

# **CONSTITUTION AND BY-LAWS**

## **NEBRASKA MUNICIPAL CLERKS' ASSOCIATION A SECTION OF THE LEAGUE OF NEBRASKA MUNICIPALITIES**

### **ARTICLE I - NAME**

The name of this organization shall be the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION, a Section of the League of Nebraska Municipalities, hereinafter referred to as the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION.

### **ARTICLE II - OBJECTIVES**

The objectives for which this NEBRASKA MUNICIPAL CLERKS' ASSOCIATION is formed shall be to:

- Promote the interests of Municipal Clerks
- Promote professional administration of Municipal Clerks' offices
- Promote improved standards of efficiency for Municipal Clerks
- Promote better municipal government through increased cooperation with other municipal officials
- Promote effective legislation on all levels for the professionalization of Municipal Clerks

### **ARTICLE III - MEMBERSHIP**

#### **SECTION 1. ACTIVE MEMBERSHIP**

Any appointed or elected Municipal Clerk or appointed Deputy Municipal Clerk, representing a Municipality in the State of Nebraska shall be eligible for Active Membership and entitled to one vote provided that member's annual dues are paid.

#### **SECTION 2. ASSOCIATE MEMBERSHIP**

Institutions and/or organizations whose operations are closely allied with the functions of the Municipal Clerk's office, those persons formerly engaged in Municipal Clerk's activities, and professional persons in fields directly related to

municipal governments shall be eligible for Associate Membership.

### **SECTION 3. HONORARY MEMBERSHIP**

Any member who has been an Active or Associate Member of the Nebraska Municipal Clerks' Association, and is a member of the Nebraska Municipal Clerks' Association at the time of his/her termination shall be eligible for Honorary Membership.

Recommendations for Honorary Membership must be submitted by a Clerk or Deputy Clerk who is a current member of the Nebraska Municipal Clerks' Association and shall be submitted to any member of the Executive Committee for presentation at the next Annual Meeting. Approval of such Honorary Membership shall be by majority approval of those voting members present at such Annual Meeting. (3/18/04)

### **SECTION 4. RESTRICTION OF RIGHTS TO VOTE OR TO HOLD OFFICE**

Only Active Members of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION shall be eligible to vote or hold office in this ASSOCIATION, each member being entitled to one vote, provided that member's dues are paid for that year. Voting may be held by electronic means when Executive Board deems necessary. (9/21/17)

## **ARTICLE IV - DUES**

### **SECTION 1. ACTIVE MEMBERS**

Annual dues per Active Member for September 1, each year to August 31 the following year, shall become due the first of September and shall be as follows:

Municipalities of less than 300 population	\$20.00/year
Municipalities of 301 to 800 population	\$25.00/year
Municipalities of 801 to 5,000 population	\$35.00/year
Municipalities of 5,001 or larger	\$45.00/year

(9/21/17)

Dues will not be prorated. (4/22/07)

## **SECTION 2. ASSOCIATE MEMBERS**

Annual dues of ten (\$20.00) dollars per Associate Member shall be due annually on September 1st. Dues will not be prorated. (9/21/17)

## **SECTION 3. HONORARY MEMBERS**

Honorary Members shall be exempt from the payment of dues.

## **ARTICLE V - OFFICERS**

The Officers of this NEBRASKA MUNICIPAL CLERKS' ASSOCIATION shall be as follows:

### **SECTION 1. PRESIDENT**

The President shall preside at all meetings of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION and shall prepare and distribute any required notices of regular or special meetings. The President shall appoint all committees and shall be an ex-officio member of all committees. (3/2009)

### **SECTION 2. FIRST VICE PRESIDENT**

The First Vice President shall coordinate the Scholarship Program with UNO, perform the duties of the President in his/her absence and shall act in an advisory capacity at all times. In case of the resignation or death of the President, he/she shall become President for the unexpired term.

### **SECTION 3. SECOND VICE PRESIDENT**

The Second Vice President shall coordinate the Silent Auction and, in the absence of the First Vice President, perform his/her duties as stated in Section 2 above, and act in an advisory capacity at all times. In case of the resignation or death of the First Vice President, he/she shall become First Vice President for the unexpired term.

### **SECTION 4. SECRETARY-TREASURER**

The Secretary-Treasurer shall conduct the correspondence of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION and shall publish ballots in connection

with elections and amendments to these By-laws as outlined in these By-laws.  
(3/2009)

The Secretary-Treasurer shall keep an accurate record of the proceedings of all regular and special meetings of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION and of the Executive Committee. The Secretary-Treasurer shall publish all minutes of the regular and special meetings in the Municipal Clerks' Newsletter.

The Secretary-Treasurer shall keep a list of names and addresses of all members of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION.

The League of Nebraska Municipalities shall provide bookkeeping, accounting, and auditing at cost to the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION and shall periodically provide written reports thereon. (3/15/01)

The League of Nebraska Municipalities shall pay all bills of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION approved by the President and/or Secretary-Treasurer of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION and shall keep an itemized record of all receipts and expenditures, together with all other financial records in a permanent file. (3/21/02)

The Secretary-Treasurer shall keep all other records and letters of continuing value to the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION and its officers in a permanent file to be transferred to his/her successor at the end of his/her term.  
(3/15/01)

## **ARTICLE VI - COMMITTEES**

The Officers, Immediate Past President of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION and five District Directors shall constitute an Executive Committee to meet at least semi-annually upon call by the President or by any three members of the Executive Committee.

The Executive Committee shall make recommendation to the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION regarding proposed amendments to the Constitution and By-laws; shall supervise the affairs of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION and devise measures for its growth and usefulness; shall ratify all appointments to fill vacancies; shall transact any business conducted, including disbursements of funds, in the interim between

regular meetings; and shall report thereon at the next Annual Meeting of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION.

## **SECTION 2. LEGISLATIVE COMMITTEE**

It shall be the duty of the Legislative Committee to stimulate interest and activity in legislation affecting municipal government, to study proposed legislation and to report to the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION concerning legislation proposed by the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION.

## **SECTION 3. EDUCATION COMMITTEE**

It shall be the duty of the Education Committee to develop a coordinated program for the Annual Meeting in harmony with the objectives of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION. The Education Committee shall serve from July through June for the purpose of planning and evaluating the program.

It shall be the duty of the Education Committee to explore all possibilities for a program of continuing education for Municipal Clerks who are members of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION. (3/2009)

The Committee shall strive to establish courses and seminars for the members which will be of benefit in their efforts to attain professional recognition.

## **SECTION 4. CERTIFICATION COMMITTEE**

It shall be the duty of the Certification Committee to help Nebraska Municipal Clerks understand International Institute of Municipal Clerks (IIMC) certification requirements and to congratulate clerks who attained certification and are recognized by IIMC. (3/2009)

## **SECTION 5. AUDIT COMMITTEE**

Repealed by By-Laws adopted March 15, 2001.

## **SECTION 6. AWARDS COMMITTEE**

The Awards Committee shall solicit nominations, evaluate each nominee and select the recipient of the annual Outstanding Municipal Clerk award. One award

may be given annually to a clerk in the following categories: (a) first class city or larger, (b) second class city and (c) village. The recipients of the award from each of the three categories for the prior two years shall constitute the members of the Awards Committee. (3/2009)

## **SECTION 7. SPECIAL COMMITTEES**

The President may appoint such other committees as he/she deems necessary.

## **ARTICLE VII - MEETINGS**

### **SECTION 1. ANNUAL MEETING**

The annual meeting will be held in conjunction with the Annual Conference of the League of Nebraska Municipalities. (3/15/01)

### **SECTION 2. SPECIAL MEETINGS AND EXECUTIVE COMMITTEE**

Special meetings of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION may be called by the President or three of the members of the Executive Committee.

A written notice shall be communicated to all members of the Executive Committee for any specially called meeting. There shall also be a notice of special meetings in the Municipal Clerks' Newsletter, or an acknowledgement of said special meeting being held if a meeting is held before the Newsletter publication date. (3/2009)

### **SECTION 3. ORDER OF BUSINESS**

At all meetings of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION, except special meetings, the order of business shall be:

1. Roll Call
2. Reading of Minutes
3. Report of Officers
4. Reports of Standing Committees
5. Reports of Special Committees
6. Communications
7. Unfinished Business

8. Election of Officers (at the meeting held in conjunction with the Clerks' Certification School only)
9. New Business
10. General Discussion

#### **SECTION 4. QUORUM**

Fifteen (15) Active Members of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION shall constitute a quorum at any Annual Meeting or Special Meeting.

Five (5) members of the Executive Committee shall constitute a quorum of that body.

### **ARTICLE VIII - ELECTION OF OFFICERS AND DISTRICT DIRECTORS**

#### **SECTION 1. NOMINATING COMMITTEE**

The President shall, prior to the Clerks' Certification School, appoint a Nominating Committee who, at the Clerks' Certification School, shall submit nominees for the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION Officers and District Directors. Additional nominations may be made from the floor at the Clerks' Certification meeting at which the election for the final nominee is held. (3/15/01)

The election of the final nominee for each office shall take place at Clerks' Certification School. The nominee receiving the highest number of votes cast for the respective office shall be declared the final nominee and will be confirmed at the Annual Meeting.

#### **SECTION 2. ELIGIBILITY**

Only Active Members who have had three (3) consecutive years experience as City Clerk or Deputy City Clerk shall be eligible for nomination and election.

#### **SECTION 3. ELECTION OF OFFICERS**

The election of Officers and District Directors shall take place at the Annual Meeting. The nominee receiving the highest number of votes cast for the respective office shall be declared duly elected thereto.

## **SECTION 4. DISTRICT DIRECTORS**

There shall be one District Director from each of the five districts in the State. The District Directors will be elected by a majority of the Active Members present at the Annual Meeting, but each of the five District Directors must be from a different district. The Nominating Committee will be required to submit nominees from each district in which a vacancy will occur due to the expiration of the term of office. Vacancies in the office of District Director due to resignation or death shall be filled for the unexpired term by appointment by the Executive Committee.

Of the three District Directors serving for the fiscal year 1988-1989, one shall be nominated for the office of Secretary-Treasurer for the fiscal year 1989-1990 and the two remaining District Directors shall serve another one-year term. Three additional District Directors, from the remaining districts, will be elected for two-year terms. Thereafter, all District Directors will be elected for two-year terms.

The boundaries of the five districts may be amended by resolution of the Executive Committee if population changes deem this action necessary.

## **SECTION 5. COMMENCEMENT OF TERMS OF OFFICE**

Officers and District Directors shall begin their terms of office immediately following the confirmation at the Annual Meeting. (3/15/01)

## **ARTICLE IX - AMENDMENTS**

These By-laws may be amended at any Annual Meeting. Any proposed By-law amendments shall first be submitted, in writing, to the Secretary-Treasurer of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION prior to the Clerks' Certification School and shall be approved by two-thirds vote of the Active Members in attendance at the Clerks' Certification School. (3/15/01)

Ballots shall be canvassed by a committee appointed by the President of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION. Report on results shall be made during the session. Upon approval, the proposed amendment shall be submitted to the membership for ratification at the Annual Meeting and, if ratified, shall be in force immediately after closing of the Annual Meeting. (3/15/01)



## **ARTICLE X - PARLIAMENTARY PROCEDURE**

Robert's Rules of Order, Revised, shall govern the procedures of the NEBRASKA MUNICIPAL CLERKS' ASSOCIATION in all cases where they are applicable.

## **ARTICLE XI - VACANCIES**

The Executive Committee shall fill, by appointment, any vacancies occurring in any elective office not already provided for in these By-laws. Written consent of the appointee shall be obtained by the Executive Committee before the appointment is made.

The President, and First and Second Vice Presidents shall fill, by appointment, any vacancies occurring in the committees for which they are respectively responsible.

## **ARTICLE XII - EFFECTIVE DATE**

The effective date of these By-laws or amendments thereto shall be the date and time of the Annual Meeting at which the resolution of adoption is approved by a majority of the Active Members in attendance.

Amended this 15<sup>th</sup> day of June, 2017.

Ratified this 21<sup>st</sup> day of September, 2017.

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**PRESIDENT**

**ATTEST:**

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**SECRETARY-TREASURER**

(A current copy of these By-laws is available at the office of the League of Nebraska Municipalities during normal business hours.)