



# IAC DISTRICT 1

## By-Laws

*Reviewed/Revised: 12/12, 12/13, 10/21, 07/24*

### **ARTICLE I – ORGANIZATION**

#### **SECTION 1: Name**

This organization shall be known as DISTRICT ONE, COUNTY ELECTED OFFICIALS.

#### **SECTION 2: Membership & Eligibility**

Any and/or all elected county officials of any of the following counties who are members in good standing of the Idaho Association of Counties. Any elected official of a county that is not a member of IAC shall be denied holding an office at the District level.

Benewah  
Bonner  
Boundary  
Kootenai  
Shoshone

### **ARTICLE II – DISTRICT COMMITTEES & REPRESENTATIVES**

#### **SECTION 1: Committees**

The following committees shall be established within the organizational structure of the District, together with any other special committees which the Chairman determines to be necessary:

- Budget Committee – A budget committee of not less than three (3) members, the chair of which shall be the District Treasurer (or Secretary/Treasurer should those positions be combined).
- Legislative Committee – A legislative committee of not less than three (3) members, the chair of which shall be the Legislative Committee Representative to the state IAC and the vice-chair of which shall be their alternate.

#### **SECTION 2: Elected Office Representatives**

The District Chairman shall appoint a Representative from each of the elected offices. The Representative from each elected office shall be responsible for coordinating the regular meeting

of those in that elected office of each county in the First District, and reporting to the general body an update of their elected office meetings at each of the regular quarterly meetings of the District.

### **ARTICLE III – FINANCES**

#### **SECTION 1: District Budget**

The budget committee shall prepare a District budget to present to the membership at the July quarterly District meeting.

#### **SECTION 2: Membership Dues**

The budget committee shall be responsible for proposing the amount and structure of the annual membership dues for each County, which shall be approved as part of the annual District budget.

#### **SECTION 3: Compensation**

The officers shall not receive compensation for their services or for attending regular District meetings, but shall be reimbursed for mileage and expenses while performing other duties of the District. Any member called upon to perform a special duty shall be reimbursed for mileage and expenses.

#### **SECTION 4: Rate of Mileage**

Rate of mileage shall be determined by the current rate established by the Internal Revenue Service.

### **ARTICLE IV – MEETINGS**

#### **SECTION 1: Regular Meetings**

The District shall hold regular quarterly meetings at times to be set by the District Chairman, subject to the following guidance:

- One regular meeting shall be held in November of each year, at which meeting the District shall hold elections for all applicable officer positions up for election;
- After each General Election, one meeting shall be held on the Friday following the second Monday in January;
- One regular meeting shall be held in July, at which meeting the District budget for the subsequent year shall be set.

## **SECTION 2: Special Meetings**

A special meeting may be called by the Chairman at any time circumstances may require. Notices outlining major topics to be discussed shall be emailed at least five (5) days prior to the special meeting.

## **SECTION 3: Meeting Notice**

Notification of all meetings shall be emailed by the Secretary at least five (5) days prior to each meeting. The District shall also notify IAC no later than December 31 of the tentative schedule of meetings for the upcoming year.

## **SECTION 4: Conduct of Business**

Members shall consider any business presented by the Chairman or any member. When possible, all matters to which action is requested to be taken shall be submitted to the Chairman no later than seven (7) days prior to a regularly scheduled meeting.

## **SECTION 5: Quorum**

A quorum must be present at any meeting for which action is taken. Representatives of three (3) counties from the First District shall constitute a quorum.

## **SECTION 6: Rules of Order**

The meeting of the District and its committees shall be governed generally by Roberts Rules of Order, Newly Revised 11<sup>th</sup> Edition, subject to any revision or alteration by the Chairman.

# **ARTICLE V – OFFICERS**

## **SECTION 1: Officers**

The officers of the Association shall be:

1. Chairman
2. Vice Chairman
3. Legislative Committee Representative and an Alternate
4. Board Member to IAC and an Alternate
5. Secretary/Treasurer (these positions may be combined or separated as determined by a vote of the District)

## **SECTION 2: History of Office**

The first election was held at the November meeting of this District after the General Election in 1980 and every two (2) years thereafter, until 2012 when the term of office was changed to one (1) year.

### **SECTION 3: Term of Office**

The term of office of those elected shall be for one (1) year, with the exception of the Board Member to IAC and the Legislative Committee Representative (together with their alternates) who shall serve a term of two (2) years, to coincide with the state by-laws of the Idaho Association of Counties (IAC). In the event of a vacancy in office, the District shall hold a special election at its next regularly scheduled meeting to elect a replacement who shall serve out the remainder of the original term of office.

### **SECTION 4: Duties of Officers**

The Chairman shall:

- Preside at all meetings of the District;
- Determine the time and schedule of meetings;
- Call any special meetings which may be necessary;
- Appoint all standing and special committees and name the Chairman thereof.

The Vice Chairman shall:

- If for any reason the chairman cannot attend any meeting of the district, the Vice Chairman shall preside at such meeting;
- Assume the role of Chairman at times when a vacancy exists in such position, until the next election.

The Legislative Committee Representative shall:

- Be charged with gathering proposed legislation for the District and submitting the same to the state Legislative Committee of the Idaho Association of Counties;
- Contact the appropriate elected officials in each county regarding urgent legislative matters being considered during the current Legislative Session;
- Be made Chairman of the Legislative Policy Committee;
- The Alternate shall perform the same duties outlined above.

The Board Member to IAC shall:

- Attend all Board meetings of the IAC and transmit the views of the majority of the District;
- Report action of the IAC Board to the District;
- The Alternate shall perform the same duties outlined above.

The Secretary shall:

- Keep all minutes of all meetings of the District and distribute those minutes to the members at the following meeting;
- Send notices of all regular and special meetings of the organization.

The Treasurer shall:

- Keep all monies collected from the numerous counties of this District in a bank to be approved by the membership to be withdrawn upon order of the Secretary at the direction of the Chairman;

- Keep an updated accounting of all finances of the District and report the same to the general body at each regular quarterly meeting.

## **ARTICLE VI – BY-LAWS**

### **SECTION 1: Amendments**

These By Laws may be amended at any meeting of this District by a two-thirds majority of the voting members present. Any amendments to the District by-laws should be promptly submitted to IAC staff.

### **SECTION 2: Notice**

All members shall be notified by email of a proposed change in the By-Laws no later than five (5) days prior to any meeting at which a change in the By-Laws shall be voted on.

## **ARTICLE VII – ADOPTION**

### **SECTION 1: Effective Date**

These By Laws shall become effective upon approval by a two-thirds majority of the voting members present at a meeting of this District.

### **SECTION 2: Attestation**

After approval, the by-laws should be signed by the District Chair and forwarded to the state IAC Executive Director or their staff.

Approved at a regular quarterly meeting of the 1<sup>st</sup> District IAC general body on the 12<sup>th</sup> day of July, 2024.

Signed:

  
Benjamin Allen, District 1 Chair