

2022 - 2023

IACC

OFFICER GUIDEBOOK

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WELCOME!

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

This guidebook was developed in 2019 for IACC officers. The purpose of this guidebook is to provide assistance on a variety of issues pertaining to procedures and operations of IACC. 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 IACC Annual Conference.

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

OVERVIEW OF IACC

The basic purpose and function of the Idaho Association of Commissioners and Clerks is to maintain a permanent organization to secure cooperation among Idaho's counties; to provide means to exchange ideas and experiences; to collect, compile, and distribute information about government and the administration of county affairs; to cooperate with Congress in matters of national legislation; to formulate and promote state legislation that will benefit Idaho, its counties, and its citizens; to oppose legislation that will negatively impact Idaho, its counties, or its citizens; to acquire, own, use, convey or otherwise dispose of and deal in real or personal property and any interest therein.

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

IACC OFFICER CONTACT INFORMATION

President

Angie Barkell
Owyhee County
abarkell@co.owyhee.id.us
Office: 208.495.2421

Vice President

Denis Duman
Idaho County
dduman@idahocounty.org
Office: 208.983.2751

Secretary/Treasurer

Mark Bair
Bingham County
mbair@co.bingham.id.us
Office: 208.782.3010

Past President

Jack Johnson
Twin Falls County
jack.johnson@tfco.org
Office: 208.736.4068

IACC OFFICER ROLES

ROLE OF THE IACC PRESIDENT

- 1) IACC Annual Conference
 - a) Preside over meeting
- 2) IACC Meetings During IAC Midwinter and IAC Annual
 - a) Preside over meeting
- 3) IAC Board of Directors
 - a) Serve a 2-year term on the IAC Board
- 4) Committees
 - a) Name the chairperson of each IACC committee
 - b) Appoint all members to IACC Committees
- 5) Appointments
 - a) Appoint the alternate to the IAC Board of Directors
 - b) Appoint the Legislative Representative
 - c) Appoint the Nominating Committee members and its chair

ROLE OF THE IACC VICE PRESIDENT

- 1) Preside at all IACC meetings if the President is not present
- 2) Fill the remainder of the President's term should it become vacant

ROLE OF THE IACC SECRETARY/TREASURER

- 1) IACC Regular and Special Meetings
 - a) Keep meeting minutes
 - b) Send electronic meeting minutes to IAC (draft and approved)
- 2) Financial
 - a) Report to the membership on IACC's financial health
 - b) 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

<p>Executive Director Seth Grigg sgrigg@idcounties.org Office: 208.345.9126 Cell: 208.695.7312</p>	<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
<p>Director of Operations Kristin Cundiff kcundiff@idcounties.org Office: 208.514.0403 Cell: 208.283.3136</p>	<ul style="list-style-type: none"> • IAC Board of Directors Liaison • Coordinates IAC’s Website, Publications, Newsletter, and Social Media • Coordinates all IAC and affiliate conferences • Follows conference budgets set by affiliate officers
<p>Policy Director Sara Westbrook swestbrook@idcounties.org Office: 208.514.0354 Cell: 208.695.6733</p>	<ul style="list-style-type: none"> • Coordinates policy • Resource for technical assistance and policy questions including a specialized focus on intergovernmental affairs and transportation • Available for moderating panels of presenters at conferences
<p>Senior Financial Officer Amanda Steinmetz asteinmetz@idcounties.org Office: 208.514.0417 Cell: 208.724.3518</p>	<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
<p>Member Services Coordinator Mindy Linn mlinn@idcounties.org Office: 208.514.0413</p>	<ul style="list-style-type: none"> • Contact for the IAC Scholarship Fund • Contact for website updates/changes • Contact for Mills Adler Award
<p>Communications & Marketing Specialist Jessica Roth jroth@idcounties.org Office: 208.514.0363</p>	<ul style="list-style-type: none"> • Coordinates IAC’s Magazine, Newsletter and Social Media • Develop graphics and promotional materials for IAC and Affiliates’ events • Manages IAC Webinars
<p>Policy Analyst Kelli Brassfield kbrassfield@idcounties.org Office: 208.514.0369</p>	<ul style="list-style-type: none"> • Resource for technical assistance and policy questions including specialized focus on medical indigence and justice and public safety
<p>CAT Case Manager Carolyn Carder ccarder@idcounties.org Office: 208.345.1366</p>	<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.

It's important for IAC members to understand what the Mills Adler Award is and why it is awarded. Prior to the IACC conference, an email will be sent out to the membership explaining the award and asking the membership to consider nominees. A blank nomination form is attached in the email to IACC members who want to submit a nomination via email to a designated IAC staff member. Since we are all busy and may miss the email, it is helpful to make a brief announcement at the beginning of the conference explaining that each IAC affiliate nominates and selects someone from among their ranks who works to improve county government.

The nomination form is provided again at the IACC conference, giving members an opportunity to submit the name of a Commissioner for consideration. (Clerks select their own recipient via IACRC.) The nomination forms are collected at the registration table during the conference, but can be submitted directly to any designated IAC staff member by a predetermined deadline. Once the nominating period ends, all nominations are then scanned and emailed out to a selection committee which is appointed by the IACC President. Which could be the Executive Committee or a committee of past recipients or a combination thereof. The committee independently reviews the nomination forms and votes for the nominee of their choosing via email to a designated IAC staff member. There is no discussion among committee members to determine who the award should go to.

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 IACC. 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 commissioners and clerks. Members may request an excel spreadsheet of county commissioners and clerks by contacting IAC.

MEMBERSHIP

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

LEGISLATIVE ISSUES

Each year at the IACC 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.

IACC 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 IACC BYLAWS

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

FY2023 IACC APPROVED BUDGET

Idaho Association of Commissioners and Clerks FY2023 Budget Worksheet

	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 BUDGET	FY2023 ADOPTED BUDGET
Revenue				
County Assessments	\$13,200.00	\$13,200.00	\$13,200.00	\$13,200.00
Interest	\$1,185.58	\$292.08	\$900.00	\$200.00
Annual Conference Exhibitors	\$400.00	\$4,800.00	\$2,000.00	\$2,700.00
Annual Conference Registrations	\$0.00	\$15,405.00	\$20,000.00	\$20,000.00
Annual Conference Sponsors	\$2,500.00	\$17,500.00	\$10,000.00	\$10,000.00
Total Revenue	\$17,285.58	\$51,197.08	\$46,100.00	\$46,100.00
Expenses				
President Travel	\$0.00	\$153.30	\$4,000.00	\$4,000.00
Vice President Travel	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Secretary/Treasurer Travel	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Office Supplies	\$12.00	\$12.00	\$100.00	\$100.00
IAC Administrative Fee	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Legislative	\$0.00	\$0.00	\$1,000.00	\$1,000.00
Annual Conference	\$1,430.16	\$17,935.54	\$25,000.00	\$25,000.00
Midwinter Conference	\$1,433.54	\$0.00	\$2,000.00	\$2,000.00
Total Expenses	\$12,875.70	\$28,100.84	\$46,100.00	\$46,100.00

FY2023 IACC BUDGET HIGHLIGHTS

- County dues for FY23 are \$300
- There is one conference that brings in revenue: IACC Annual Conference
- The president is allowed \$4000 in travel expenses
- The vice president, and secretary/treasurer are each allowed \$2000 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.
- Legislative can be used to cover travel costs for the IACC Representative on the IAC Legislative Committee or to reimburse travel costs for commissioners or clerks traveling to Boise to testify at the legislature.

GENERAL BUDGET & FINANCIAL INFORMATION

- IAC's Financial Officer, Amanda Steinmetz, will draft a budget for the IACC by mid-May 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 IACC Annual Conference in June. 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

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

POLICY TERMS

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

2022 - 2023

SEPTEMBER 26-28 2022	IAC Annual Conference <i>Boise Centre, Boise, ID</i>	MAY 2023	Spring County Officials Institute <i>Locations & Dates – TBA</i>
NOVEMBER 16-17, 2022	Fall County Officials Institute <i>Best Western Plus University Inn, Moscow, ID</i>	MAY 2023	WIR Conference <i>Location & Date – TBD</i>
NOVEMBER 29 -30, 2022	Fall County Officials Institute <i>Residence Inn, Idaho Falls, ID</i>	JUNE 6-8, 2023	IACC Annual Conference <i>Best Western Plus University Inn, Moscow, ID</i>
DECEMBER 8-9, 2022	Fall County Officials Institute <i>Riverside Hotel, Boise, ID</i>	JULY 21-24, 2023	NACo Annual Conference <i>Austin Convention Center, Travis County/Austin, TX</i>
JANUARY 30 – FEBRUARY 2, 2023	IAC Midwinter Legislative Conference <i>Riverside Hotel, Boise, ID</i>	SEPTEMBER 25-27, 2023	IAC Annual Conference <i>Boise Centre, Boise, ID</i>
FEBRUARY 11-14, 2023	NACo Legislative Conference <i>Washington Hilton Washington, DC</i>	NOVEMBER/DECEMBER 2023	Fall County Officials Institute <i>Locations & Dates – TBA</i>

IACC Annual Conference Checklist

IACC President = Pres IACC Executive Committee = EC IAC Meeting Coordinator = IAC IAC Executive Director = ED

ONE YEAR PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Prepare conference schedule	IAC, Pres, ED
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	IAC, ED, EC
Discuss and book local entertainment (if needed)	IAC, EC
Confirm draft agenda lines up with meeting rooms reserved	IAC
1 st notice of sponsor opportunities sent to potential sponsors	IAC
Begin contacting possible sponsors	IAC
FIVE MONTHS PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Draft agenda created	IAC, ED
Begin contacting speakers based on draft agenda	IAC, Pres
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
Continue to contact and confirm speakers	IAC, Pres
THREE MONTHS PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Registration form created	IAC
1 st email notice sent to commissioners and clerks (includes registration form link, hotel accommodations, draft agenda)	IAC
Order plaque for outgoing president	IAC
TWO MONTHS PRIOR TO CONFERENCE	
TASK	RESPONSIBILITY OF
Collect A/V (audio/visual) needs from speakers	IAC
Follow up with potential sponsors	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 commissioners and clerks 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
President's Conference Announcements Created and Sent to President	IAC
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 sponsors	IAC
Create and send out conference evaluation	IAC

PAST PRESIDENT NOTES

JACK JOHNSON, TWIN FALLS COUNTY COMMISSIONER (2021-2022)

I would like to first say thank you to our clerks and commissioners for your service this past year and for giving me the opportunity to serve in this role. We have had some ups and downs but have been able to come together when it mattered most to face challenges and produce solutions. With the coronavirus pandemic in our rear-view mirrors, we have new issues on the horizon that require our attention and consideration.

Idaho's counties have experienced unprecedented growth, and with that, unprecedented housing valuations which continue to rise. This coupled with the current economic hardships our citizens and our country are experiencing will amplify the need for strong county leaders. High turnover is anticipated to be a continued pain point, but we will work together to find innovative ways to retain and recruit high-quality employees. Although I have faith that we are up to this task, it is too complex an issue to tackle alone, so we will need to connect with our communities, the Legislature, the Governor, and the Congressional Delegation to find solutions for our citizens.

We are extremely fortunate to have the Idaho Association of Counties (IAC) staff and the continued, consistent direction and resources they provide us. Thank you, Seth, and your crew, for everything you do.

In closing, I am confident in the leadership of our county elected officials and wish everyone a safe and productive year.

Godspeed!

Jack Johnson

MARK REKOW, GEM COUNTY COMMISSIONER (2020-2021)

This past year has been quite the ride. Together we worked to keep our communities safe and calm in the face of a pandemic, adapting to new ways of communication while still getting the job done. We worked to find better ways of dealing with unexpected, and unprecedented, growth which taxed our infrastructure and demands for service. We worked to preserve our way of life, our heritage, and still be open and considerate to different ideas. These are just a few of the things we did our best to cope with and we will continue to accept each new challenge going forward with the same determination to care for our families, businesses and resources.

As we embark on a new year of service to our communities, may we all continue to work toward a deeper commitment to listening to all sides of every person's story. That we recognize that hearing and listening can only make us stronger as a people and that disrespect or disregard have no place at our tables. We will try not to allow a "win-lose" attitude to enter our deliberation or thinking, we will make every effort to be as close to a "win-win" solution as we can. These may seem like unrealistic goals and ideas and in some situations, they may be. All we can do is try to be honest and fair and consider each situation on its own merits and the best interests of our communities.

I would like to express my sincere thanks to the staff of IAC for their professionalism and dedication to the counties of Idaho.

Best wishes for continued success to all who serve in this great state.

Mark Rekow

LON COLTON, ONEIDA COUNTY CLERK (2019-2020)

The opportunity to serve in the leadership of the IACC organization has been a good experience for me. It has been reaffirmed many times over that we, as counties, are all truly in this together and that each one of us, individually and collectively will do whatever is needed to help each other move forward. Counties working together, commissioners and clerks networking with each other to share learning experiences and lend support when possible. That is just a part of the good that comes from the IACC.

The second bonus is the great instruction at our conferences. For this I give credit to the staff at IAC. Working with current and past boards they identify great topics and equally great presenters to educate and initiate discussions that will help each county learn and progress in a positive direction.

I unfortunately don't have any great advice to share as past president. This is due in part to the fact that our normal methods of doing business has been disrupted in so many ways and my best intentions from last year were soon overshadowed by learning how to manage in the new environment of elections.

I would encourage all who find themselves serving as an IACC officer to seize the moment and take advantage of all the opportunities that come your way. The staff at IAC are great to answer any and all questions that you may have, and they are interested in your thoughts and ideas. Work with them and express your ideas to them. Together you will be able to navigate the business of setting an agenda for your annual conference and enlisting the best presenters. Attendance could always improve at the annual conference. Advertise early and hopefully you will find a way to help each county understand that they are a necessary part of this machine we call county government and that all counties play an important role. If you're not learning from other counties, then you are most likely teaching. Either way great things will happen.

Good luck and enjoy.

The experience is worth the effort.

Lon Colton

JON WEBER, MADISON COUNTY COMMISSIONER (2018-2019)

Congratulations on being elected to the Idaho Association of Commissioners and Clerks, (IACC), leadership team. You will have a great experience as you become engaged in directing IACC to continued success.

As you begin, start planning your agenda early. If you have specific ideas or things you would like to accomplish, start working on them ASAP. You will soon realize how important the IAC staff is to your success. Communicate with them often. It's not too early to start planning the IACC conference for summer 2020. Ask commissioners and clerks for ideas on topics and presenters.

You will have an opportunity to travel to the National Association of Counties (NACo) and Western Interstate Region (WIR) conferences. There is money budgeted for these conferences for you to attend. If your schedule allows, I would fully recommend going. They're educational, entertaining and you meet some amazing people from all over the nation.

Please continue to encourage every county to engage in IACC. Their success is our success.

Best wishes to you and those who serve with you.

Jon O Weber

APPENDIX A – IACC ARTICLES OF INCORPORATION

**ARTICLES OF INCORPORATION
OF
IDAHO ASSOCIATION OF COMMISSIONERS AND CLERKS
(A Not-for-Profit Corporation)**

KNOW ALL MEN BY THESE PRESENTS, That we, whose names are sub-scribed hereto, all of whom are bona fide residents and citizens of the State of Idaho, do hereby organize, constitute and associate ourselves and such other person or persons as may hereafter become associated with us into a non-profit corporation under and pursuant to Chapter 1, Title 30, Idaho Code and the laws of the State of Idaho relating to the organization of corporations where pecuniary profit is not the object, and we hereby set forth, certify and declare:

I. NAME OF CORPORATION

The name of this non-profit corporation is and shall be, The Idaho Association of County Commissioners and Clerks, Inc.

II. OBJECTS AND PURPOSES

The objects and purposes for which this non-profit corporation is formed are:

- a. To maintain a permanent organization to secure cooperation among the several counties of the State of Idaho in a comprehensive study of local problems and in the application of efficient methods of local government.
- b. To provide means whereby the officials of the several counties of this state may interchange ideas and experiences and obtain expert advice.
- c. To collect, compile and distribute to County officials information about government and the administration of County affairs and to engage in the study of standardization of administrative practices in order to increase efficiency and reduce costs of operation.
- d. To cooperate with the members of the Idaho Congressional Delegation in the protection of the interests of Idaho Counties in matters of National legislation and in the administration of national legislative acts.
- e. To formulate and promote such state legislation as will be beneficial to the counties of this state and the citizens thereof, and to oppose legislation detrimental thereto.
- f. To secure harmony of action among counties of this state in matters that affect the rights and liabilities of counties.
- g. To institute litigation in the name of a member county for the purpose of securing a determination relative to the rights and liabilities of the Counties of this State; also, to be a friend of the Court in any Court proceeding wherein the rights and liabilities of member Counties are affected; further, to appoint or employ counsel for the purposes herein mentioned.
- h. To strive to secure the enactment of legislation beneficial to the Counties of Idaho, and to endeavor to prevent the passage of such measures as may be inimical to their interests.

- i. To maintain an official headquarters and information bureau for the collection and dissemination of material relating to county affairs.
- j. To buy, lease, contract for or acquire in any lawful manner, to process, sell or otherwise dispose of property both real, personal or mixed, wherever situate, to take, hold, and convey title to and improve real property by building, repairing or otherwise, to take, receive, acquire, hold, transfer and dispose of monies, donations, contributions, endowments, bequests, devises, securities, and all other species of property; to exercise any and all of the powers to the holders of such securities, including the right to vote with respect thereto, with power to designate some party for that purpose from time to time to the same extent that natural persons might or could do; and generally do all acts and things designed to protect, improve, preserve or enhance the value of any of the assets of this association.
- k. To pledge, mortgage, encumber or lease any or all of its property to secure its debts and obligations; to borrow and loan money upon any form of security and to give and take mortgages, deeds of trust, assignments and pledges of every kind and character.
- l. To have and to exercise all powers and to do and perform all acts and things which shall or may be necessary, proper or desirable; to conduct any and all of the business and carry out the objects and purposes for which this non-profit co-operative association is formed or which may be incident thereto.
- m. To enter into, make, perform and carry out contracts of every sort and kind which may be necessary or desirable for the furtherance of the business of this non-profit corporation, with any persons, firms, corporations, associations, any state, territory or municipality of the United States or any foreign country, government or body politic.
- n. The objects as specified herein shall, except as otherwise expressed, be in no way limited or restricted by reference to or inference from the terms of any other clause or paragraph of these Articles. The objects, purposes and powers specified in each of the clauses or paragraphs in these Articles shall be regarded as independent objects, purposes and powers.
- o. The foregoing shall be construed as objects and powers and the enumeration thereof shall not be held to limit or restrain in any manner the general powers now or hereafter conferred on this corporation by the statutes of the State of Idaho.

III. PLACE OF BUSINESS

The principal place of business and business office of this non-profit corporation shall be maintained in the city of Boise, County of Ada, Idaho.

IV. DURATION

This non-profit corporation shall have perpetual existence.

V. CAPITAL STOCK

This non-profit corporation shall have no capital stock, but the members shall be issued appropriate membership certificates upon compliance with the membership requirements.

VI. MEMBERSHIP

The membership requirements and qualifications in this association shall be set forth in the By-Laws. The members of this non-profit corporation shall not be personally nor individually liable for the debts or obligations of this association and their respective rights and interests shall be equal and each member in good standing shall be entitled to receipt of a membership certificate and be entitled to one (1) vote. No membership certificate may be transferred so that the transferee may become a member of this association, except by resolution of the Board of Directors and under such regulations as the By-Laws may prescribe.

VII. CORPORATE POWERS

The corporate powers of this association shall be vested in a Board of Directors in such number as may be set forth in the By-Laws which shall consist of not less than five (5) nor more than nine (9) directors.

VIII. OFFICERS

The officers of this association shall be as set forth in the By-Laws.

IX. BY-LAWS

The Board of Directors of this association shall adopt appropriate By-Laws designed to further and enhance the objects and purposes for which this association is organized, and the Board of Directors shall have the power to make, alter or amend or repeal such By-Laws as the Board may determine proper for the efficient management of the affairs of this association. The By-Laws may also be altered, amended or new By-Laws adopted at any regular meeting or at any special meeting of the members thereof, called for that purpose, by the affirmative vote of two-thirds of the members present at such meeting; provided, that a quorum as specified in the By-Laws of the association or the laws of the State of Idaho be present.

X. AMENDMENTS OF ARTICLES

These Articles may be amended by a two-thirds vote of the membership of the ASSOCIATION OF COUNTY COMMISSIONERS AND CLERKS, which may be conducted at any annual meeting or special meeting called for that purpose, or by written ballot.

IN WITNESS WHEREOF, for the purpose of forming this non-profit corporation under the statutes of the State of Idaho, we, the undersigned, constituting the incorporators of this corporation have executed these Articles of Incorporation the ____ day of _____, 1973.

John Van Orman

Johnnie Nickel

Colen Sweeten

On this ____ day of _____, 1973, before me, the undersigned, a Notary Public in and for the state of Idaho, personally appeared John Van Orman, known to me to be the person whose name is subscribed to the within instrument, and acknowledged to me that he executed the same.

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: _____

On this ____ day of _____, 1973, before me, the undersigned, a Notary Public in and for the state of Idaho, personally appeared Johnnie Nickel, known to me to be the person whose name is subscribed to the within instrument, and acknowledged to me that he executed the same.

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: _____

On this ____ day of _____, 1973, before me, the undersigned, a Notary Public in and for the state of Idaho, personally appeared Colen Sweeten, known to me to be the person whose name is subscribed to the within instrument, and acknowledged to me that he executed the same.

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 – IACC BYLAWS – REVISED 2017

BY-LAWS OF

IDAHO ASSOCIATION OF COMMISSIONERS AND CLERKS

ARTICLE I

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

ARTICLE II

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

ARTICLE III

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

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

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

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

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

ARTICLE IV

Section 1. Election of Officers and Executive Committee: The officers of the Association shall be elected at the annual membership meeting. On the even numbered years, a delegate, other than an Executive Committee member, shall be elected to the Idaho Association of Counties Board of Directors for a two (2) year term.

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

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

ARTICLE V

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

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

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

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

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

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

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

ARTICLE VI

Section 1. Duties of Officers: The *President* shall preside at all business meetings of the Association and shall perform such other duties as the executive committee shall prescribe. The President will also serve a two-year term on the IAC Board of Directors. The President shall appoint all special committees and name the chairman thereto. The President shall also appoint the Chairman of the Legislative and Nominating Committees.

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

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

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

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

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

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

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

ARTICLE VII

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

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

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

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

ARTICLE VIII

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

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

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

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

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

ARTICLE IX

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

Reviewed and revised May 2017.

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

APPENDIX D – SUPPORT SERVICES AGREEMENT

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

THIS AGREEMENT made this 1st day of October 1, 2013 by and between the IDAHO ASSOCIATION OF COUNTIES, Inc. (hereafter “IAC”), and the IDAHO ASSOCIATION OF COMMISSIONERS AND CLERKS (hereafter “IACC”).

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, IACC 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 IACC:

1. IACC shall pay IACSC \$5,000.00 annually to perform the financial and bookkeeping services set forth below.
2. IACC shall pay IACSC \$5,000.00 annually to perform the meeting planning services set forth below.
3. The fees listed above shall be assessed on an annual basis by the IACSC. Annual increases may be made by the IACSC depending on inflation and work load.
4. IACC 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 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 IACC; invest idle funds; develop an annual budget for adoption by IACC; provide monthly financial statements; and arrange for an independent annual audit.
2. IACSC through the staff of the Idaho Association of Counties shall coordinate all conference and meeting planning activities with the IACC president and board of directors; negotiate with meeting

facilities and finalize all functions; solicit sponsors and speakers for IACC conferences; plan for and attend IACC meetings; plan for and attend IACC board of director meetings; and prepare, copy and send correspondence for the IACC and conference materials.

3. IACSC through the staff of the Idaho Association of Counties shall provide a page on IAC's website for information pertaining to the Commissioners and Clerks Association.
4. IAC shall maintain the records of and act as the registered agent for the IACC 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 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 IACC.

IDAHO ASSOCIATION OF COUNTIES, Inc.

By: _____
Daniel G. Chadwick
IAC Executive Director

Attest: _____
Secretary/Treasurer

IDAHO ASSOCIATION OF COMMISSIONERS AND CLERKS

By: _____
IACC President

Attest: _____
Secretary/Treasurer

APPENDIX E – IACC PAST PRESIDENTS

Year	Name	Title	County
1990 - 1991	Carolyn Meline	Commissioner	Bannock
1991 – 1992	George Enneking	Commissioner	Idaho
1992 – 1993	Ethel Peck	Clerk	Custer
1993 – 1994	Ervin Hill	Commissioner	Nez Perce
1994 – 1995	Rose Gehring	Clerk	Idaho
1995 – 1996	Vernon Bisterfeldt	Commissioner	Ada
1996 – 1997	Jerry Bush	Commissioner	Oneida
1997 – 1998	Marcia Wingfield	Clerk	Shoshone
1998 – 1999	Dennis Maughan	Commissioner	Twin Falls
1999 – 2000	Brad Smith	Commissioner	Franklin
2000 – 2001	Todd Lakey	Commissioner	Canyon
2001 – 2002	Valerie Hoybjerg	Commissioner	Power
2002 – 2003	Larry Ghan	Clerk	Bannock
2003 – 2004	Bruce Dredge	Commissioner	Caribou
2004 – 2005	Paul Kimmell	Commissioner	Latah
2005 – 2006	Patty Weeks	Clerk	Nez Perce
2006 – 2007	Lee Staker	Commissioner	Bonneville
2007 – 2008	Lin Hintze	Commissioner	Custer
2008 – 2009	Larry Mickelsen	Clerk	Cassia
2009 – 2010	Steve Hadley	Commissioner	Bannock
2010 – 2011	Glenda Poston	Clerk	Boundary
2011 – 2012	Bill Brown	Commissioner	Adams
2012 – 2013	Kathy Alder	Commissioner	Canyon
2013 – 2014	Shelly Tilton	Clerk	Gem
2014 – 2015	Todd Smith	Commissioner	Madison
2015 – 2016	Greg Shenton	Commissioner	Clark
2016 – 2017	Kathy Ackerman	Clerk	Idaho
2017 – 2018	Dan Dinning	Commissioner	Boundary
2018 – 2019	Jon Weber	Commissioner	Madison
2019 – 2020	Lon Colton	Clerk	Oneida
2020 – 2021	Mark Rekow	Commissioner	Gem
2021 – 2022	Jack Johnson	Commissioner	Twin Falls

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	2ND	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 Association of County Recordors and Clerks

IACC Annual Conference

Pocatello, Idaho

June 14-16, 2011

IACA Members Present

Ada County - 4	Idaho County - 3
Adams County - 3	Jefferson County - 4
Bannock Lake County - 4	Kootenai County - 2
Bear Lake County - 2	Latah County - 3
Benewah County - 2	Lemhi County - 3
Blaine County - 4	Lewis County - 2
Butte County - 4	Lincoln County - 4
Camas County - 3	Nez Perce County - 3
Canyon County - 4	Oneida County - 4
Caribou County - 2	Owyhee County - 3
Cassia County - 3	Payette County - 2
Clark County - 4	Power County - 4
Clearwater County - 3	Shoshone County - 1
Custer County - 1	Valley County - 4
Elmore County - 4	Washington County - 4
Franklin County - 3	
Gem County - 4	
Gooding County - 4	

IACA Members Absent

Bingham County	Jerome County
Boise County	Madison County
Bonner County	Minidoka County
Boundary County	Teton County
Fremont County	Twin Falls County

Guests Present

Mayor Brian Blad	Idaho State Tax Commission
UI Extension Director	
IAC Staff	
IAC Staff	
IAC Staff	

I. Pledge/Opening/Roll Call

The Idaho Association of Counties and Clerks, met in Pocatello, Idaho at the Red Lion Hotel for their Annual Conference.

Glenda Poston, President, welcomed everyone and conducted the conference.

II. 2012 Budget

The proposed 2012 budget of \$29,900 was approved by a motion from Kathy Alder and second by David Ferdinand and unanimous consent of the attendees.

III. Roll Call and short overview of the day

There were 31 counties represented at the conference. After a welcome by Mayor Brian Blad, the Conference proceeded with updates by Juvenile and Misdemeanor Probation. There was discussion on Mental Health Board memberships, and the need for county commissioners to participate. An overview of the 2011 Legislative Session discussing key issues was also given and discussed. The UI Extension Director gave an interesting approach to Community Economic Development.

IV. Election of Officers

Two clerks ran for secretary/treasurer, Veda Mascarenas from Caribou County and Shelly Gannon, from Gem County. Thanks to both ladies for stepping up and running. The Officers sworn in by President Glenda Poston were, Bill Brown, Adams County, President, Kathy Alder Canyon County, Vice President, and Shelly Gannon, Gem County, Secretary/Treasurer.

V. Other Presentations

Other presentations throughout the Conference were: Emergency Communication, E911; Jail Standards, Weed Control, Current County Issues, Federal Land Payments, Firewise Communities; Idaho State Tax Commission; and Designing a Budget Process that drives results.

VI. Legislative

There were 13 Resolutions presented for adoption, 4 were finally adopted to be presented to the entire Association of Counties. An attachment of those resolutions will be enclosed.

- i. Medical Indigency – hospital billed charges not used (determination for indigency be Medicaid Rate)

Motion: Sharon Ullman moved, Ron Smith seconded, support as issue to move to legislative session. Motion Carried.

- ii. **Motion: Roger Christensen moved, Ron Smith seconded, to carry 4 bills forward to IAC.** They include the following: 2. Removal of Board of Community Guardians terms of office; 4. Proper recordation of title; 5. Medical Indigency – hospital billed charges not used (determination for indigency be Medicaid Rate); and 9. Tax Deferral – extend use to delinquent taxes/current taxes. Motion Carried.

Respectfully Submitted,

Kathy Alder

Secretary/Treasurer

APPENDIX H – IAC LEGISLATIVE PROCESS

The IAC legislative resolutions are proposals that express the opinion of IAC in support of a state law change for which the introduction of legislation is necessary. The process is designed to be open to allow participation from as much of the IAC membership as possible. In order to facilitate the legislative resolution process and in accordance with the IAC Bylaws, some policies have been created to make the process as clear and precise as practicable. The policies are as follows:

SUBMITTING LEGISLATIVE 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.

CRITERIA FOR EVALUATION RESOLUTIONS

To be considered for adoption by the IAC membership, an IAC legislative resolution must meet the following criteria:

- Focus on a single issue within the general realm and scope of county government; and
- Affect more than one county; and
- Affect more than one elected office or department; and
- Affect taxation, spending, revenue generation authority or create significant efficiencies or cost savings; and
- Be politically feasible.

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.

All proposed legislative resolutions must include the following information:

1. List the county offices and/or departments affected;
2. List the Idaho statutes affected;
3. Clearly state the arguments supporting the resolution including relevant background information;
4. State the fiscal impact of the resolution on counties;
5. Identify the sponsor;
6. List other stakeholders who will be affected by the resolution and the nature of the impact.

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 should be drafted by IAC members.

All legislative resolutions received electronically by the IAC office before September 1 shall be assigned a resolution number based on order of submission and shall be placed on the agendas of the assigned standing or steering committees.

SUBMITTING POLICY RESOLUTIONS

An IAC steering committee may submit policy resolutions for consideration by the IAC membership. Policy resolutions are proposals that express the opinion of the association in support or opposition of an issue for which legislation is not necessary. The sponsor or their designee shall present the resolution to the assigned steering committee. The steering committee shall evaluate the resolution and submit its recommendation to the IAC membership for consideration. The IAC membership shall consider and vote on the policy resolution.

Adopted policy resolutions remain the official policy of the association for up to two years unless incorporated in the germane IAC steering committee policy platform.

DISTRIBUTION OF RESOLUTIONS

IAC staff will compile all legislative resolutions received by September 1, 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.

THE ROLE OF THE STEERING COMMITTEE

IAC has four official steering committees. These committees include Intergovernmental Affairs, Justice & Public Safety, Public Lands, and Transportation & Infrastructure. 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 four 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 Legislative committee will meet to prioritize the legislative resolutions 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 five 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 the IAC Bylaws 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, also feel free to request the assistance of IAC staff.

TITLE:

SPONSOR:

STATUTES AFFECTED:

COUNTY OFFICE(S) or DEPARTMENTS AFFECTED (Must affect at least 2):

COUNTIES AFFECTED (Must affect at least 2):

ISSUE/PROBLEM: Explain what the problem is.

BACKGROUND & DATA: Provide a history of the issue and any prior proposals that have been put forth, successfully or otherwise. Also, because legislation often requires data and supporting research to become law, attach any relevant data and research (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.

FEASIBILITY:

OTHER STAKEHOLDERS AFFECTED & NATURE OF IMPACT:

FISCAL IMPACT: If the proposed policy becomes law, address (1) whether there will be a 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

To submit an IAC reimbursement, please contact Amanda Steinmetz, Sr. Financial Officer, or Mindy Linn, Member Services Coordinator.

Amanda Steinmetz's email: asteinmetz@idcounties.org

Mindy Linn's email: mlinn@idcounties.org