

2020 – 2021

IACRC

OFFICER GUIDEBOOK

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## WELCOME!

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Congratulations on your election as an officer of the Idaho Association of County Recorders and Clerks!

This guidebook was developed in 2017 for IACRC officers. The purpose of this guidebook is to provide assistance on a variety of issues pertaining to procedures and operations of IACRC. 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 IACRC Annual Conference.

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

### OVERVIEW OF IACRC

IACRC was formed as a nonprofit organization of duly elected Clerks of the District Court (who also serve as the Ex-Officio Auditor & Recorder, Clerk of the Board of County Commissioners, and Chief Election Official of each respective county). The organization brings together clerks to cooperate among themselves to resolve issues of mutual concern; to inform the legislature as to the impacts of new legislation which could be detrimental or beneficial to local governments; and to extend understandings, goals and objectives, and personal acquaintance among elected clerks throughout the state.

### 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 IACRC. This guidebook will help you understand IAC's role and your role as an officer of IACRC.

# IACRC OFFICER CONTACT INFORMATION

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## **President**

Henrienne Westberg  
Latah County

[hwestberg@latah.id.us](mailto:hwestberg@latah.id.us)

Office: 208.883.2249

## **Vice President**

Sharee Sprague  
Power County

[ssprague@co.power.id.us](mailto:ssprague@co.power.id.us)

Office: 208.226.7611

## **Secretary/Treasurer**

Lon Colton  
Oneida County

[lcolton@oneidaid.us](mailto:lcolton@oneidaid.us)

Office: 208.766.4116

## **Past President**

Kristina Glascock  
Twin Falls County

[kglascoc@co.twin-falls.id.us](mailto:kglascoc@co.twin-falls.id.us)

Office: 208.736.4004

# IACRC OFFICER ROLES

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## **ROLE OF THE IACRC PRESIDENT**

- 1) IACRC Annual Conference
  - a) Prepare agenda
  - b) Preside over meeting
- 2) IACRC Elections Conference
  - a) Appoint a chair to the Elections Committee to prepare the agenda
  - b) Participate in agenda planning sessions with the Elections Committee
  - c) Preside over meeting
- 3) IACRC Meetings During IAC Midwinter and IAC Annual
  - a) Prepare agenda
  - b) Preside over meeting
- 4) IACRC Committees
  - a) Name the chairperson of each IACRC committee
  - b) Appoint all members to IACRC committees
- 5) Appointments
  - a) Appoint the alternate to the IAC Board of Directors
  - b) Appoint the Legislative Representative, State Tax Commission Representative, and their alternates.
- 6) Awards
  - a) Participate as a member of the selection committee for the Granata Award and the Kramer Award through the Idaho Supreme Court

## **ROLE OF THE IACRC 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) Order magnetic name badges for newly elected and appointed clerks as needed. (ABC Stamp: <http://www.abcstamp.com/>)

## **ROLE OF THE IACRC SECRETARY/TREASURER**

- 1) IACRC Annual Conference
  - a) Keep meeting minutes
  - b) Send electronic meeting minutes to IAC (draft and approved)
- 2) Financial
  - a) Report to the membership on IACRC's financial health
  - b) Assist IAC in preparing conference budgets for the IACRC Annual and Social Services Conferences
  - c) Request a list of the counties that have not paid their dues from IAC's Financial Officer by December 31 and follow up on those that haven't paid

# IAC STAFF CONTACT INFORMATION & RESPONSIBILITIES

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

# GENERAL INFORMATION

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## **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.

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 Coordinator.

## **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 IACRC. 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 clerks. Members may request an excel spreadsheet of county clerks by contacting IAC.

## **MEMBERSHIP**

Dues invoices are emailed to each county clerk in October of each year. Each county clerk will be classified as a current member if dues are paid by February 1.

## **LEGISLATIVE ISSUES**

Each year at the IACRC Annual Conference, legislative resolutions are discussed and voted on by the membership. Those resolutions that are supported by the organization are then submitted to IAC and go through the IAC legislative process. This process is outlined in Appendix H and the resolution template is available in Appendix I.

# IACRC BYLAWS

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## 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 IACRC BYLAWS

The IACRC Bylaws may be amended by a majority vote of the membership at any annual meeting. The proposed bylaw amendment(s) must be sent to all members of IACRC at least 10 days prior to the vote on the amendment.

A general practice recommended by IAC is to review the bylaws every two years. The IACRC President may form a bylaw review committee. The IACRC Bylaws were last amended in 2020.



# FY2021 IACRC APPROVED BUDGET

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## Idaho Association of County Recorders & Clerks FY2021 Budget Worksheet

	FY2019 ACTUAL	FY2020 BUDGET	FY2021 ADOPTED BUDGET
<b>Revenue</b>			
<b>Basic Revenue BR-100</b>			
BR-101 - County Assessments	\$6,600.00	\$6,600.00	\$6,600.00
BR-102 - Interest Income	\$113.75	\$70.00	\$100.00
BR-104 - Scholarship Fund Raising	\$792.00	\$1,000.00	\$1,000.00
<b>Conference Revenue CR-100</b>			
CR-101 - Annual Conf. Registrations	\$6,655.00	\$6,000.00	\$6,000.00
CR-103 - Annual Conference Exhibitors	\$3,675.00	\$4,000.00	\$4,000.00
CR-120 - Election Conference Revenue	\$19,250.00	\$20,000.00	\$20,000.00
CR-130 - Annual Conference Sponsors	\$5,650.00	\$6,000.00	\$5,000.00
Fund Balance Draw	\$2,851.39	\$9,180.00	\$10,300.00
<b>Total Revenue</b>	<b>\$45,587.14</b>	<b>\$52,850.00</b>	<b>\$53,000.00</b>
<b>Expenses</b>			
<b>Conference Expense CE-200</b>			
CE-201 - Annual Conference Expense	\$10,589.91	\$13,000.00	\$13,000.00
CE-202 - Midwinter Conf. Expense	\$422.30	\$1,000.00	\$1,000.00
CE-205 - Election Conference Expense	\$20,265.94	\$20,000.00	\$20,000.00
<b>Legislative Expenses LE-300</b>	\$94.00	\$1,000.00	\$1,000.00
<b>Operating Expenses OE-100</b>			
OE-104 - Office Supplies	\$0.00	\$50.00	\$100.00
OE-107 - Telephone	\$108.00	\$120.00	\$200.00
OE-117 - Other Office	\$163.35	\$180.00	\$200.00
OE-118 - IAC Administrative Fee	\$7,500.00	\$7,500.00	\$7,500.00
OE-120 - Scholarship Donation Expense	\$792.00	\$1,000.00	\$1,000.00
OE-121 - Other Meetings Expense	\$0.00	\$1,000.00	\$1,000.00
<b>Travel Expense TE-100</b>			
TE-104 - President Travel	\$2,669.32	\$4,000.00	\$4,000.00
TE-106 - Vice President Travel	\$2,982.32	\$4,000.00	\$4,000.00
<b>Total Expenses</b>	<b>\$45,587.14</b>	<b>\$52,850.00</b>	<b>\$53,000.00</b>

# FY2021 IACRC BUDGET HIGHLIGHTS

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- County dues for FY21 are \$250
- There are two conferences that bring in revenue: Elections and IACRC Annual
- Line item BR-104 is budgeted for \$1000 and depends on how much is brought in with the silent auction during the IACRC Annual Conference. Expense line item OE-120 will adjust based on how much is brought in during the silent auction.
- The fund balance draw is there if expenses exceed revenues in a given year.
- The president and vice president are both allowed \$4000 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.
- Line item LE-300 (Legislative) can be used to cover travel costs for the Clerks Representative on the IAC Legislative Committee or to reimburse travel costs for clerks traveling to Boise to testify at the legislature.
- Line item OE-121 (Other Meeting) has been used in the past to hold a training separate from the IACRC Annual, IAC Annual, IAC Midwinter and Elections Conference.

## GENERAL BUDGET & FINANCIAL INFORMATION

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- IAC's Financial Officer, Amanda Steinmetz, will draft a budget for the IACRC by the end of June 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 IACRC Annual Conference in August. 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.

# STAFF, DIRECTORS, OFFICERS, AND MEMBER TRAVEL POLICY

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

## POLICY TERMS

IACRC budget funds shall be spent to pay actual and necessary travel expenses of IACRC 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 IACRC 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 IACRC or reimbursed to a member whose travel may be paid by IACRC:
  - (a) Travel and meal expenses incurred for the purposes of conducting official IACRC business, representing IACRC in an official capacity, or for obtaining training or information directly beneficial to IACRC 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 IACRC 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 IACRC 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 IACRC business. A meal expense is not necessary and will not be paid or reimbursed by IACRC if that meal is included as part of a conference registration. Exceptions may be granted by the IACRC 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 IACRC 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 IACRC 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 employee 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

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## 2021

SEPTEMBER 23, 2020	IAC Virtual Meeting	Membership	NOVEMBER 19, 2020	Fall County Officials Institute <i>The Riverside Hotel, Boise, ID</i>
SEPTEMBER 28-30, 2020	IAC Virtual Expo		JANUARY 5-7	IACRC Elections Conference <i>The Riverside Hotel, Boise, ID</i>
SEPTEMBER 30, 2020	IAC Virtual Business Meeting		FEBRUARY 1-4	IAC Midwinter Legislative Conference <i>The Riverside Hotel, Boise, ID</i>
NOVEMBER 11, 2020	Fall County Officials Institute		FEBRUARY 20-24	NACo Legislative Conference <i>Washington Marriott Wardman Park, DC</i>
NOVEMBER 12, 2020	Fall County Officials Institute		MAY	WIR Conference <i>Location &amp; Date – TBD</i>
NOVEMBER 13, 2020	Fall County Officials Institute		JUNE	IACC Annual Conference <i>Location &amp; Date – TBD</i>
NOVEMBER 16, 2020	Fall County Officials Institute		JULY 16-19	NACo Annual Conference <i>Austin Convention Center, Travis County, Austin, TX</i>
NOVEMBER 17, 2020	Fall County Officials Institute		AUGUST	IACRC Annual Conference <i>Location &amp; Date - TBA</i>
			SEPTEMBER 27-29	IAC Annual Conference <i>Boise Centre, Boise, ID</i>

# IACRC ANNUAL CONFERENCE CHECKLIST

IACRC President = Pres

IACRC 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
Confirm draft agenda lines up with meeting rooms reserved	IAC
1 <sup>st</sup> notice of sponsor opportunities sent to IAC Associate Members/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
Order any items for giveaways, if needed (logo pens, pads, etc.)	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 <sup>st</sup> email notice sent to clerks (includes registration form link, hotel accommodations, draft agenda)	IAC
Descriptions collected from all speakers	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 clerks	IAC
Follow up with speakers that have not submitted their presentations	IAC
Create and print sponsor flyer	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 (door prize tickets, drink tickets, 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 local sponsors	District Clerks
Thank you notes to IAC Associate Member sponsors	IAC
Create and send out conference evaluation	IAC

# IACRC ELECTIONS CONFERENCE CHECKLIST

IACRC President = Pres

IACRC Elections Committee = C

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	C
Conference location information and dates posted on IAC website	IAC
SIX MONTHS PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Meet with the Elections Committee to begin planning agenda content	C, IAC, Pres
Coordinate funding with IDSOS	C, IAC
Coordinate IDSOS content	C, IAC
Confirm draft agenda lines up with meeting rooms reserved	IAC
1 <sup>st</sup> notice of sponsor opportunities sent to IAC Associate Members/potential sponsors	IAC
FIVE MONTHS PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Draft agenda created	C
Begin contacting speakers based on draft agenda	C
Email confirmations as speakers are booked	IAC
Order any items for giveaways, if needed (logo pens, pads, etc.)	IAC
FOUR MONTHS PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Book any outside venues for meals, if needed	IAC
Follow up with potential sponsors	C, IAC
Continue to contact and confirm speakers	C, IAC
THREE MONTHS PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Registration form created	IAC
1 <sup>st</sup> email notice sent to clerks and election staff (includes registration form link, hotel accommodations, draft agenda)	IAC
Descriptions collected from all speakers	IAC
TWO MONTHS PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Collect A/V (audio/visual) needs from speakers	IAC
Follow up with potential sponsors	C, IAC
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 clerks	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 (door prize tickets, drink tickets, 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 local sponsors	C, IAC
Thank you notes to IAC Associate Member sponsors	IAC
Create and send out conference evaluation	IAC

# PAST PRESIDENT NOTES

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## KRISTINA GLASCOCK, TWIN FALLS COUNTY (2019-2020)

Wow! What a year it's been. I've enjoyed serving our association and working my way through the chairs as secretary/treasurer, vice president and now president. We have a wonderful group of elected clerks throughout the State and I admire each one of them for all they do. We have a lot of responsibilities, but we always carry our heavy workload and deal with whatever comes our way....most of the time with a smile.

I have weighed heavily on the Executive Board throughout the year and they've been very supportive and always there when I needed them. I want to thank them for their commitment to our association. Kim Muir, Past President, Madison County; Henrienne Westberg, Vice President, Latah County; Sharee Sprague, Secretary/Treasurer, Power County.

Idaho Association of Counties, through Seth Grigg's leadership, has always been there for the elected clerks and very supportive of our needs. I want to thank IAC's entire team for their continued support and leadership. Shari Fernandez and Mindy Linn have been wonderful helping us put together all of our meetings and spent a tremendous amount of time helping us plan the annual IACRC Conference.

For the upcoming officers, I would make the following suggestions:

Hit the ground running after you are sworn into office. First thing, have the Executive Board read the by-laws and make sure everyone knows and understands their responsibilities. Here's a list of things you need to do:

- Plan the agenda for the affiliate meeting at the IAC September Conference.
- Ask clerks to sign up for committee assignments and to lead the monthly calls for the upcoming year. I selected the Chairman of each committee and made sure they were willing to serve. I had at least one clerk from each district on each committee and two from each district on the Election and Judicial committee, but you can make assignments as you see fit. If they don't sign up for a committee, then you make the assignment.
- Work with the Election Committee, IAC and Secretary of State's office to plan the annual Election Conference, which has been held in January the last couple of years, but due to COVID-19, you might need to do regional trainings. The president will conduct this conference.
- Plan the agenda for the affiliate meeting for the February IAC Mid-Winter Conference.
- Work with the Indigent Committee, IAC and IACC to plan the annual Commissioners/Clerks Conference and Social Services Conference held in June.
- Plan the agenda for the annual IACRC Conference held in August. In early Spring, I scheduled monthly conference calls with IAC and the Executive Board to plan the conference.
- Due to COVID-19, we were unable to hold regional recording clerk trainings so this will need to be rescheduled.

Plan to attend a NACO Conference.....I know we are all so busy, but I attended the February 2019 Conference in Washington DC. Plan ahead so you can schedule tours of the things you want to see while attending the conference. It was an experience of a lifetime. I was scheduled to attend the July 2020 conference in Orlando, Florida, but it was cancelled due to COVID-19.

Thanks for the opportunity to serve.

Kristina Glascock

## **KIM MUIR, MADISON COUNTY (2018-2019)**

I want to thank the Idaho Association of County Recorders and Clerks for the privilege of serving in our Association. The Clerks in the Association are some of the most intelligent, conscientious and hardworking people I know and I respect each one of them. I feel so lucky to serve with such a great group. Anything I have asked of them whether it be to head a committee, present at a conference, post info on the IO Group (because I am not tech savvy), they have been more than willing to step up and go above and beyond to help out.

I also want to thank the Idaho Association of Counties for the incredible help they are to our counties. Shari was great in setting up our conference and taking care of the facilities and the numerous changes to our agenda. Seth and Kellie were great to run the conference and offer their advice and wisdom when needed and the staff working behind the scenes to get whatever was needed. Thank you so much!

For the upcoming officers I would make the following suggestions:

IACRC Conference: Start as soon as you are sworn in to plan the August conference. Know up front that there will be many last-minute changes, but try to have it planned and the agenda PENCILED in by the first part of May. Prepare for last minute cancellations (we had one 2 hours before he was scheduled to present this year), and for how you will handle those that go over their time (even when everyone needs to know the info being presented, so you don't want to cut them off).

Opportunity to attend NACO: I would not pass up this opportunity. I went to Washington D.C. both years and learned so much and enjoyed the rich history in the City. The NACO conference was outstanding. The General Sessions were great and I really enjoyed the breakout sessions and learned info I could bring back to share with our Association. Take every opportunity to attend the many historical monuments, museums and sights in the City. We wanted to tour the White House, but missed it the first year because I didn't get the request in soon enough. You will need to make the request 6 months in advance through one of your U.S. Senators or Representatives Offices. It is worth it! They can also set up other tours for you.

Enjoy your time serving. Don't be afraid to ask for help - It will go way too fast!

Thanks for the opportunity.

Kim

## **ANGIE BARKELL, OWYHEE COUNTY (2017-2018)**

WOW! What a fast year it was. First and foremost I would like to thank each of you for allowing me the privilege of serving our association in this capacity. I really enjoyed it and I hope that I made a positive impact on some level for each of you.

For those coming up the ranks and later, I would offer the following comments:

Annual Conference: Start right now making notes and getting input from fellow clerks on what they would like to see. It really does take a year to put it together and be ready. Keep in mind that you should have a fairly firm agenda set by the end of May, so that really doesn't give you much time.

Your agenda: If you are coming in with a special idea or purpose to get something accomplished during your term, start working on it early. The VP position isn't really that busy with association items so you could start and be able to see it through to fruition as President.

President and VP Travel: I opted to forgo the trip to DC as VP and attended the WIR Conference instead. Although the WIR Conference was great, I regret that I did not travel to DC as the VP. There is so much to see and do in DC that it really does take a couple trips to see everything. If you are not pairing up with someone from the association, I would also suggest you take a friend or spouse to do the sightseeing. Kim so graciously invited me to join her and her husband and that was awesome. She also had set up a visit to Senator Risch's office, which has to be done far in advance. There is just so much to learn on the first visit that makes the second one much more fun. I think that the Idaho folks meet in DC one night for dinner, but it would be helpful to ask if you want to join in (I did not think of this and missed it). Bottom line, ask lots of questions before you go. 😊

Support: IAC has the best support, so use it! Mindy was a lifesaver and was really so helpful. I can't say enough nice things about her and Kristin, too! I also received a lot of good advice from long time clerks, so if you need help with something just ask.

In closing, if you jump in just have fun!

Best,

Angie

# APPENDIX A – IACRC ARTICLES OF INCORPORATION

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## ARTICLES OF INCORPORATION OF IDAHO ASSOCIATION OF COUNTY RECORDERS AND CLERKS (A Not-for-Profit Corporation)

KNOW ALL MEN BY THESE PRESENTS, that 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 §30-3-1, *et seq.*, and acts amendatory thereof and supplemental thereto, do hereby certify as follows:

### I.

The name of the corporation shall be IDAHO ASSOCIATION OF COUNTY RECORDERS AND CLERKS, INCORPORATED (IACRC, Inc.) (hereafter the "Corporation").

### II.

The corporation shall have perpetual existence.

### III.

The corporation is a nonprofit public benefit corporation, and is not organized for the private gain of any person. It is organized under the Idaho Nonprofit Corporation Act for charitable purposes. The specific purposes for which the Corporation is organized are as follows:

- a) To unite in one statewide organization, the county recorders and clerks of the state of Idaho.
- b) To formulate standards and principles for guidance of county recorders and clerks.
- c) To encourage legislation and public support for efficiency in public office.
- d) To provide a center for collecting, compiling and distributing information about county recorders and clerks in Idaho.
- e) To improve the efficiency of county recorders and clerks in Idaho by developing programs designed to reduce the administrative and managerial concerns of county recorders and clerks.
- f) To acquire, own, use, convey or otherwise dispel of and deal in real or personal property and any interests therein.
- g) To do any and all other things necessary to improve the operations of county recorders and clerks and county government in general.
- h) To exercise all powers, privileges and rights necessary or advisable to carry out the objects and purposes for which the Corporation 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 to corporations created not-for-profit.
- i) The Corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501 (c) (4) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue Code.)
- j) The Corporation is not organized, nor shall it be operated, for pecuniary gain or profit, and it does not contemplate the distribution of gains, profits or dividends to members thereof.

- k) The property, assets, profits and net income of the Corporation are dedicated irrevocably to the purposes set forth in this Article, and no part of the profits or net income of the Corporation shall ever inure to the benefit of any director, trustee, officer or member thereof or to the benefit of any private individual.

#### IV.

The location of the registered office of the Corporation shall be 700 West Washington Street, Boise, Idaho 83702 and the post office address of the registered agent of the Corporation is P.O. Box 1623, Boise, Idaho 83701. The name of the registered agent of the Corporation who may be found at that address is Daniel G. Chadwick, Executive Director, Idaho Association of Counties.

#### V.

Any county clerk may be a member of the Corporation.

#### VI.

There shall be no stock issued in the Corporation.

#### VII.

The name and post office of the Incorporator is as follows:

Daniel G. Chadwick, Executive Director  
Idaho Association of Counties  
P.O. Box 1623  
Boise, ID 83701

#### VIII.

The number of directors shall be not less than three (3) or more than ten (10), but shall not be less than the number required by the provisions of the Idaho Nonprofit Corporation Act.

#### IX.

The names and addresses of the initial board of directors are as follows:

#### X.

The annual, regular and special meetings of the Corporation, and the place, time and manner of giving notice of such meetings shall be in accordance with applicable law and as may be prescribed by the Bylaws of the Corporation, if any.

Adoption, amendment or repeal of the Bylaws of the Corporation shall be accomplished by a two-thirds vote of the members of the Corporation present at a regular or special meeting.

#### XI.

The directors and members of the Corporation shall have no private or proprietary interest in the Corporation.

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 fully indemnified, to the extent authorized by law, for any liability in connection with their respective duties hereunder.

#### XII.

The board of directors of the Corporation shall not sell, transfer, mortgage, convey or otherwise dispose of all or any major part of the property and assets of the Corporation, nor shall the Corporation be dissolved, merged,

or consolidated with any other corporation or other legal entity, except on an affirmative vote of two-thirds of the members of the corporation.

XIII.

So long as any obligations of the Corporation shall be outstanding, the Corporation may not be dissolved except on compliance with the provisions of Article XII of these Articles of Incorporation and upon the making of provisions for the full payment of such obligations. In the event of the dissolution of the Corporation, no part of its property shall be distributed to any member, member of the board of directors or individual, and any property of the Corporation not required to pay corporate debts and corporate expenses shall be distributed only for one or more exempt purposes within 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, 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 organizations as the Court shall determine, which are organized and operated exclusively for such purpose.

XIV.

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

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 2003.

\_\_\_\_\_  
Daniel G. Chadwick, IAC Executive Director  
“Incorporator”

On this \_\_\_\_ day of \_\_\_\_, 2003, before me, the undersigned, a Notary Public in and for the state of Idaho, personally appeared Daniel G. Chadwick, known to me to be the person whose name is subscribed to the within instrument, and acknowledged to me that he executed the same, and that he 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 – IACRC BYLAWS – REVISED 2020

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## BY-LAWS OF IDAHO ASSOCIATION OF COUNTY RECORDERS AND CLERKS

### PURPOSE

The Idaho Association of County Recorders and Clerks (hereafter referred to as “IACRC”) shall be a nonprofit organization of duly elected Clerks of the District Court (who also serve as the Ex-Officio Auditor & Recorder, Clerk of the Board of County Commissioners, and Chief Election Official of each respective county) who shall meet to discuss how to discharge their duties in accordance with the Idaho Code:

- a) To cooperate among themselves to resolve issues of mutual concern;
- b) To inform the legislature as to the impacts of new legislation which could be detrimental or beneficial to local governments; and
- c) To extend understandings, goals and objectives, and personal acquaintance among elected Clerks throughout the state.

### ARTICLE I

Section I Membership – Any county clerk in the state of Idaho shall, by payment of annual dues, become a member for the year for which dues are paid.

### ARTICLE II

Section I Dues – Any county clerk in the State of Idaho shall be classified a current member by paying the membership fee for the current fiscal year by February 1.

### ARTICLE III

Section I Annual Membership Meeting – IACRC shall conduct an annual membership meeting at the time and in the place determined by the Executive Committee.

Section II Business – The members shall consider such business as may be on the agenda and, when time is available, those issues approved by the president and vice president.

Section III Voting – A majority vote of those present at any meeting shall be required for a decision on any issue. Those present at any meeting shall constitute a quorum.

Section IV Special Meeting – A special meeting may be called by the president, and must be called by the president upon written request of five or more members whose dues are current. The secretary shall transmit notification to all members at least ten (10) days prior to the date of the special meeting. Only those issues stated in the notification may be acted upon.

### ARTICLE IV

**Section I Organization** – The officers of IACRC, as listed below, shall comprise the Executive Committee:

- A. President



- B. Vice President
- C. Secretary-Treasurer
- D. Immediate Past President

**Section II Term of Office** – Each officer shall serve a term of one year in his or her elected position starting on the date of their installation. Their term shall continue until their successors have been elected and installed.

### **Section III Duties of Officers**

The President – shall:

- A. Preside at all business meetings of IACRC.
- B. Appoint all members to committees and name the chairperson thereto.
- C. Make any appointments to fill an unexpired term of the Vice-President or Secretary-Treasurer, or the IAC Board member, if he or she is unable to fulfill their term.
- D. Appoint the Alternate to the IACRC Representative to the IAC Board of Directors.
- E. Appoint the Legislative Representative, State Tax Commission Representative and their Alternates.

The Vice-President – If, for any reason the President cannot attend any meeting, the Vice-President shall preside at such meeting. If, for any reason a vacancy exists in the presidency, the Vice President shall fill the remainder of his or her term of office.

The Secretary-Treasurer – The Secretary-Treasurer shall:

- A. Keep all minutes, including a list of attendees, of all meetings.
- B. Handle correspondence as directed by the President.
- C. Transmit minutes to each member within thirty days following each meeting.
- D. Provide for the transmittal of a statement of dues to each county prior to January of each year.
- E. Be responsible for all monies and account for receipts and expenditures as provided in Article V.
- F. Transmit notices of all meetings of IACRC.
- G. Insure that all minutes are posted on the IAC website.
- H. Help develop the annual budget and insure that accurate financial records are maintained.

### **Section IV Committees**

- A. Standing Committees shall keep abreast of changes within their specific area of focus, coordinate with state officials as needed, share relevant information with the general membership, and develop training programs. The President shall appoint members and designate committee chairpersons:
  - 1. **Judicial Committee**

2. **Elections Committee**
  3. **Recording/Records Management/Technology Committee**
  4. **Budgeting/Auditing Committee**
  5. **Indigent/Welfare Committee**
- B. Nominating Committee** – shall identify suitable candidates for IACRC Secretary-Treasurer and IACRC Representative to the IAC Board of Directors. This committee will consist of the most recent past president from each district. In the event that a past president for any given district is unavailable, the President shall appoint the longest serving clerk ~~appoint a member~~ from within said district to serve. The President shall also designate the chairperson.
- C. Mills Adler Committee** – shall select a county clerk worthy to receive this annual award. This committee will consist of five past winners of the Mills Adler Award, appointed by the President, who shall also designate the chairperson.
- D. Special Committees** – The President may appoint any Special Committees as he/she deems necessary and designate the committee chairperson thereto.

## **Section V Election of Officers**

Nominations for Officers may be submitted in the nomination box on the Association Registration Table during the Association Conference. Additionally, the Nomination Committee shall contact members in their District for possible nominations. The nomination committee shall verify agreement to serve by any nominated party, collect nominations and present all candidates to the association.

Voting for contested offices shall be done by secret ballot. The person receiving the greatest number of votes for each contested office shall be declared the winner. In the event of a tie, the winner shall be decided by a coin flip.

## **Section VI Representatives**

**IACRC Representative to Idaho Association of Counties Board of Directors** – shall attend all IAC Board meetings, transmit the views of the majority of the IACRC membership to the Board for consideration, and report actions of the IAC Board to the membership. If the IAC Board Representative is unable to fulfill these duties, the Alternate shall be notified and begin assuming these duties. The IAC Board Representative shall be elected in odd-numbered years and serve for a period of two years. The term of office for the IAC Board Representative shall commence on October 1 in the year elected and shall end on September 30 two years later. The IAC Board Representative Alternate shall be appointed by the President.

**Legislative Representative** – shall represent the membership on the IAC Legislative Committee which meets regularly during legislative sessions. The Legislative Representative shall relay information to the membership regarding urgent legislative matters being considered during a legislative session. If the Legislative Representative is unable to fulfill these duties, the Alternate shall be notified and begin assuming these duties. The Legislative Representative and Alternate shall be appointed by the President.

**State Tax Commission Representative** – The STC Representative shall attend meetings of the Property Tax Rules Committee in order to represent the ideas and perspective of the membership. The STC Representative shall relay relevant information to the membership and solicit their opinions about pending rules when appropriate. The STC Representative and Alternate shall be appointed by the President.

## ARTICLE V

**Section I Financial** – The funds of IACRC will be handled either by the Secretary-Treasurer pursuant to direction of the membership or by an association providing services to IACRC pursuant to a written contract.

**Section II Financial Budget** – The Secretary-Treasurer, with assistance from any contracted service provider, shall develop an annual budget for approval by the Executive Committee at least 10 days prior to the annual meeting. The annual budget shall be presented to, and adopted by, the membership at the annual meeting of IACRC. If the proposed budget necessitates a dues increase, that increase must be approved by the membership prior to the adoption of the budget.

Any expenditure not covered by a previously approved budget for the association must be pre-approved by the Executive Committee.

**Section III Financial Reporting of Funds Received and Disbursed** – The Secretary-Treasurer, or contracted service provider, shall maintain such records to as to be able to give a fund balance whenever requested by the President.

**Section IV Finance Audit Report** – IACRC's fiscal year will begin on October 1 and end on September 30.

If services are provided to IACRC pursuant to a written contract with another association, the financial records shall be audited annually by an outside, independent auditor. Otherwise, all necessary financial records shall be forwarded to the Budgeting/Auditing Committee for auditing purposes.

## ARTICLE VI

**Section I Bylaw Amendments** – These bylaws shall be reviewed by the membership every two years. Bylaw amendments shall be by a majority vote of the membership at any annual meeting, providing that a written copy of the proposed bylaw amendment is distributed to all the members at least 10 days prior to voting on the amendment.

**Rules of Order** – If a question arises that is not covered by these Bylaws, Robert's Rules of Order shall prevail.

Revised and adopted by IACRC June 21, 1994

Amended June 23, 1999

Amended June 21, 2001

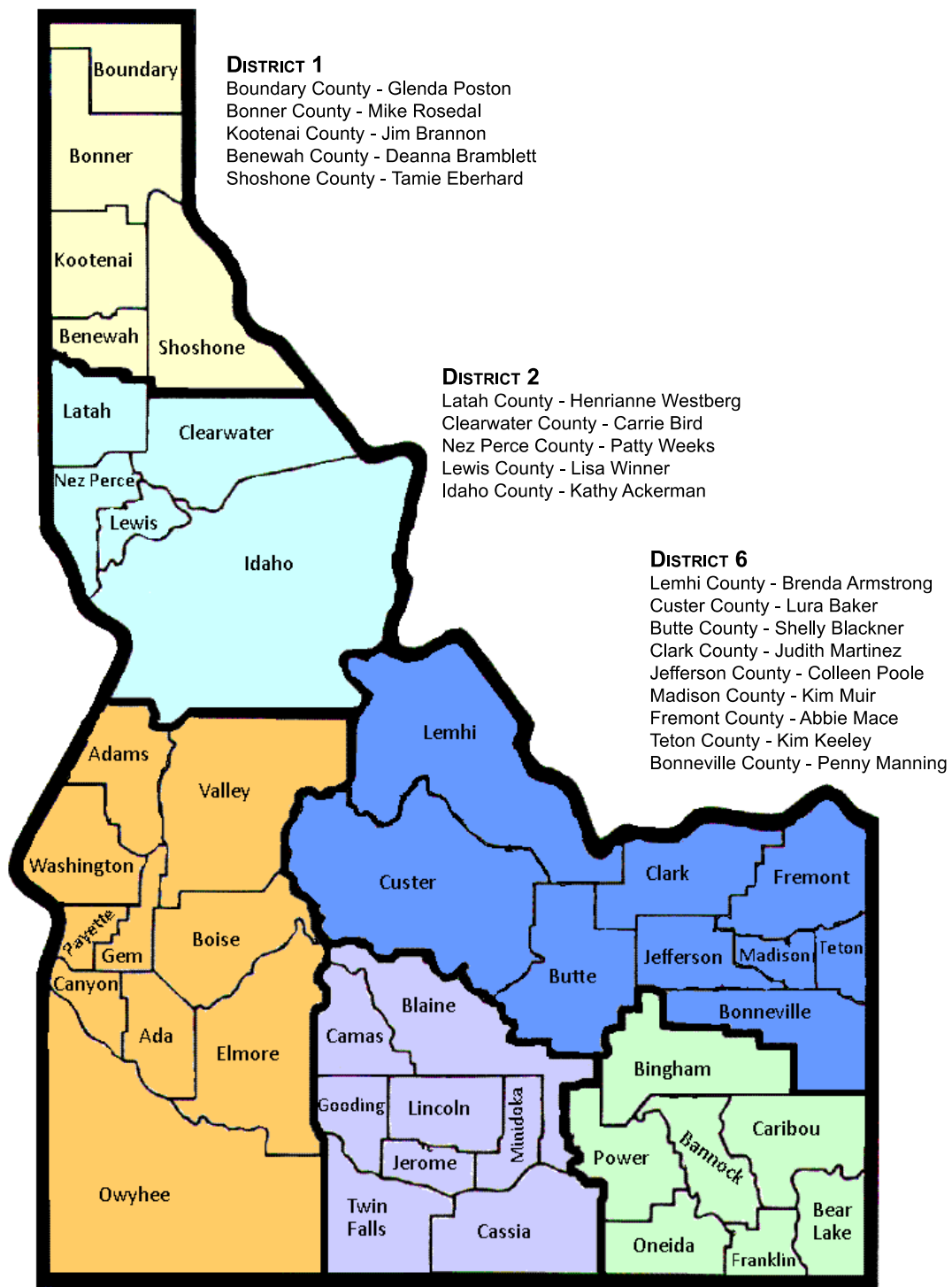
Amended February 8, 2005

Amended August 19, 2015

Amended August 16, 2018

Reviewed and Amended August 18, 2020

# APPENDIX C – IAC DISTRICT MAP



## DISTRICT 3

Adams County - Sherry Ward  
 Valley County - Doug Miller  
 Washington County - Donna Atwood  
 Payette County - Lindsey Bratcher  
 Gem County - Shelly Tilton  
 Boise County - Mary Prisco  
 Canyon County - Chris Yamamoto  
 Ada County - Phil McGrane  
 Elmore County - Shelley Essl  
 Owyhee County - Angie Barkell

## DISTRICT 4

Camas County - Katherine Rablin  
 Blaine County - JoLynn Drage  
 Gooding County - Denise Gill  
 Lincoln County - Brenda Farnworth  
 Minidoka County - Tonya Page  
 Jerome County - Michelle Emmerson  
 Twin Falls County - Kristina Glascock  
 Cassia County - Joe Larsen

## DISTRICT 5

Bingham County - Pamela Eckhardt  
 Power County - Sharee Sprague  
 Caribou County - Denise Horsley  
 Bannock County - Jason Dixon  
 Oneida County - Lon Colton  
 Franklin County - Camille Larsen  
 Bear Lake County - Cindy Garner

# APPENDIX D – SUPPORT SERVICES AGREEMENT

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## **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 1<sup>st</sup> day of October 1, 2013 by and between the IDAHO ASSOCIATION OF COUNTIES SERVICES CORPORATION, Inc. (hereafter "IACSC"), and the IDAHO ASSOCIATION OF COUNTY RECORDERS AND CLERKS (hereafter "IACRC").

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, IACRC is a non-profit corporation organized under the laws of the state of Idaho, owned and operated by Idaho's county recorders and clerks who are also members of the Idaho Association of Counties and ultimately are the owners of IACSC.

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

#### **DUTIES OF IACRC:**

1. IACRC shall pay IACSC \$3,000.00 annually to perform the financial and bookkeeping services set forth below.
2. IACRC shall pay IACSC \$4,500.00 annually to perform the meeting planning services set forth below.
3. The fees listed above shall be assessed on an annual basis by the IACRC. Annual increases may be made by the IACRC depending on inflation and workload.
4. IACRC shall pay all costs associated with providing the services as set forth below including but not limited to postage, copying, annual audit and conference calls.

#### **DUTIES OF IACSC:**

1. IACSC through the staff of the Idaho Association of Counties shall provide financial and full-charge bookkeeping services including accounts payable and receivable; provide all dues notices for IACRC; invest idle funds; provide monthly financial statements; and arrange for an independent annual audit.
2. IACSC through the staff of the Idaho Association of Counties shall negotiate with meeting facilities and finalize all functions on behalf of IACRC for the annual clerks conference, welfare conference, and IAC annual and legislative conferences; set dates and attend IACRC meetings; plan for and attend IACRC board of director meetings; and prepare, copy and send

correspondence and conference materials for the IACRC; and maintain conference registration database.

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

**TERM:**

This agreement shall commence on October 1, 2013 and shall expire on September 30, 2014. 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 IACSC, 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 IACSC and the Board of Directors of the IACRC.

IDAHO ASSOCIATION OF COUNTIES SERVICE CORPORATION, Inc.

By: \_\_\_\_\_ Attest: \_\_\_\_\_

Seth Grigg

Secretary/Treasurer

IAC Executive Director

By: \_\_\_\_\_ Attest: \_\_\_\_\_

IACRC President

IACRC Secretary/Treasurer

## APPENDIX E – IACRC PAST PRESIDENTS

Year	Name	County	Year	Name	County
1967 – 1968	Clarence Planting	Ada	1994 – 1995	Betty Wilsey	Nez Perce
1968 – 1969	W. H. Trail	Elmore	1995 – 1996	Mickie Funke	Fremont
1969 – 1970	Sibyl Stevens	Gooding	1996 – 1997	Lee Heinrich	Valley
1970 – 1971	Eleanor Aldous	Lemhi	1997 – 1998	Laura Stigile	Payette
1971 – 1972	Walter Fry	Canyon	1998 – 1999	Connie Keller	Jefferson
1972 – 1973	Mary Kautz	Washington	1999 – 2000	Marie Scott	Bonner
1973 – 1974	John Crutcher	Valley	2000 – 2001	Darrell Roskelley	Cassia
1974 – 1975	James Lloyd	Nez Perce	2001 – 2002	Joan Eborn	Bear Lake
1975 – 1976	Beverly Ragan	Benewah	2002 – 2003	Dan English	Kootenai
1976 – 1977	Virginia Ricketts	Jerome	2003 – 2004	Rora Canody	Boise
1977 – 1978	Michael Kunz	Franklin	2004 – 2005	Cathy Larson	Lewis
1978 – 1979	Victoria White	Shoshone	2005 – 2006	Nolan Boyle	Teton
1979 – 1980	Elaine Johnson	Caribou	2006 – 2007	Sharon Widner	Washington
1980 – 1981	Barbara Jayo	Caribou	2007 – 2008	Susan Peterson	Latah
1981 – 1982	Thelma Kolodziej	Gem	2008 – 2009	Sara Staub	Bingham
1982 – 1983	Robert Barnes	Jefferson	2009 – 2010	Betty Dressen	Payette
1983 – 1984	Joan Bauer	Latah	2010 – 2011	JoLynn Drage	Blaine
1984 – 1985	Dick Pence	Twin Falls	2011 – 2012	Shelly Gannon	Gem
1985 – 1986	John Bastida	Ada	2012 – 2013	Abbie Mace	Fremont
1986 – 1987	Jean Esplin	Bingham	2013 – 2014	Carrie Bird	Clearwater
1987 – 1988	Ron Longmore	Bonneville	2014 – 2015	Mary Lou Hansen	Teton
1988 – 1989	Dana Sturgeon	Lincoln	2015 – 2016	Glenda Poston	Boundary
1989 – 1990	Alberta Wiederrick	Lemhi	2016 – 2017	Joe Larsen	Cassia
1990 – 1991	Norma Estep	Boundary	2017 – 2018	Angie Barkell	Owyhee
1991 – 1992	Duane Smith	Minidoka	2018 – 2019	Kim Muir	Madison
1992 – 1993	Ned Kerr	Canyon	2019 – 2020	Kristina Glascock	Twin Falls
1993 – 1994	Marcia Wingfield	Shoshone			

# APPENDIX F – PARLIAMENTARY PROCEDURE AT A GLANCE

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## 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 <sup>ND</sup>	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.

<b>YOU WANT TO:</b>	<b>YOU SAY:</b>	<b>INTERRUPT</b>	<b>2<sup>ND</sup></b>	<b>DEBATE</b>	<b>AMEND</b>	<b>VOTE</b>
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

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

## **Idaho Association of County Recorders and Clerks**

### **IAC Midwinter Legislative Conference**

**Boise, Idaho**

**February 2, 2016**

#### **IACRC Members Present**

Chris Rich, Ada County  
Sherry Ward, Adams County  
Cindy Garner, Bear Lake County  
Pam Eckhardt, Bingham County  
Mary Prisco, Boise County  
Ron Longmore, Bonneville County  
Glenda Poston, Boundary County  
Korri Blodgett, Camas County  
Chris Yamamoto, Canyon County  
Denise Horsley, Caribou County  
Joe Larsen, Cassia County  
Carrie Bird, Clearwater County  
Lura Baker, Custer County  
Barbara Steele, Elmore County  
Shauna Geddes, Franklin County  
Abbie Mace, Fremont County  
Shelly Tilton, Gem County  
Denise Gill, Gooding County

Kathy Ackerman, Idaho County  
Colleen Poole, Jefferson County  
Jim Brannon, Kootenai County  
Henrienne Westberg, Latah County  
Terri Morton, Lemhi County  
Brenda Farnworth, Lincoln County  
Kim Muir, Madison County  
Patty Temple, Minidoka County  
Patty Weeks, Nez Perce County  
Lon Colton, Oneida County  
Angie Barkell, Owyhee County  
Betty Dressen, Payette County  
Sharee Sprague, Power County  
Mary Lou Hansen, Teton County  
Kristina Glascock, Twin Falls County  
Doug Miller, Valley County  
Betty Thomas, Washington County

#### **IACRC Members Absent**

Robert Poleki, Bannock County  
Deanna Bramblett, Benewah County  
JoLynn Drage, Blaine County  
Michael Rosedale, Bonner County  
Shelly Shaffer, Butte County

Pamela Barrett, Clark County  
Michelle Emerson, Jerome County  
Lisa Winner, Lewis County  
Peggy DeLange-White, Shoshone County

#### **Guests Present**

Phil McGrane, Ada County Chief Deputy  
Cathy Larson, Retired Lewis County Clerk  
Dan Blocksom, Idaho Association of Counties  
Susan Lasuen, LHTAC  
April Renfro, Legislative Services Office

Alan Dornfest, State Tax Commission  
Gary Houde, State Tax Commission  
Tina Naillon, Idaho Dept of Education  
Tim Hurst, Chief Deputy, Secretary of State

#### **I. Pledge/Opening/Roll Call**

The meeting was called to order at 3:00 pm by President Poston. Roll was called and there were 35 members present and 9 members absent. President Poston opened the meeting and briefly discussed scheduling a budgeting webinar for clerks in the near future rather than providing a training at the Social Services Conference.

**II. State Tax Commission**

Dornfest presented new rules and house bills that will be presented this year. He also reminded clerks that annexation information (including new maps) should be sent to the Idaho State Tax Commission.

Houde discussed the Budget and Levy workshop dates and agendas. He suggested inviting school districts to only the morning session. He is also revamping the materials to make the information more basic, similar to a 101 Course.

Houde also reported that there was 100% participation in the online L2 process last year and that sub and missed rolls are due by March 7<sup>th</sup>.

**III. Idaho State Department of Education**

Nallion gave an overview of the Advanced Opportunities Program and the Fast Forward Program of community college attendees. She explained the concept of dual credit students and discussed the \$3,000 lifetime benefit for students. She then presented the online billing statement verification process and stressed that we must save after each page while updating information.

**IV. Legislative Services**

Renfro gave a brief update on compliance matters with taxing districts. She explained the auditing requirements for taxing districts and that the deadline for them to be in compliance is September 1<sup>st</sup>. Their office will work with entities to help them get in compliance. There are approximately 1200 entities currently registered.

**V. Business Meeting**

***Bird moved to approve the minutes of the IACRC meeting from September 29, 2015, Poole seconded. Motion carried unanimously.***

***Larsen moved to support legislation regarding precinct counting for early voting, Yamamoto seconded. Motion carried unanimously.***

**VI. Adjournment**

With no further business, the meeting was adjourned at 4:50 pm.

Respectfully submitted,

Angie Barkell

IACRC Secretary/Treasurer

# APPENDIX H – IAC LEGISLATIVE PROCESS

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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 comply 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

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*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.

## APPENDIX J – IAC REIMBURSEMENT FORM

# Reimbursement Request Form

## IDAHO ASSOCIATION OF COUNTIES

\*Submit to:Idaho Association of Counties  
Amanda Steinmetz

[asteinmetz@idcounties.org](mailto:asteinmetz@idcounties.org)

3100 S Vista Ave. Ste 200 Boise, ID 83705

**Issue Reimbursement To (Specify County or Individual):**

**Address:**

## Email

**\*All receipts must be submitted for reimbursement**

DESCRIPTION	DATES	AMOUNT
Meeting:		
Location:		
Miles: @ .575 (2020 rate)–Proof of mileage required		
Airfare:		
Lodging:		
Meals:		
Miscellaneous (Attach separate sheet if needed):		
*Attach separate sheet if needed	TOTAL	\$0.00

I, the undersigned, certify that the above items and amounts are true and correct, the items above have been furnished and that no part of the same has been paid.

Claimant's Signature

Date