ISACC shall be elected as follows: six (6) members shall be elected from each of the Idaho Association of Counties districts for a term of one (1) year. The seventh member shall be elected “at-large” from any district for a term of one (1) year. Each of the board members shall be elected in during the ISACC Annual Conference.

Section 6. The ISACC membership shall elect a representative to the Idaho Association of Counties Board of Directors to serve a term of two (2) years. The election for this position shall commence in the year 2001 at the ISACC Annual Conference for a one (1) year term, and shall occur in each even-numbered year thereafter for a term of two (2) years. Also, an alternate with the same qualifications as the representative shall be elected for a two (2) year period to attend the meetings of the Idaho Association of Counties Board of Directors should the regular representative be unavailable, and shall complete the unexpired portion of the term of the regular representative should he or she be unable to do so.

Section 7. The ISACC membership shall elect a representative to the Idaho Association of Counties Legislative Committee to serve a term of two (2) years. The election for this position shall commence in the year 2015 at the ISACC Annual Conference for a one (1) year term, and shall occur in each even-numbered year thereafter for a term of two (2) years. Also, an alternate with the same qualifications shall be elected for a two (2) year period to attend the meetings of the Idaho Association of Counties Legislative Committee should the regular representative be unavailable, and shall complete the unexpired portion of the term of the regular representative should he/she be unable to do so.

ARTICLE V – COMMITTEES

Section 1. The ISACC committees shall include the Nomination Committee, the Education Committee, and such other special committees as may be appointed from time to time by the ISACC President.

Section 2. The ISACC President shall appoint all committees and name the chair and vice chair unless otherwise provided in this Constitution and Bylaws. All appointments shall expire with the expiration of the term of the President under whose term the appointment was made.

Section 3. The Nomination Committee shall consist of the Immediate Past President as chair and six (6) members who represent each Idaho Association of Counties (IAC) district. The ISACC President shall appoint the six (6) members and the ISACC Board shall approve prior to August 1 of each year. If the Immediate Past President is not available to chair the Nomination Committee, the board will vote for a chair.

ARTICLE VI – CONTINUING EDUCATION

Section 1. Coroners must attend and participate in twenty-four (24) hours of continuing education every two (2) years to remain in good standing with the ISACC. Continuing education and Training must pertain to the Medicolegal Death Investigation and the role of the coroner. Continuing education must be courses approved by the Education Committee in order to apply to continuing education requirements.

Section 2. In order to receive funding for training from ISACC, the member requesting funds must have attended at least one (1) of the last two (2) ISACC meetings and be current on their dues. A coroner can petition the ISACC Board of Directors if a hardship occurs within that fiscal year.

ARTICLE VII – MEETINGS

Section 1. ISACC shall have a minimum of two (2) meetings per year. The annual meeting of ISACC shall occur in the Fall of each year. The semi-annual meeting of ISACC shall occur in February of each year in conjunction with the Idaho Association of Counties Legislative Conference. Notices of the annual meeting shall be sent to each Member not less than fifteen (15) days prior to the meeting.

Section 2. The ISACC Board of Directors shall have four (4) meetings per year. These meetings shall occur quarterly. Two (2) of these meetings shall occur in conjunction with the Idaho Association of Counties Legislative and Annual Conferences.

Section 3. The President may call a special meeting of ISACC at any time with the approval of the board of directors.

Section 4. The minutes of each meeting of the membership or board of directors shall be distributed to all members of ISACC and to a representative at Idaho Association of Counties within thirty (30) days after the conclusion of the meeting.

ARTICLE VIII – QUORUM AND VOTING

Section 1. A majority of the ISACC Membership shall constitute a quorum authorized to transact any business at any meeting of the association.

Section 2. Each county coroner qualified to vote pursuant to Article II, Section 1, shall have one (1) vote on any issue requiring a vote of the ISACC Membership.

Section 3. In the absence of the county coroner, a deputy coroner specifically authorized by the county coroner in writing to vote on behalf of the county coroner may vote on any issue requiring a vote of the ISACC Membership. The authorization to vote shall be presented to the President prior to voting.

ARTICLE VIII – QUORUM AND VOTING

Section 1. Amendments to the ISACC Constitution and Bylaws shall be made only at a regular or special meeting, upon approval by a two-thirds (2/3) vote of the members present. No proposition to amend shall be acted upon unless written notice of the amendment has been given to the Secretary/Treasurer not less than thirty (30) days prior to the meeting. A copy of the amendment shall be contained in the call for the regular or special meeting with a copy sent to each member at least fifteen (15) days prior to the date of the meeting at which the amendment(s) is to be voted on.

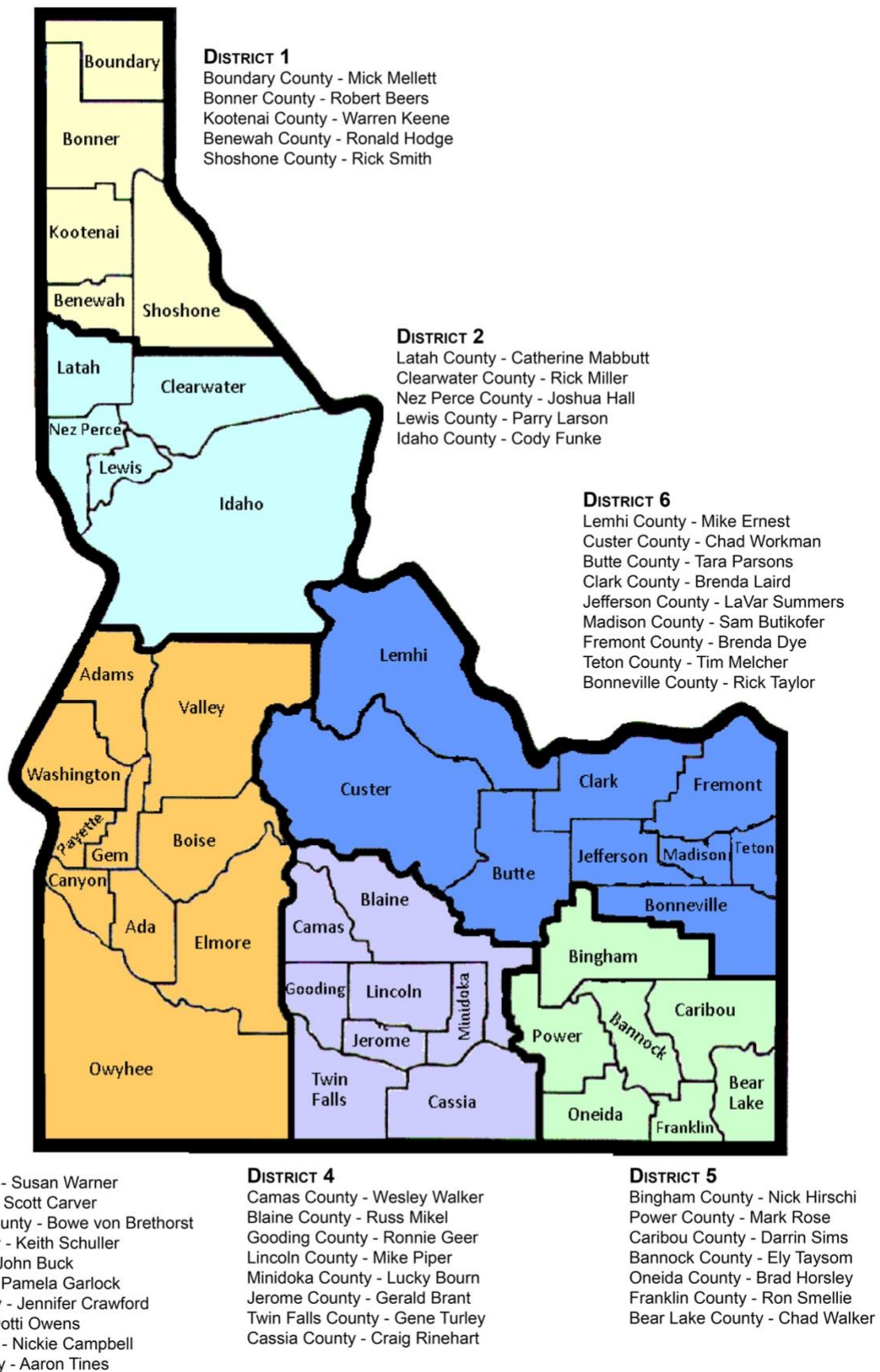
Section 2. The ISACC Constitution and Bylaws shall be reviewed in even-numbered years every two years with the first review in 2016.

Section 3. The most recent edition of Robert's Rules of Order shall govern the ISACC meetings and committees.

Adopted: January 31, 2001

Amended: February 1, 2016; September 28, 2017; February 9, 2018

APPENDIX C – IAC DISTRICT MAP



APPENDIX D – SUPPORT SERVICES AGREEMENT

SUPPORT SERVICES AGREEMENT
BETWEEN THE
IDAHO ASSOCIATION OF COUNTIES SERVICE CORPORATION, INC.
AND THE
IDAHO ASSOCIATION OF COUNTY RECORDERS AND CLERKS

THIS AGREEMENT made this 1st day of October 1, 2016 by and between the IDAHO ASSOCIATION OF COUNTIES SERVICE CORPORATION, Inc. (hereafter “IACSC”), and the IDAHO STATE ASSOCIATION OF COUNTY CORONERS (hereafter “ISACC”).

WHEREAS, IACSC is a non-profit corporation organized under the laws of the state of Idaho, owned and operated by Idaho’s forty-four counties, providing support services, information, legislative support and other valuable services; and

WHEREAS, ISACC is a non-profit corporation organized under the laws of the state of Idaho, owned and operated by Idaho’s county commissioners and clerks who are also members of IAC.

NOW, THEREFORE, for and in consideration of the mutual promises and agreements contained herein, the parties hereto agree as follows:

DUTIES OF ISACC:

1. ISACC shall pay IACSC \$2,500.00 annually to perform the financial and bookkeeping services set forth below.
2. ISACC shall pay IACSC \$2,500.00 annually to perform the meeting planning services set forth below
3. ISACC shall pay IACSC \$1,000.00 annually to monitor, track and report all continuing education credits. ISACC shall provide documentation of classes with attendance logs, etc. to IAC.
4. ISACC shall pay all costs associated with providing the services as set forth below.

DUTIES OF IAC:

1. IACSC through the staff of the Idaho Association of Counties shall provide full-charge bookkeeping services including accounts payable and receivable; provide all dues notices for ISACC; invest idle funds; develop an annual budget for adoption by ISACC; and provide financial statements upon request.
2. IACSC, through the staff of the Idaho Association of Counties, shall coordinate two (2) conference and meeting planning activities with the ISACC president and board of directors; negotiate with meeting facilities and finalize all functions; solicit sponsors and speakers for ISACC conferences; plan for and attend ISACC meetings; plan for and attend ISACC board of director meetings; and prepare, copy and send correspondence for the ISACC and conference materials.
3. IACSC, through the staff of the Idaho Association of Counties, shall monitor, track and report to the ISACC Board all continuing education credits earned by coroners annually.

4. IACSC, through the staff of the Idaho Association of Counties, shall provide a page on IAC's website for information pertaining to the Coroner's Association.
5. IAC shall maintain the records of and act as the registered agent for the ISACC as may be required by law.

TERM:

This Agreement shall commence on October 1, 2016 and shall expire on September 30, 2017. However, this Agreement may continue annually as may be specifically agreed to by the parties. Either party shall have the right to terminate this Agreement with or without cause upon thirty (30) days written notice to the other party.

AMENDMENTS:

Amendments to this Agreement, including the performance of additional services by IAC, shall be agreed to in writing and made a part of this Agreement.

IN WITNESS WHEREOF, the parties have signed this Agreement the date above written, pursuant to resolution of the Board of Directors of IAC and the Board of Directors of the ISACC.

IDAHO ASSOCIATION OF COUNTIES, Inc..

By: _____

Daniel Chadwick
IAC Executive Director

By: _____

ISACC President

Attest: _____

ISACC Secretary/Treasurer

APPENDIX E – ISACC PAST PRESIDENTS

Year	Name	County
2000 - 2002	Dale Coffelt	Bonner
2002 - 2004	Erwin Sonnenberg	Ada
2004 - 2005	Duayne Sims	Caribou
2005 - 2006	Maurice Masar	Clearwater
2006 - 2007	Mick Mellett	Boundary
2007 - 2008	Pamela Garlock	Boise
2008 - 2009	Dennis Chambers	Twin Falls
2009 - 2010	Gary Loder	Gooding
2010 - 2011	John Walker	Bonneville
2011 - 2012	John Buck	Gem
2012 - 2013	Keith Schuller	Payette
2013 - 2014	Gary Gilliam	Nez Perce
2014 - 2015	Vicki Armbruster	Custer
2015 - 2016	Kathryn Rose	Bonner
2016 - 2017	Sue Warner	Adams
2017 - 2018	Bonnie Burlage	Fremont
2018 - 2019	Dotti Owens	Ada
2019 –	Lucky Bourn	Minidoka

APPENDIX F – PARLIAMENTARY PROCEDURE AT A GLANCE

Common Motions

To Bring a Motion Before the Body:

Move an action or resolution for consideration.

☐ **Requires recognition by the Chair:** Yes

☐ **Requires a Second:** Yes

☐ **Vote Required:** Requires majority vote

To Modify a Motion:

Amend, add and/or delete words in the main motion. (Note: If the maker and seconder of the motion is willing to accept a friendly amendment a vote is not necessary.)

☐ **Requires recognition by the Chair:** Yes

☐ **Requires a Second:** Yes

☐ **Vote Required:** Requires majority vote

To Suppress Debate or Rush Action:

Previous question. A motion to close debate immediately.

☐ **Requires recognition by the Chair:** Yes

☐ **Requires a Second:** Yes

☐ **Vote Required:** Requires 2/3 vote

To Delay Action:

Postpone to a definite time.

☐ **Requires recognition by the Chair:** Yes

☐ **Requires a Second:** Yes

☐ **Vote Required:** Requires majority vote.

Refer to committee. Refer for study and report to the body at a later time.

☐ **Requires recognition by the Chair:** Yes

☐ **Requires a Second:** Yes

☐ **Vote Required:** Requires majority vote.

To Prevent Action:

For a motion to be or being considered a motion to table is used.

☐ **Requires recognition by the Chair:** Yes

☐ **Requires a Second:** Yes

☐ **Vote Required:** Requires majority vote.

To Change a Decision:

To make a motion to “reconsider” a previous action, the maker of the motion must have voted on the prevailing side.

- ☐ **Requires recognition by the Chair:** No
- ☐ **Requires a Second:** Yes
- ☐ **Vote Required:** Requires a 2/3 or majority with notice.

To Close a Meeting:

A motion to adjourn a meeting ends all business for this meeting. (Note: If the meeting’s agenda states adjournment at the end of the meeting a motion is not required.)

- ☐ **Requires recognition by the Chair:** Yes
- ☐ **Requires a Second:** Yes
- ☐ **Vote Required:** Requires majority vote.

Priority Motions: The motions below are listed in order of precedence. A motion can be introduced if it is higher on the chart than the preceding motion.

YOU WANT TO:	YOU SAY:	INTERRUPT	2 ND	DEBATE	AMEND	VOTE
Close meeting	I move to adjourn	No	Yes	No	No	Majority
Take break	I move to recess for (or until)...	No	Yes	No	Yes	Majority
Register an urgent request	I rise to a question of privilege	Yes	No	No	No	None
Close Debate	I move the previous question	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited to (or extended to)...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Bring business before assembly (a main motion)	I move that (or “to”)...	No	Yes	Yes	Yes	Majority
Reconsider an earlier vote	I move reconsideration of	No	Yes	Yes	No	2/3 or Majority with notice

Incidental Motions: No order of precedence. Arise incidentally and are decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT	2 ND	DEBATE	AMEND	VOTE
Enforce Rules	Point of Order	Yes	No	No	No	None
Appeal Ruling	I appeal the decision of the chair	Yes	Yes	Varies	No	Majority
Suspend Rules	I move to suspend the rules for the purpose of...	No	Yes	No	No	2/3
Split a motion into two or more parts	I move to divide the question	No	Yes	No	Yes	Majority
Demand a counted vote	Division	Yes	No	No	No	None
Question Parliamentary procedure	Parliamentary Inquiry	Yes	No	No	No	None
Request information	Request for information	Yes	No	No	No	None

APPENDIX G – SAMPLE MEETING MINUTES

**Please note that the sample minutes and agenda are examples only and may be modified to suit the needs of the association.*

Idaho State Association of County Coroners

Business Meeting Minutes Boise, Idaho

February 9, 2018

ISACC Members Present

Robert Beers, Bonner County
Lucky Bourn, Minidoka County
John Buck, Gem County
Bonnie Burlage, Fremont County
Mike Ernest, Lemhi County
Mike Gardner, Bingham County
Joshua Hall, Nez Perce County
Ron Hodge, Benewah County
Brad Horsley, Oneida County
Warren Keene, Kootenai County
Brenda Laird, Clark County
Perry Larson, Lewis County
Tim Melcher, Teton County
Mick Mellett, Boundary County

Russ Mikel, Blaine County
Tara Parsons, Butte County
Craig Rinehart, Cassia County
Mark Rose, Power County
Jerry Rost, Elmore County
Darrin Sims, Caribou County
Steve Spence, Gooding County
LaVar Summers, Jefferson County
Aaron Tines, Owyhee County
Chad Walker, Bear Lake County
Wesley Walker, Camas County
Sue Warner, Adams County
Chad Workman, Custer County

ISACC Members Absent

Gerald Brant, Jerome County
Scott Carver, Valley County
Keith Davis, Lincoln County
Rick Davis, Madison County
Vicki DeGeus-Morris, Canyon County
Vincent Frazier, Clearwater County
Cody Funke, Idaho County
Rick Taylor, Bonneville County
Bowe Von Brethorst, Washington County

Kelli Garcia, Shoshone County
Pam Garlock, Boise County
Cathy Mabbutt, Latah County
Dotti Owens, Ada County
Kim Quick, Bannock County
Keith Schuller, Payette County
Ron Smellie, Franklin County
Gene Turley, Twin Falls County

Guests Present

Kristin Cundiff, IAC Director of Operations
Mike Swain, IAC Event Coordinator
Ryan Belanger, Ada County
Eric Bonse, Ada County
Jeff Fanter, Ada County
Ron Geer, Gooding County
Muggy Hafen, Gem County
Ryan McElhoe, Ada County
Ben Warner, Adams County
Jonathan Yearsley, Nez Perce County
Michael Johnson, Boise County

Jessica Mitchell, Ada County
Lois Rinehart, Cassia County
Shane Royal, Ada County
Steve Russell, Jr., Ada County
Teresa Ryska, Owyhee County
Russell Sprague, Power County
Tracy Stampke, Camas County
Ely Taysom, Bannock County
Debra Wright, Bingham County
Cresley McConnell, Lincoln County

I. Call to Order

President Bonnie Burlage called the meeting to order at 8:00 am on Friday, February 9, 2018. State Tax Commission

II. Bylaw Amendments

Burlage reviewed the ISACC Bylaws that were emailed out to the membership prior to the conference. There were two small changes that were made during the ISACC Board Meeting and Burlage reported that the typos were changing 45 days to 15 days and changing the continuing education hours back to 24 hours to match the statute.

Ernest moved to accept all changes to the bylaws with the two typos included, Rinehart seconded. Motion carried unanimously.

III. Coroner Code of Conduct

Burlage presented the draft Code of Conduct to the full membership. She explained that this is not meant to be law or to become law, but simply a code to say how the coroners should act as they perform their duties as the elected coroner in their county. The membership discussed the benefits of having a code of conduct and whether it should be incorporated into state statute at some point. Members agreed that they needed more time to review the proposed Code of Conduct. Burlage suggested that it be sent out to the full membership and Kristin will request feedback from the members.

The members also discussed whether this should be cleaned up and presented as potential legislation. There were some concerns with perceived conflicts of interest and forcing coroners to participate in ISACC. Members had mixed reactions on whether this should become statute. Some found that it should be a code of conduct to live up to while performing the duties of the office, but others thought it could end up causing issues and so it should be adopted as a law.

Rinehart moved to take the draft Code of Conduct home to review it and we will discuss again in September, Sims seconded. Motion carried unanimously.

Buck informed the membership that there is a subcommittee formed by the ISACC Board that will be looking at potentially adding “teeth” to the continuing education law. Currently, there are no penalties if a coroner doesn’t comply with the required hours. Mellett didn’t think that ISACC should mandate training for coroners.

Summers noted that all counties are not equal and a code of conduct might not be “one size fits all.”

IV. Legislative Issues

Buck informed the group that there is a push to license funeral directors and funeral establishments. The Funeral Directors Association would like to see support from the ISACC on licensure.

Buck moved to write a letter to the legislature in support of licensure of funeral directors and funeral establishments, Hodge seconded. Motion carried unanimously.

V. Treasurer’s Report

Secretary/Treasurer Bourn reported that ISACC currently has training fund balance is \$163,083.76 and ISACC’s training fund balance is \$16,964.82.

VI. IAC Update

Cundiff reported that IAC has a new Executive Director, Seth Grigg. Grigg was a previous employee of IAC for five years and for the past three years he has been the Executive Director of the Association of Idaho Cities. Grigg’s background is in policy and advocacy and is looking forward to leading IAC into the future. Cundiff also noted that IAC has been sending out legislative bulletins and alerts and the members indicated they are receiving the bulletins.

VII. ISACC Logo

Johnson brought a logo to the membership from his current employer. According to Johnson's employer, the current logo has too much text included so it can't be easily printed on a patch or embroidered on a shirt. The members discussed the logo and noted that even though it doesn't have their official name they were okay with it.

Ernest moved to approve the purchase of 200 patches from Johnson's company, Rost seconded. Motion carried unanimously.

Rinehart moved to adopt the logo as presented to the membership as the official ISACC logo, Spence seconded. Motion carried unanimously.

VIII. 2018 Training

Cundiff reported the ISACC Board authorized funding for 20 coroners and 10 deputy coroners to attend a training pre-approved by the Education Committee this year. That will include up to \$500 for a registration fee, up to six nights for a hotel, per diem for each day of the training, and transportation to the training. The ISACC Fall Conference will take place September 27-28, 2018 at the Hampton Inn Boise Spectrum.

APPENDIX H – IAC LEGISLATIVE PROCESS

The IAC legislative resolution process provides the membership with the opportunity to influence state legislative policy affecting county governments. The process is designed to be open to allow participation from as much as the IAC membership as possible. In order to facilitate the legislative resolution process, some policies have been created to make the process as clear and precise as practicable. The policies are as follows:

SUBMITTING RESOLUTIONS

Legislative resolutions can be submitted by affiliate associations of IAC, IAC districts, individual elected officials who are members of IAC, and appointed committee of IAC. Unless an emergency exists, legislative resolutions are only considered at the IAC annual conference held during the month of September each year.

Legislative resolutions must be submitted in the standard IAC resolution format to be considered. To comply with the standard, resolutions shall include the following:

- The resolution sponsor(s)
- Idaho statutes affected including any new language or additional sections
- Impacted county office or department
- A concise statement of the issue and explanation
- Proposed policy change (this is the purpose of the resolution and should specify the action to be taken by IAC)
- Relevant background information (one or more paragraphs that succinctly describe the need for the resolution and why counties have an interest)
- Fiscal impact (statement of the direct cost/cost savings to counties or other relevant entities of the proposed policy)
- Identification of the standing or steering committee with jurisdiction and responsibility for the issue addressed by the resolution

If possible, legislative resolutions should be no longer than one page. Draft legislative language should also be included with the resolution as an attachment. IAC staff are available to assist members in writing legislation; however, the actual resolution shall be drafted by IAC members.

IAC staff may assist the resolution sponsor in assigning resolutions to the appropriate steering committees.

DISTRIBUTION OF RESOLUTIONS

All resolutions must be submitted to IAC staff no later than September 1 prior to the IAC Annual Conference. IAC staff will compile legislative resolutions and prepare a legislative resolutions packet to be distributed to the IAC membership. The resolution packet will be emailed to IAC members no later than two weeks prior to the start of the annual conference.

CRITERIA FOR EVALUATING RESOLUTIONS

A legislative resolution shall be evaluated by the sponsoring entity and membership on the following criteria:

- Focus on a single issue and be within the general realm and scope of county government operations

- Affect more than one county elected office or department
- Either affect taxation, spending, revenue generation authority or create significant efficiencies or cost savings
- Political feasibility

IAC steering committees, the IAC Legislative Committee, and IAC membership shall evaluate each proposal in light of these standards and vote on resolutions accordingly. IAC staff may assist in conducting the evaluation.

THE ROLE OF THE STEERING COMMITTEE

IAC has six official steering committees. These committees include Environment, Energy & Land Use, Health & Human Services, Intergovernmental Affairs, Justice & Public Safety, Public Lands, and Transportation. IAC steering committees serve a variety of roles, including reviewing legislative resolutions. Steering committees meet during the annual conference to, among other things, review legislative resolutions germane to their committee and either approve or reject each resolution presented. Any resolution not supported by 2/3 of the voting committee members present will not be considered by the IAC Legislative Committee or IAC general membership.

THE ROLE OF THE LEGISLATIVE COMMITTEE

The Legislative Committee meets during the annual conference to review all resolutions approved by the six official IAC steering committees to ensure clarity and compliance with IAC's bylaws and adopted policies. After certifying that approved resolutions compliance with IAC's bylaws and adopted policies, the Legislative Committee will present the resolutions to the IAC membership for a final vote. Only resolutions approved by the membership may become part of IAC's priority legislation.

After the annual conference, the committee will recommend a number of resolutions to the IAC Executive Director for inclusion in the IAC Legislative Package which will be provided to each IAC member prior to the start of the legislative session. According to the IAC Bylaws, the Legislative Committee can recommend no more than 5 resolutions to be included in the IAC Legislative Package.

THE ROLE OF IAC MEMBERSHIP

Each IAC member is responsible for reviewing the legislative resolution package prior to the annual conference and educating themselves on the issues. Members will be asked to take a formal position at the annual conference. The action of members will ultimately dictate the IAC Legislative Package. The sponsor(s) of legislative resolutions should be prepared to present their resolutions to IAC steering committees, the IAC Legislative Committee, and the IAC membership and answer any questions that may arise as part of the debate. Once IAC's official Legislative Package is established, IAC members should familiarize themselves with the legislation and speak with legislators concerning the legislation and seek their support.

VOTING

All voting during the conference shall be by voice. A standing vote may be called for by an IAC member or by the chair if the chair is in doubt of the results of the voice vote. A two-thirds vote is required for adoption. The voting procedures for IAC meetings are set forth in IAC's voting procedures as adopted by the IAC Board of Directors.

APPENDIX I – IAC RESOLUTION FORMAT

Instructions: All fields below are required for your resolution to be considered by the Idaho Association of Counties. If you are unsure of what to enter in a certain field, enter your best estimate, and also feel free to request the assistance of IAC staff.

NOTE: Due to the anticipated unusual nature of the 2021 legislative session because of Covid19, only emergency legislation should be proposed for the 2021 legislative session. In addition, please note that recent changes in the bylaws require that proposed legislation must affect more than one county office AND at least two counties.

TITLE:

SPONSOR:

STATUTES AFFECTED:

COUNTY OFFICE(S) AFFECTED: At least two county offices in Idaho must be affected by this issue.

COUNTIES AFFECTED: At least two counties in Idaho must be affected by this issue..

ISSUE/PROBLEM: Explain what the problem is.

BACKGROUND & DATA: Provide a brief history of the issue and any proposals that have been put forth, successful or otherwise. Also, because legislation often requires data and supporting research to become law, attach any current data and research you have on the subject (e.g. surveys, qualitative studies, costs).

PROPOSED POLICY: Explain your suggested solution to this issue. Attach draft legislation if available.

ARGUMENT & ENTITIES IN SUPPORT: List potential arguments and entities in support of your proposed policy.

ARGUMENT & ENTITIES AGAINST: List potential arguments and entities against your proposed policy.

FISCAL IMPACT: In the event that the proposed policy becomes law, address (1) whether there will be fiscal impact on the state and/or any local governments; (2) if so, the size of the fiscal impact; and (3) whether there will be any cost shifting.

