



BY-LAWS

Idaho Association of County Recorders and Clerks

Adopted by the Membership

Revised and adopted by IACRC June 21, 1994; 6/23/99; 6/ 21/2001; 2/8/2005;
8/19/2015; 8/16/2018; 8/18/2020; 8/17/2022; 8/14/2024; 8/13/2026

BY-LAWS OF IDAHO ASSOCIATION OF COUNTY RECORDERS AND CLERKS

PURPOSE

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

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

ARTICLE I

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

ARTICLE II

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

ARTICLE III

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

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

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

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

ARTICLE IV

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

- A. President
- B. Vice President
- C. Secretary-Treasurer

D. Immediate Past President

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

Section III Duties of Officers

The President – shall:

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

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

The Secretary-Treasurer – The Secretary-Treasurer shall:

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

Section IV Committees

- A. The Executive Committee shall conduct an organizational and planning meeting to identify the Association's priorities and business needs for the coming year, appoint Committee Members and Representatives, and report those appointments to the Association in conjunction with the Idaho Association of Counties (IAC) Annual Conference held each September.

The Executive Committee shall meet throughout the year as necessary to conduct the business of the Association and carry out assigned duties on behalf of the membership.

- B. Standing Committees shall keep abreast of changes within their specific area of focus, coordinate with state officials as needed, share relevant information with the general

membership, and develop training programs. Committee members should, when practical, represent the geographic diversity of the Association while giving consideration to members possessing experience or expertise within the committee's area of responsibility. The President shall appoint members and designate committee chairpersons:

1. **Judicial Committee**
 2. **Elections Committee**
 3. **Recording/Records Management/Technology Committee**
 4. **Budgeting/Auditing/State Controller Committee**
- C. **Legislative Committee** – shall communicate needs of the membership with the Lobbyist. This committee shall consist of a clerk of each district. The President may designate additional members as deemed necessary.
- D. **State Tax Commission Committee** – shall work with the State Tax Commission to evaluate the impact of tax legislation, provide updates to the membership and work with the State Tax Commission in the development and/or enhancements to the Levy forms and process. This committee shall consist of a clerk and/or designee of the Clerk of each district. The President shall provide preference to members that specialize in the Levy filing process and may designate additional members as deemed necessary.
- E. **Nominating Committee** – shall identify annually suitable candidates for IACRC Secretary-Treasurer. The committee shall also identify suitable candidates for IACRC Representative to the IAC Board of Directors in odd-numbered years. This committee will consist of the most recent past president from each district. In the event that a past president for any given district is unavailable, the President shall appoint the longest serving clerk from within said district to serve. The President shall also designate the chairperson.
- F. **Mills Adler Committee** – shall select a county clerk worthy to receive this annual award. This committee will consist of five of the most current past winners of the Mills Adler Award. In the event that five past winners are no longer in office, the President shall appoint members to fill the vacancies. The President shall designate the chairperson.
- G. **Special Committees** – The President may appoint any Special Committees as he/she deems necessary and designate the committee chairperson thereto.

Section V Election of Officers

The Nomination Committee shall contact members in their District for possible nominations. The nomination committee shall verify agreement to serve by any nominated party, collect nominations and present all candidates to the association.

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

Section VI Representatives

IACRC Representative to Idaho Association of Counties Board of Directors – shall attend all IAC Board meetings, transmit the views of the majority of the IACRC membership to the Board for consideration, and report actions of the IAC Board to the membership. If the IAC Board

Representative is unable to fulfill these duties, the Alternate shall be notified and begin assuming these duties. The IAC Board Representative shall be elected in odd-numbered years and serve for a period of two years. The term of office for the IAC Board Representative shall commence on October 1 in the year elected and shall end on September 30 two years later. The IAC Board Representative Alternate shall be appointed by the President.

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

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

ARTICLE V

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

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

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

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

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

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

ARTICLE VI

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

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

Historical Reference:

- Revised and adopted by IACRC June 21, 1994
- Amended June 23, 1999
- Amended June 21, 2001
- Amended February 8, 2005
- Amended August 19, 2015
- Amended August 16, 2018
- Reviewed and Amended August 18, 2020
- Reviewed and Amended August 17, 2022
- Reviewed and Amended August 14, 2024
- Reviewed and Amended August 13, 2026