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## CONSTITUTION AND BYLAWS

OF THE

# IDAHO ASSOCIATION OF COUNTIES, INCORPORATED (IAC)

10

Adopted by the Board of Directors

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12 Amended 9/96; 2/98; 9/99; 1/01; 9/02; 9/06; 9/08; 2/12; 9/12; 9/14; 2/15; 2/17; 9/17; 9/19; 06/20; 07/22; 09/24

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## ARTICLE I: NAME AND OBJECTIVES

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### 2 SECTION 1

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The name of the organization shall be the Idaho Association of Counties and may be referred to as IAC. IAC may have a readily identifiable and distinct logo, which may be a trademark as authorized by Idaho law.

### 5 SECTION 2

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The IAC, as a non-profit corporation, shall operate as a business entity. While not operating as businesses would, it will operate in a manner using sound business practices. IAC shall have the ability to grow and carry out the objectives of IAC. At all times, IAC will operate in an ethical manner.

### 9 SECTION 3

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The objectives of IAC as stated in the Article of Incorporation are:

A. To promote the ethical and professional conduct of county officials.

11

B. To coordinate the administrative programs of IAC by:

12

1. Associating counties, county officials and county officials' associations of the state of Idaho for the purposes of cooperative promotion of the interests of county government in Idaho;

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2. Coordinating the programs of member associations;

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3. Collecting, compiling and distributing information about county government and the administration of counties to assist them in carrying out their duties as required by law; Providing a forum for the education and training on subjects important to the conduct of county officials and their offices;

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4. Establishing good lines of communication with the Executive, Judicial and Legislative branches of the State of Idaho; Idaho's Congressional Delegation; federal agencies and departments; local taxing districts of the state of Idaho; and other stakeholders with an interest in county government, to provide these stakeholders with the benefit of the knowledge and experience of county officials when studying proposed legislation ordinances, policies and rules affecting the duties of counties and county officials; presenting and promoting legislation, policies and rules believed to be beneficial to counties, the state and the citizens thereof; and opposing legislation which county officials believe to be detrimental thereto;

29

5. Maintaining good county government;

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6. Instituting litigation in the name of IAC, or any member group, for the determination of the authority, responsibilities, or liabilities of county officials under any constitutional provision or statute, and to advocate in any court proceedings wherein such authority, responsibilities, or liabilities are to be determined; and

34

7. Building a closer fellowship among county officials of Idaho.

35

C. To do any and all things necessary to affect the objectives set forth herein.

36

## ARTICLE II: MEMBERSHIP OF IAC

### 37 SECTION 1

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The members of Idaho Association of Counties "IAC" are county elected officials, as defined by the Constitution of the state of Idaho, and counties of the state of Idaho through their board of commissioners who have paid dues set forth by the Board of Directors. All regular dues are payable on October 1st of each fiscal year, with the fiscal year being October 1 through September 30, and such dues become delinquent as of January 31st of that fiscal year.

### 42 SECTION 2

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Should a county choose not to pay the regular dues, an individual elected official from said county may ask the IAC Board of Directors "Board" to become an individual member and be eligible to vote. The Board will have the authority to set a dues structure for each individual elected official on a case-by-case basis.

1 SECTION 3 Any special assessments approved by the Board or membership during the fiscal year shall be  
2 voluntary and shall have no impact on the membership status of the county for that fiscal year.

3 SECTION 4 Only members as enumerated in Section 1 or 2 of this Article shall be eligible to vote on IAC  
4 matters, serve on an IAC committee, or hold a position on the Board.

5 **ARTICLE III: GOVERNMENT OF IAC**

6 SECTION 1 The government of this association shall be vested in the membership hereof, except as  
7 otherwise provided herein.

8 SECTION 2 The control and management of the property, finances and general supervision of all the affairs  
9 of IAC shall be under the supervision of the board of directors answerable to membership.

10 SECTION 3 For any matter requiring an in-person vote, proxy voting is prohibited.

11 SECTION 4 The Board may be polled at times other than regular board meetings by electronic methods,  
12 email, in writing, and other means approved by the Board.

13 SECTION 5 The meetings of IAC and its committees shall be governed by the IAC Constitution and Bylaws,  
14 other rules adopted by the Board for the convenience of the association and the simplified  
15 *Robert's Rules of Order Newly Revised, 12th edition.*

16 **ARTICLE IV: BOARD OF DIRECTORS**

17 SECTION 1 The officers of IAC shall be: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, and the most  
18 Immediate Past President. All of the above will serve without salary.

19 SECTION 2 The membership of the IAC Board of Directors shall consist of not more than 28 persons and  
20 terms of office of the Board shall be as follows:

21 A. The Executive Committee, consisting of a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President,  
22 and three most Immediate Past Presidents currently serving in county office, which shall be  
23 elected for one year at the annual conference. If a past president retires or is not re-elected,  
24 the position will not be replaced until the next Annual Conference. The Executive  
25 Committee shall assist in preparing recommended policies, procedures, and budgets; act as  
26 a liaison between the Board and Executive Director; act as a representative of the Board in  
27 all other respects; establish application procedures for amicus brief requests receive, and  
28 review applications for amicus assistance, and make a recommendation to the Board; and  
29 shall perform other duties as may be requested by the Board;

30 B. One (1) director and one (1) alternate representing the State Association of Assessors, one  
31 (1) director and one (1) alternate representing the State Association of Recorders and Clerks,  
32 three (3) directors and three (3) alternates representing the State Association of  
33 Commissioners and Clerks (IACC). The IACC elected director position to the board shall be  
34 filled by a county commissioner, and the other two director positions shall be filled by the  
35 IACC Immediate Past President and IACC President. ~~One (1) director and one (1) alternate~~  
36 representing the State Association of Commissioners and Clerks both of whom shall be a  
37 county commissioner, ~~o~~One (1) director and one (1) alternate representing the State  
38 Association of Prosecuting Attorneys and one (1) director and one (1) alternate representing  
39 the State Association of Treasurers, which shall be elected for a two-year term on odd  
40 numbered years in a method determined by the affiliate and reported to IAC 15 days prior  
41 to the start of the IAC Annual Conference; ~~Two (2) directors and two (2) alternates~~  
42 representing the State Association of Commissioners and Clerks one director and one  
43 alternate shall be a county commissioner while the other remaining positions may be either a  
44 commissioner or county clerk, ~~o~~One (1) director and one (1) alternate from the State  
45 Association of Coroners and one (1) director and one (1) alternate from the State Association  
46 of Sheriffs, which shall be elected for a two-year term on even numbered years in a method

- 1 determined by the affiliate and reported to IAC 15 days prior to the start of the IAC Annual  
2 Conference;
- 3 C. Six (6) representatives, one (1) from each of the six (6) IAC regional elected officials' districts  
4 shall be elected in October or November of each even numbered years to serve for a  
5 two-year term. At this time, each district shall elect an alternate to its representative and  
6 certify the names of such elected representative and alternate to IAC not later than 15 days  
7 after the election;
- 8 D. One (1) National Association of Counties representative and one (1) Western Interstate  
9 Region representative, elected by the membership to represent IAC for a two-year term in  
10 even-numbered years at the IAC Annual Conference;
- 11 E. One (1) representative from each member county with a population of 150,000 or greater,  
12 who shall be elected in odd numbered years in the manner provided within the county  
13 entitled to the board members, shall serve for two (2) years and each such county shall  
14 certify the name of their representative to IAC no later than October 1; and  
15  
16 ~~The three most recent Past Presidents of IAC will serve on the Board until they retire or are~~  
17 ~~not reelected to the office for which they served as President; and~~
- 18 F. Alternate members to the Board may serve in the absence of the regular Board members  
19 with full voting rights as though he or she was regularly elected or appointed.
- 20 ~~SECTION 3~~ The chair of the Idaho Counties Risk Management Program (ICRMP) or his/her designee and the  
21 chair of the Government Employees Medical Plan (GemPlan) or his/her designee shall have the  
22 right to attend and participate at Board meetings, except executive sessions, but shall have no  
23 voting rights.
- 24 SECTION 34 The members of the Board shall hold office for their designated terms and until their elected or  
25 appointed successor has signified acceptance and has been duly qualified. The new members of  
26 the Board shall take office on the first day of October following the date of the meeting at which  
27 their election or appointment took place or if elected by a district in October or November, will  
28 serve immediately following election. Each member of the Board shall have one vote.
- 29 SECTION 45 Vacancies in the Board shall be filled as follows:
- 30 A. A vacancy in the office of President shall be filled by the succession of the 1<sup>st</sup> Vice President.  
31 A vacancy in the office of 1<sup>st</sup> Vice President shall be filled by the succession of the 2<sup>nd</sup> Vice  
32 President. A vacancy in the office of 2<sup>nd</sup> Vice President shall be filled by appointment by the  
33 Board. In the event of a vacancy in the office of President, the successor will complete the  
34 term of the vacated office in addition to their full term. In the event of appointment by the  
35 Board, the Board shall fill the vacancy of 2<sup>nd</sup> Vice President, ~~from the next county elected~~  
36 ~~office so as to maintain the continuity of the rotating order identified in Article V, Section 3~~  
37 ~~(Order of Rotation) below.~~
- 38 B. A vacancy in the office of the WIR Representative or NACo Representative shall be filled by  
39 appointment of the Executive Committee until the next full membership meeting where an  
40 election will be held.
- 41 C. All other vacancies shall be filled by the appointing organization for the unexpired portion of  
42 the term.
- 43 SECTION 56 Meetings of the Board may be held at any time upon the call of the president or upon call of the  
44 majority of the members of the Board. Notice of such meetings shall be given by emailing such  
45 notices to all members of the Board as far in advance as possible. Any Board member unable to  
46 attend must notify his or her alternate of said meeting. A Board member, or alternate, absent for  
47 two (2) successive regular meetings may be deemed by the Board to have resigned and the  
48 vacancy shall be filled as provided in Section 4.5.6

1 SECTION ~~6~~7 The Board shall:

- 2 A. Have general supervision over the affairs of IAC, decide its policies, issue statements, and  
3 direct its activities, subject to the will of the membership as expressed at any duly called  
4 special meeting or annual meeting of IAC;
- 5 B. Appoint and fix the salary of an Executive Director and authorize a budget for the hiring of  
6 additional staff as the Executive Director may deem necessary to carry out the mission of  
7 IAC;
- 8 C. Outline the work or duties, specify terms of employment, and perform a yearly evaluation of  
9 the Executive Director;
- 10 D. Enter into contracts and delegate that authority to the Executive Director;
- 11 E. Do any and all things legally necessary to accomplish the purposes of IAC within the  
12 approved budget;
- 13 F. Affiliate with such national, county, or other organizations as in their judgment would be  
14 beneficial to IAC, and appoint delegates thereto;
- 15 G. In the event of an emergency as declared by a two-thirds (2/3) vote of the voting members  
16 of the Board, such Board shall have emergency powers to deal with matters arising between  
17 regular meetings of the membership that require immediate action where a summoning of  
18 the general membership would be impractical because of the time factor involved;
- 19 H. Promulgate such rules, regulations, and policies as are necessary for the smooth and efficient  
20 operation of IAC; such rules, regulations, or policies shall be reviewed at each annual  
21 meeting;
- 22 I. Meet at least twice per year and at other times as necessary (See Article IV, Section 6); and
- 23 J. Be polled at times other than regular board meetings by electronic methods, email, in  
24 writing, and any other means approved by the Board.
- 25 K. Approve or deny amicus curiae requests.

26 SECTION ~~7~~8 The officers of this association shall assume the responsibilities of sitting on the Board for four  
27 years, moving up each year, beginning with 2<sup>nd</sup> Vice President and ending with Immediate Past  
28 President and the duties shall be as follows:

- 29 A. The President shall:
  - 30 1. Preside at all meetings of IAC;
  - 31 2. Call special meetings upon a majority vote of the Board;
  - 32 3. Appoint all standing and steering committees and name the chairs and vice chairs  
33 thereto, except as otherwise provided herein;
  - 34 4. Appoint all Board subcommittees and name the chair of the subcommittees;
  - 35 5. Appoint a Parliamentarian to serve for one year;
  - 36 6. Cast a special ballot in case of a tie at meetings of IAC and/or the Board; and
  - 37 7. Be an ex-officio, non-voting member of all standing and special committees.
- 38 B. The 1<sup>st</sup> Vice President shall:
  - 39 1. Be present at all IAC meetings;

- 1                                   2. Perform the duties of the President in the absence of the President; and
- 2                                   3. In the event of a vacancy in the office of President he or she shall automatically become
- 3                                   President.
- 4                                   C. The 2<sup>nd</sup> Vice President shall:
- 5                                   1. Be present at all IAC meetings;
- 6                                   2. Perform the duties of the 1<sup>st</sup> Vice President in the absence of the 1<sup>st</sup> Vice President;
- 7                                   3. In the event of a vacancy in the office of 1<sup>st</sup> Vice President, he or she shall automatically
- 8                                   become 1<sup>st</sup> Vice President;
- 9                                   4. In the event of vacancies in the offices of both President and 1<sup>st</sup> Vice President, he or she
- 10                                   shall automatically become President; and
- 11                                   5. Verify the presence of a quorum at said meetings.
- 12                                   D. The Immediate Past President shall:
- 13                                   1. Be present at all meetings;
- 14                                   2. Perform the duties of the 2<sup>nd</sup> Vice President in the absence of the 2<sup>nd</sup> Vice President;
- 15                                   3. Chair the IAC Bylaws Subcommittee in even-numbered years; and
- 16                                   4. Review IAC's policies on an annual basis.
- 17 **SECTION 89**   The Executive Director (appointed by the Board) or designee shall:
- 18                                   A. Represent IAC before any federal or state legislative body or other body or hearing upon the
- 19                                   direction of the Board.
- 20                                   B. Keep, or cause to be kept, the minutes of the annual meetings and special meetings of IAC
- 21                                   and all meetings of the Board.
- 22                                   C. Prepare, or cause to be prepared, data and reports as required which shall include the
- 23                                   publication of the official IAC newsletter.
- 24                                   D. Have general supervision over the office and employees of IAC, subject to the policies as
- 25                                   approved by the Board.
- 26                                   E. Receive a salary fixed by the Board. The Executive Director's employment agreement may
- 27                                   be terminated by either party by giving 30 days' written notice.

## ARTICLE V: ELECTIONS

29 **SECTION 1**   An election shall be held for 2<sup>nd</sup> Vice President at each annual meeting of IAC, and all members  
30 who are in good standing and present shall be entitled to vote in such an election.

31 **SECTION 2**   The election shall result in a new 2<sup>nd</sup> Vice President, as well as the other three officers advancing  
32 through the positions commencing with 2<sup>nd</sup> Vice President and ending with Immediate Past  
33 President.

34 **SECTION 3**   The office of 2<sup>nd</sup> Vice President shall be open to all members in good standing, ~~in a rotating~~  
35 ~~order,~~ provided that not more than one member of the Executive Committee (Article IV, Section  
36 2, A) shall represent the same county or county elected office. ~~The rotation commenced on~~  
37 ~~October 1, 2014 and shall be in the following order: in year one, a prosecuting attorney; in each~~

1 ~~successive year thereafter, a treasurer, a county commissioner, an assessor, a clerk, a sheriff, and~~  
2 ~~a coroner.~~

3 SECTION 4 The President of IAC shall conduct the election and shall:

- 4 A. Announce the rules of the election;
- 5 B. Provide voting by secret ballot if there is a contested race;
- 6 C. Declare the candidate who receives a simple majority vote as the newly elected 2<sup>nd</sup> Vice  
7 President of IAC; and
- 8 D. Arrange in advance and conduct the immediate installation of the new officers.

9 SECTION 5 The elections of a representative to the National Association of Counties (NACo) and a  
10 representative to the Western Interstate Region (WIR) Boards shall be held at the annual  
11 conference and the terms of office shall be two (2) years with the election occurring in each  
12 even-numbered year. The second seat on the NACo Board (if Idaho qualifies) shall be held by  
13 the most Immediate Past President of IAC or Officer designated by the President of IAC ~~his or~~  
14 ~~her designee~~. The elected representatives from Idaho to the NACo and WIR Boards shall also  
15 serve as ex-officio and voting members of the Board.

16 SECTION 6 Persons that wish to pursue the IAC 2<sup>nd</sup> Vice President, NACo representative, and WIR  
17 representative positions must complete an application, provided by IAC, to IAC by August 31 of  
18 the year of their election to indicate their interest in running for the position. If no individual ~~from~~  
19 ~~the county elected office up for rotation for the IAC 2<sup>nd</sup> Vice President~~ submits an application for  
20 IAC 2<sup>nd</sup> Vice President by August 31, nominations will be taken from the floor during the Annual  
21 Conference ~~from the next county elected office in the rotation schedule (Article V, Section 3).~~

## 22 ARTICLE VI: FINANCES

23 SECTION 1 The funds of IAC shall be handled as follows:

- 24 A. The Board shall cause to have a budget prepared and shall approve the budget annually.
- 25 B. All funds shall be deposited in an appropriate IAC checking or investment account in  
26 financial institutions to be selected by the Board and may be disbursed by electronic funds  
27 transfer or check. Checks shall require any two (2) of the following signatures: the Executive  
28 Director, financial officer, or any other person(s) designated by the Board.
- 29 C. No financial obligations beyond the approved budget may be incurred for IAC without the  
30 approval of the Board.
- 31 D. The Board may establish a requirement of bonding for conduct of the Board or staff.
- 32 E. Not less than monthly, the Executive Director shall cause to be prepared and submit to the  
33 Board members appropriate financials for the preceding month. Not less than quarterly, the  
34 Executive Director shall cause to be prepared and submit to the Board members a statement  
35 of investment accounts.
- 36 F. The Board shall have the books audited by a Certified Public Accountant (CPA) annually. The  
37 CPA shall give a report to the Board annually.

38 SECTION 2 The officers and members of the Board will be responsible for their own transportation and hotel  
39 at the IAC Annual Conference and the IAC Midwinter Conference. IAC shall pay officers and  
40 members for the miles actually traveled at the maximum rate established by the Board and/or  
41 actual expenditures for commercial travel, whichever is less, and shall be reimbursed for  
42 subsistence expenses at the annual planning & development meeting. Reimbursements for  
43 special meetings of the IAC Board will be determined by the officers of IAC.

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## ARTICLE VII: COMMITTEES

### 3 SECTION 1

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The Legislative Committee, a standing committee of IAC, shall have the following membership and responsibilities:

5

A. The Legislative Committee shall consist of:

6

1. A chair and vice chair appointed by the President for a one-year term;

7

2. The chair of the Legislative Committee of each elected official affiliate; and

8

3. One member from each of the six (6) districts, the member to be elected for a two (2) year term. The name of the person elected shall be submitted to IAC not later than December 1st.

9

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11

B. It shall be the duty of the Legislative Committee to:

12

1. Formulate and promote the IAC Legislative Package from the resolutions submitted as outlined in Article VIII;

13

14

2. Coordinate the legislative activities of the affiliated elected officials' groups;

15

3. Coordinate the legislative activities of IAC Districts;

16

4. Oppose legislation detrimental to sound county government or in conflict with adopted IAC policies; and

17

18

5. Render periodic reports to the general membership of IAC.

19

C. Only elected officials shall serve as official members of the Legislative Committee.

### 20 SECTION 2

21

A. The official steering committees of IAC are:

22

1. Intergovernmental Affairs;

23

2. Justice & Public Safety;

24

3. Revenue & Taxation;

25

4. Public Lands & Natural Resources; and

26

5. Infrastructure, Land Use & Transportation.

27

B. The IAC steering committees shall have the following responsibilities:

28

1. ~~Create~~ Review committee platforms ~~policy statements~~ in even-numbered years at the annual conference.

29

2. Draft committee platform ~~policy statement~~ amendments, if necessary, ~~and submit same to the membership for consideration and adoption at the annual conference.~~ Policy statement Committee platform amendments shall require a 2/3 approval of those committee members present.

30

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3. Consider legislative resolutions germane to the committee, either drafted by the committee or assigned to the committee and submit recommendations to the IAC Legislative Committee at the annual conference, as provided in Article VIII. Recommendations shall require 2/3 approval of those committee members present.

34

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4. Consider, at the discretion of the chair, other legislative or policy proposals of interest to the committee.

38

39

5. Provide education and information focused on topics germane to the committee.

### 40 SECTION 3

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Other committees may be established by the President which in his or her discretion he or she deems necessary, or which the Board, or the membership of IAC may determine to be necessary.

42

1 SECTION 4 All committee terms (except special committee appointments made for a lesser period of time)  
2 shall expire with the expiration of the term of the President of IAC under whose term the  
3 appointment was made or upon completion of said project, whichever occurs last.

4 A. In order to participate in any steering committee, current county elected officials shall submit  
5 intent to participate to IAC staff no later than December 31. New members elected at the  
6 November general election may request appointment to a steering committee by contacting  
7 the President or appropriate IAC staff no later than the last day of February following their  
8 election to office.

9 SECTION 5 The president shall appoint the chair and up to three vice chairs of all committees. All  
10 committee chair and vice chair appointments shall expire with the expiration of the term of the  
11 President under whose term the appointment was made.

12 It shall be the responsibility of the committee chair, or the vice chair in the chair's absence to:

- 13 A. Attend all committee meetings;
- 14 B. Plan the meeting agenda with assistance from the IAC staff;
- 15 C. Start committee meetings on time;
- 16 D. Create and appoint subcommittees when appropriate;
- 17 E. Prepare and present a brief oral report at each business meeting to the IAC membership;  
18 and
- 19 F. Perform other functions as set forth in the committee platform ~~policy statement~~, or set forth  
20 in policy by the Board, or directed by the President.

21 SECTION 6 Committees may refer any unresolved matter to the Board for final consideration prior to  
22 submission to the membership.

## 23 ARTICLE VIII: LEGISLATIVE RESOLUTIONS

24 SECTION 1 Legislative resolutions are proposals that express the opinion of the association in support of a  
25 state law change for which the introduction of legislation is necessary. In order to be  
26 incorporated in the IAC Legislative Package, legislative resolutions must be submitted  
27 electronically to the IAC office no later than September 1 of each year and meet the following  
28 criteria:

- 29 A. Address a single subject;
- 30 B. Be prepared in the standard IAC legislative resolution format as established by the Board;
- 31 C. List the county offices affected;
- 32 D. List the Idaho statutes affected;
- 33 E. Clearly state the arguments supporting the resolution including relevant background  
34 information;
- 35 F. State the fiscal impact of the resolution on counties including if it creates a county mandate,  
36 and if created, how to pay for it;
- 37 G. Identify the sponsor; and
- 38 H. List other stakeholders who will be affected by the resolution and the nature of the impact.

39

1 SECTION 2

Legislative resolutions shall be processed in the following manner at the Annual Conference:

2  
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A. 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 as provided in Section 1, Article VIII.

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B. The sponsor, or his or her designee, shall present the resolution to the assigned steering committee. The assigned steering committee shall evaluate the resolution and submit its recommendation to the IAC Legislative Committee for final recommendation to the membership. Legislative resolutions that fail to meet steering committee voting requirements as provided in Section 1, Article VIII will not be considered by the IAC Legislative Committee. In order for a steering committee to adopt a resolution, the resolution must:

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

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C. Following consideration by the assigned steering committees and prior to the consideration and adoption by IAC membership, the IAC Legislative Committee shall meet to review all legislative resolutions adopted by steering committees for compliance with Sections 1 and 2 of Article VIII. Legislative resolutions that are found to be noncompliant will receive no further consideration. After reviewing the legislative resolutions, the IAC Legislative Committee shall make and submit its recommendations to the membership for final consideration and adoption.

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D. Following consideration by the IAC Legislative Committee, legislative resolutions shall be considered and voted upon by the membership for adoption.

28 SECTION 3

The Legislative Committee, as designated in Article VII, shall process adopted legislative resolutions in the following manner:

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A. Legislative resolutions adopted by the membership shall be placed on the agenda of the first IAC Legislative Committee meeting following the Annual Conference for the purpose of prioritizing the resolutions. Adopted legislative resolutions shall be prioritized according to the standards set forth in Section 2, Article VIII.

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B. After prioritizing the legislative resolutions, the IAC Legislative Committee shall recommend a number not to exceed a total of five (5) legislative resolutions. The chair of the IAC Legislative Committee shall submit the legislative resolutions to the IAC Executive Director who shall prepare or cause to be prepared the IAC Legislative Package which shall be provided electronically to each IAC member by December 1.

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C. Legislative resolutions passed by the membership but not incorporated in the IAC Legislative Package will be deemed the officially adopted policy of IAC but it shall be the responsibility of the resolution sponsor to move it forward legislatively.

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D. Any special legislation that does not significantly impact most of the counties may be included in the IAC Legislative Package or may receive conditional support with the unanimous approval of the IAC Legislative Committee, board of directors or two-thirds (2/3) vote of the IAC membership.

46 SECTION 4

Rules of order for voting shall be set forth in policy by the Board and shall require a two-thirds (2/3) approval of the members voting on the issue.

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- 1 SECTION 5 The IAC Legislative Committee, on behalf of IAC, may take a position on specific legislation that  
2 impacts Idaho's counties. The position to be taken shall be consistent with IAC policy and  
3 whenever practical shall be ratified by the IAC membership.
- 4 SECTION 6 No legislation or policy shall be drafted by IAC staff unless the request has been authorized by  
5 the Board, IAC Legislative Committee, IAC District, affiliated association of IAC or IAC steering  
6 committee.
- 7 SECTION 7 After September 1, no legislation or policy shall be drafted by IAC staff unless the request has  
8 been authorized by either the Board or the IAC Legislative Committee. Any legislation or policy  
9 authorized under this subsection must comply with the criteria for adoption as provided in  
10 Section 3(B), Article VIII of the IAC Bylaws. Additionally, legislation or policy proposed after  
11 September 1 must:
- 12 A. Address a policy issue that was either not known or reasonably could have been known or  
13 addressed as of September 1; and
- 14 B. Address a policy issue that requires immediate legislative action during the current legislative  
15 cycle.
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- 17 SECTION 8 All legislative resolutions must be submitted in compliance with Article VIII of the IAC Bylaws.  
18 Failure to comply with the provisions of any of the processes set forth in Article VIII of these  
19 bylaws shall render the resolution null and void.

## 20 ARTICLE IX: POLICY RESOLUTIONS AND COMMITTEE PLATFORMS

- 21 SECTION 1 Each IAC steering committee shall develop and adopt a committee platform. IAC steering  
22 committee platforms shall:
- 23 A. State the general scope of policy matters germane to the steering committee,
- 24 B. State the general committee philosophy on policy matters germane to the steering  
25 committee,
- 26 C. State the policy positions of the steering committee on policy matters germane to the  
27 steering committee,
- 28 D. Be reviewed in even-numbered years by the germane steering committee during the  
29 germane committee's meeting at the IAC Annual Conference,
- 30 E. Be presented for adoption or amendment by the membership ( $\frac{2}{3}$  vote) at the IAC Annual  
31 Conference, and
- 32 F. Once adopted by the membership, committee platforms become the official policy platform  
33 of the association to be published annually with the IAC Legislative Package.
- 34 SECTION 2 In addition to developing and adopting a committee platform, an IAC steering committee may  
35 submit policy resolutions for consideration by the IAC membership. Policy resolutions are  
36 proposals that express the opinion of the association in support or opposition of an issue for  
37 which the introduction of legislation is not necessary. Policy resolutions must be submitted  
38 electronically to the IAC office no later than September 1 of each year and meet the following  
39 criteria:
- 40 A. Address a single subject;
- 41 B. Be prepared in the standard IAC policy resolution format as established by the Board;

- 1 C. List the counties affected;
- 2 D. List the county offices affected;
- 3 E. State the fiscal impact of the policy resolution on counties (if any); and
- 4 F. Clearly state the arguments supporting the resolution, including relevant background
- 5 information.
- 6 SECTION 3 Policy resolutions shall be processed in the following manner at the IAC Annual Conference:
- 7 A. All policy resolutions received electronically by the IAC office before September 1 shall be
- 8 assigned a policy resolution number based on order of submission and shall be placed on
- 9 the agendas of the assigned standing or steering committees as provided in Article IX,
- 10 Section 1.
- 11 B. The sponsor, or his or her designee, shall present the resolution to the assigned steering
- 12 committee. The assigned steering committee shall evaluate the resolution and submit its
- 13 recommendation to the IAC membership for consideration.
- 14 C. Following consideration by the germane IAC steering committee, policy resolutions shall be
- 15 considered and voted upon by the membership for adoption.
- 16 SECTION 4 Adopted policy resolutions shall remain the official policy of the association for up to two years
- 17 unless incorporated into the germane IAC steering committee policy platform.
- 18 SECTION 5 Rules of order for voting on policy resolutions and steering committee platforms shall be set
- 19 forth in policy by the Board and shall require a two-thirds (2/3) approval of the members voting
- 20 on the issue.
- 21 SECTION 6 No policy resolution or committee platform shall be drafted by IAC staff unless the request has
- 22 been authorized by the Board, IAC Legislative Committee, IAC District, affiliated association of
- 23 IAC, or IAC steering committee.
- 24 SECTION 7 All policy resolutions and committee platform changes must be submitted in compliance with
- 25 Article VIII of the IAC Bylaws. Failure to comply with the provisions of any of the processes set
- 26 forth in Article VIII of these bylaws shall render the resolution null and void.

27 **ARTICLE X: MEETINGS OF IAC**

- 28 SECTION 1 The Annual Conference of IAC shall be at a time to be determined by the Board.
- 29 SECTION 2 Special meetings may be called by a majority of the Board, provided that a written notice is sent
- 30 to each member at his or her email address in advance of such meeting. Only issues for the call
- 31 of the special meeting may be considered.
- 32 SECTION 3 It is the expressed belief of the charter members of IAC that the meetings of IAC must be kept
- 33 firm from the influence of special interest groups and their representatives.
- 34 SECTION 4 At the Annual or special meeting of IAC, after due notice of same has been given, a quorum at
- 35 such meeting shall be constituted by the presence of at least a majority of the registered
- 36 members, and any actions taken at such meetings will be legal and binding upon IAC if
- 37 approved by a simple majority vote with the exception of the vote required by Article VIII,
- 38 Sections 3 and 4 or Article XII, Section 3.

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## ARTICLE XI: IAC DISTRICTS

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### 2 SECTION 1

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Each IAC District shall elect a chair, vice chair, and secretary/treasurer each year in a manner agreed on. Any county or individual elected official that is not a member of IAC shall be denied the holding of an office on a district level, voting on IAC matters and serving on an IAC committee.

### 6 SECTION 2

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Each IAC District shall have at least two (2) meetings per year, one of which shall take place in October or November. These meetings may be called by the chair at his or her pleasure. All elected officials in each of the six (6) districts shall receive email notice of their district meeting.

### 9 SECTION 3

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Each IAC District shall elect one (1) representative and one (1) alternate to serve on the Board in October or November of each even numbered year. These two names shall be submitted to IAC within 15 days of the election.

### 12 SECTION 4

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Each IAC District shall notify IAC as soon as possible as the meetings are scheduled. A copy of the agenda shall be provided to IAC as soon as it is available.

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## ARTICLE XII: REVIEW OF AMENDMENTS AND BYLAWS

### 15 SECTION 1

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In each even-numbered year, the IAC President shall appoint a committee consisting of not less than three nor more than seven IAC Board members to review the Constitution and Bylaws and make recommendations to the Board and Membership as deemed necessary.

### 18 SECTION 2

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These bylaws may be amended by the Board or the members of IAC with voting rights at any regular or properly called special meeting.

### 20 SECTION 3

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Amendments to the bylaws by the Board require a 2/3 majority of the voting Board members at which a quorum is present, provided that the proposed amendments shall have been first prepared and submitted to the full membership in writing for comment at least thirty (30) days in advance of the Board meeting. If any member objects in writing within twenty-one (21) days, the proposal will be presented to the full membership in accordance with Section 4 below.

### 25 SECTION 4

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Amendments to the bylaws by the general membership must be approved by majority vote of the members in good standing in attendance at any regular or properly called special meeting, provided, however, that the proposed amendment(s) must be submitted in writing to the membership at least thirty (30) days in advance of such meeting.

### 29 SECTION 5

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IAC Districts and affiliate associations shall review their bylaws for compliance with the IAC Bylaws every two (2) years in even numbered years.

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ADDENDUM A: IAC DISTRICT MAP

