

**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 (NMCA), a Section of the League of Nebraska Municipalities, hereinafter referred to as NMCA.

ARTICLE II – OBJECTIVES

The purpose of the NMCA is to:

- Encourage municipal clerks to be effective, ethical leaders in local government;
- Educate municipal clerks by offering professional development opportunities;
- Promote a better understanding of the functions and responsibilities of the municipal clerk's office;
- Provide a comprehensive support network of professional resources and educational opportunities for the benefit of its members and the communities they serve; and
- Encourage competency, integrity, efficiency, and accountability in the delivery of local government services.

ARTICLE III – MEMBERSHIP

SECTION 1. The membership of NMCA shall consist of active members, associate members, and honorary members.

SECTION 2. ACTIVE MEMBERS

Any person who is an active appointed, elected, or acting Municipal Clerk or Deputy Municipal Clerk, or counterpart with a different title representing a municipality in the State of Nebraska, shall be eligible for active membership. Only active members of NMCA shall be eligible to vote or hold office. All active members have the right to one (1) vote provided that member's dues are paid for that year.

SECTION 3. HONORARY MEMBERS

Any active member who has been a member for five (5) years of NMCA at the time of his/her resignation, shall be eligible for honorary membership.

Recommendations for Honorary Membership may be submitted by any active member of NMCA at the Annual Meeting. Approval of such honorary membership shall be by majority approval of those voting members present at such Annual Meeting.

ARTICLE IV – DUES

NMCA membership dues shall be based upon the class of the municipality. The following schedule shall be used:

First Class City	\$150.00/year
Second Class City	\$100.00/year
Village	\$ 50.00/year
Each additional member from the same municipality	\$ 50.00/year
Honorary Member	Exempt

Membership dues statements shall be included in the Quarter 3 Clerks Newsletter. Dues shall be payable annually on or before October 31st. Membership dues remain with the municipality and do not follow the individual. Dues will not be prorated.

ARTICLE V – OFFICERS

SECTION 1. EXECUTIVE BOARD.

The Executive Board shall consist of a President, First Vice President, Second Vice President, Secretary, Treasurer, Immediate Past President, Advisor, and five (5) District Directors.

SECTION 2. DUTIES.

The Executive Board shall make a recommendation to NMCA regarding proposed amendments to the Constitution and By-laws; shall supervise the affairs of NMCA 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 NMCA.

SECTION 3. ELIGIBILITY.

Each Officer shall be an active member in good standing with NMCA. Only active members who have two (2) consecutive years of experience as Clerk or Deputy City Clerk and two (2) consecutive years of membership shall be eligible for nomination and election. Active members employed by the same municipality shall not hold offices on the Executive Board at the same time. It is recommended that each nominee submit their nomination form to be published in the quarterly newsletter. Nominations from the floor will be given the opportunity to promote themselves.

SECTION 4. TERM OF OFFICE.

The term of office for all Officers, except the Treasurer and Advisor, shall begin at the conclusion of the Annual Banquet and shall serve for one (1) year or until their successors are elected. The Treasurer and Advisor shall serve until a resignation is submitted or he/she is removed by the Executive Board. All District Directors are elected to serve a two (2) year term. Directors from District 1 and 2 are elected in the odd numbered years. Directors from District 3, 4, and 5 are elected in the even numbered years.

SECTION 5. SUCCESSION.

Without other action being required, at each Annual Banquet held in conjunction with the Nebraska Municipal Clerks Institute and Academy, all Officers shall advance, and a new Secretary shall be elected.

SECTION 6. VACANCIES.

In the event of a vacancy in the office of President, the First Vice President shall assume the office of President. The Executive Board shall fill the vacancy in any other office within thirty (30) days of the vacancy.

SECTION 7. REMOVAL.

Any member of the Executive Board may be removed from office for neglect of duty, malfeasance in office or other just cause, or for missing two (2) in-person Executive Board meetings.

Removal of said member shall occur by the affirmative vote of two-thirds (2/3) of the Executive Board.

SECTION 8. PRESIDENT.

It shall be the duty of the President to preside at all NMCA meetings. He/She shall appoint all committees and shall be an ex officio member of all committees, except as otherwise provided. He/She shall have general direction of the business of NMCA. Additional duties of the President include, but are not limited to:

- Provide notice to all active members of NMCA two (2) weeks prior to the scheduled meeting, unless the meeting is of an emergency nature.
- Prepare and distribute the annual budget for approval by the Executive Board via virtual meeting within thirty (30) days following the NMCA Institute and Academy.
- Prepare and distribute the agenda and agenda packet for all meetings.
- Print and distribute agenda and agenda packet for all meetings.
- Track attendance of the Executive Board.
- Coordinate the Thursday Night Banquet during the NMCA Institute and Academy.
- Participation at the NMCA Institute and Academy.
- Attend and/or participate at the IIMC Annual Conference.

SECTION 9. FIRST VICE PRESIDENT.

In the absence of the President or in the event that the Executive Board determines the ability of or refusal by the President to act, the First Vice President shall perform the duties of the President. In case of the resignation or death of the President, he/she shall become President for the unexpired term. Additional duties of the First Vice President include, but are not limited to:

- Coordinate the Scholarship Program with the Institute Director of the University of Nebraska-Omaha and NMCA Treasurer.
- Participation at the NMCA Institute and Academy.

SECTION 10. SECOND VICE PRESIDENT.

In the absence of the First Vice President or in the event that the Executive Board determines the ability of or refusal by the First Vice President to act, the Second Vice President shall perform the duties of the First Vice President. In case of the resignation or death of the First Vice President, he/she shall become First Vice President for the unexpired term. Additional duties of the Second Vice President include, but are not limited to:

- Works with Institute and Academy Director to send communications to the Clerk's Gaggle Group.
- Coordinate the Wednesday Night Vendor Hospitality event during the NMCA Institute and Academy.
- Participation at the NMCA Institute and Academy.

SECTION 11. SECRETARY.

The Secretary shall keep an accurate record of the proceedings of all NMCA meetings, correspondence, and amendments, . The Secretary shall conduct the correspondence of NMCA and shall publish ballots in connection with elections and amendments to these By-laws as outlined herein. The Secretary shall publish all minutes in the Nebraska Municipal Clerks' Newsletter. Additional duties of the Secretary include, but are not limited to:

- Print and provide a "sign-in" sheet for NMCA members at all scheduled meetings.
- E-mail completed minutes to the President for final review and distribution in the quarterly newsletter.
- Email approved minutes to the League of Nebraska Municipalities.
- Participation at the NMCA Institute and Academy.

The Secretary shall keep all other records and letters of continuing value to NMCA and its officers in a permanent file to be transferred to his/her successor at the end of his/her term. Documents older than five (5) years, shall be forwarded to the League of Nebraska Municipalities for archival.

SECTION 12. TREASURER.

The Treasurer shall have custody of all monies and records. He/She shall prepare invoices for and collect all dues, shall render all bills, and shall submit a Treasurer's Report at each meeting of the monies received and disbursed since the previous report. The Treasurer shall be appointed by the President, with approval of the Executive Board, and shall serve until a resignation is submitted or he/she is removed by the Executive Board. Additional duties of the Treasurer include, but are not limited to:

- Maintain a current address list (e-mail and/or other) of all NMCA members.
- Assist the NMCA President with budget preparation.
- Distribute scholarship funds to municipalities after verification of attendance of the NMCA Institute and Academy.
- Treasurer shall work with the auditor as designated by the Executive Board.
- Participation at the NMCA Institute and Academy.

SECTION 13. DISTRICT DIRECTORS.

There shall be one (1) District Director from each of the five (5) districts in the State. The District Directors shall be elected by a majority of the active members present at the Annual Meeting, however each of the five (5) 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 Board.

The boundaries of the five (5) districts may be amended by resolution of the Executive Board if population changes deem this action necessary.

All District Directors shall participate at the NMCA Institute and Academy.

SECTION 14. PAST PRESIDENT.

The Past President shall be the chair of the Nominating Committee.

SECTION 15. ADVISOR.

The President shall nominate, with the approval of the Executive Board, one (1) person to hold the advisor position. This is a non-voting position. This person shall have served at least two years on the Executive Board. The purpose of this position is to advise on prior practices and provide continuity to the board as members move up in their positions. This position will serve until a resignation is submitted or removed by the Executive Board. The Advisor shall be the second name on the NMCA bank account and will approve all claims to be paid by NMCA Treasurer prior to checks being issued.

ARTICLE VI – COMMITTEES

SECTION 1. EDUCATION COMMITTEE.

It shall be the duty of the Education Committee to develop a coordinated program for the Annual Institute and Academy in harmony with the objectives of NMCA and in conformance with the International Institute of Municipal Clerks (IIMC) requirements for certification as a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC). The Education Committee shall serve from June through May 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 NMCA. The Committee shall strive to establish courses and seminars for the members which will be of benefit in their efforts to attain professional recognition.

It shall be the duty of the Education Committee to assist Nebraska Municipal Clerks to understand IIMC certificate requirements and to congratulate clerks who attained certification and are recognized by IIMC.

The Education Committee shall consist of seven (7) members. Education Committee members shall include the following representation:

- One (1) MMC;
- One (1) CMC;
- One (1) clerk working toward their MMC;
- One (1) clerk working toward their CMC;
- One (1) clerk from a First Class City;
- One (1) clerk from a Second Class City; and
- One (1) clerk from a Village.

Either the MMC or CMC shall serve as the Education Committee Chair. Members shall serve alternating term limits of four (4) years, as directed by the Institute Director. No more than two (2) members shall serve on the Education Committee and the Executive Board at the same time.

SECTION 2. AWARDS COMMITTEE.

The Awards Committee shall solicit nominations, evaluate each nominee, and select the recipient of the annual Outstanding Municipal Clerk award. One (1) award may be given annually to a clerk in the following categories: (a) city of the first class or larger, (b) city of the second class and (c) village. The recipients of the award from each of the three (3) categories for the prior two (2) years shall constitute the members of the Awards Committee. In the event of a tie in a category, two (2) awards may be presented for that category.

SECTION 3. NOMINATING COMMITTEE.

The President shall, prior to the NMCA Institute and Academy, appoint a Nominating Committee who, at the Annual Meeting, shall submit nominees for the NMCA Secretary and District Directors. Additional nominations may be made from the floor at the Annual Meeting at which the election is held. The Nominating Committee is responsible for verifying the eligibility of all nominees. The Immediate Past President shall serve as the Chair of the nominating committee.

SECTION 4. SPECIAL COMMITTEES.

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

ARTICLE VII - MEETINGS

SECTION 1. GENERAL BUSINESS MEETINGS.

The Executive Board shall meet at least four (4) times annually. Said meetings shall be held during the following conferences: (1) NMCA Institute and Academy; and may be held at (2) Municipal Accounting and Finance Conference, (3) League of Nebraska Municipality Annual Conference, and (4) League of Nebraska Municipality Mid-Winter Conference, or unless otherwise called by the President. Notice of the time and place of the general business meetings shall be sent by the President to all members, not less than two (2) weeks in advance of the meeting date.

The Executive Board will meet in person. If the Executive Board deems it necessary, a meeting could be held by conference call or virtually.

SECTION 2. ANNUAL MEETING.

The Executive Board shall hold an annual business meeting in conjunction with the NMCA Institute and Academy and shall hereafter be referred to as the Annual Meeting. The election of Secretary and District Directors shall take place at the Annual Meeting.

SECTION 3. SPECIAL MEETINGS.

Special meetings of NMCA may be called by the President or three (3) members of the Executive Board. Special meetings may be conducted in person, by conference call, or virtually. Notice of any special meeting of the Executive Board shall be given at least two (2) days prior thereto and shall be communicated via telephone or electronic mail. Notice of special meetings shall state the purpose or purposes of the meeting, and no business may be conducted at the special meeting except the business specified in said notice.

SECTION 4. ORDER OF BUSINESS.

At all meetings of NMCA, except special meetings, the order of business shall be:

1. Roll Call
2. Approval of Minutes
3. Treasurer's Report and Consideration of Claims
4. Reports of Standing Committees
5. Reports of Special Committees
6. Unfinished Business
7. Election of Officers (at the meeting held in conjunction with the Annual Meeting only)
8. New Business
9. General Discussion
10. Adjourn

SECTION 5. QUORUM.

Fifteen (15) active members of NMCA shall constitute a quorum at any NMCA meeting. Five (5) members of the Executive Board shall constitute a quorum of that body.

ARTICLE IX - AMENDMENTS

These By-laws may be amended at the Annual Meeting or by special election. Any proposed By-law amendments shall first be submitted, in writing, to the Secretary prior to the NMCA Institute and Academy and shall be approved by two thirds (2/3) vote of the active members in attendance at the Annual Meeting.

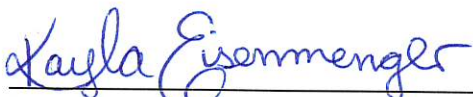
Ballots shall be canvassed by a committee appointed by the President. Report on results shall be made during the Annual Meeting or virtually. If approved, the proposed amendment(s), shall be in force immediately.

ARTICLE X- PARLIAMENTARY PROCEDURE

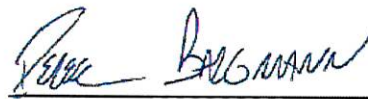
Robert's Rules of Order, Revised, shall govern the procedures of NMCA in all cases where they are applicable.

AMENDED this 18th day of March, 2026.

Attest:



NMCA Secretary



NMCA President

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