

# **BYLAWS OF THE OTTAWA COUNTY CLERKS ASSOCIATION**

**Adopted December 2, 1994  
Amended September 6, 1996  
Amended February 18, 2011  
Amended December 13, 2013  
Amended April 15, 2016  
Amended April 20, 2018  
Amended February 11, 2022**

## **ARTICLE 1 – NAME**

The name of this organization shall be the Ottawa County Clerks Association (hereafter referred to as the OCCA).

## **ARTICLE 2 – PURPOSE**

The purposes of the OCCA include, but are not limited to the following:

- A.** To foster communication among the membership
- B.** To promote inter-governmental cooperation
- C.** To promote improvements in the performance of duties through the sharing of information and ideas
- D.** To address legislative matters.

## **ARTICLE 3 – MEMBERSHIP**

### **Section 3.1 – Active Members**

Those eligible for membership in the OCCA may include elected/appointed Clerks and Deputy Clerks or Clerk Assistants from the governmental units within Ottawa County.

Each of these governmental units shall have one (1) vote. The Deputy Clerk or Clerk Assistant may vote in the absence of the Clerk.

### **Section 3.2 – Associate Members**

Associate memberships shall be available to those who are not eligible for active membership, but who are interested in the improvement of methods in government and who subscribe to the purposes of this organization.

Associate members may be accepted only upon approval of the Officers and will enjoy all privileges of the OCCA except the right to vote and hold office.

## **ARTICLE 4 – OFFICERS**

### **Section 4.1 – Board Positions**

The Clerks and/or Deputy Clerks elected as Officers of the OCCA shall consist of a President, a Vice President, a Treasurer and a Secretary. To the extent possible, the Board shall consist of Clerks representing Cities, Townships and Villages.

The President, Vice President and Secretary may serve up to three (3) separate terms, but not consecutively. The number of terms that the Treasurer may serve shall be unlimited.

The President, Vice President and Secretary must be from three (3) separate municipalities.

### **Section 4.2 – Board Duties**

The duties of the Officers of the OCCA include but are not limited to the following:

The President shall:

- Preside over each meeting;
- Appoint such committees as may be necessary in addition to the standing committees;
- Prepare and distribute schedules for the regular meetings, including dates, times, and locations;
- and organize speakers and topics for the regular meetings;
- shall review all payments prior to issuance
- shall designate the Ottawa County Elections Coordinator to be a signer on the bank account.

The Vice-President shall:

- Assist the President in his/her duties;
- Preside over meetings in the absence of the President;
- Act as Chair of the standing committees and other committees as may be directed by the President;
- and become President the following year.

The Treasurer shall:

- Collect membership dues and other necessary funds;
- Maintain a bank account for the funds;
- Disburse the funds as authorized by the OCCA;
- Maintain the financial records;
- shall be a signer on the bank account;
- and preside over meetings in the absence of the President and Vice-President;

The Secretary shall:

- Keep an accurate record of all proceedings of the OCCA, including minutes detailing motions, seconds, effective dates and any other items necessary for the permanent record;
- Disburse meeting minutes to all active members prior to the following meeting;
- Preside over meetings in the absence of the President, the Vice-President and the Treasurer;

- and become the Vice-President the following year.

## **ARTICLE 5 – COMMITTEES**

### **Section 5.1 – Recognition/Social Committee**

This committee shall consist of three (3) active members as appointed by the President. This committee is responsible for recognizing any outstanding achievements of OCCA members, the outgoing officer(s), and any other persons or events deserving recognition. This committee shall also be responsible for any social functions for the OCCA.

### **Section 5.2 – Nominating Committee**

This Committee shall consist of three (3) active members as appointed by the President. This committee shall be responsible for presenting nominations for Secretary to the membership at the final meeting of the year.

Upon presentation of nominations, the floor shall be opened for other nominations from the floor as a matter of procedure.

### **Section 5.3 – Other Committees**

The President may appoint other committees as needed to work on special projects.

## **ARTICLE 6 – NOMINATION AND ELECTION OF OFFICERS**

### **Section 6.1 – Consent to Nomination**

The prospective nominees for Secretary shall give their consent before their names can be placed in nomination.

### **Section 6.2 – Date of Election**

The election shall take place at the final meeting of the calendar year.

### **Section 6.3 – Terms of Office**

Officers shall serve for a one (1) year term or until their successors are elected. The President shall be replaced by the Vice President and the Vice President shall be replaced by the Secretary. The office of Treasurer shall be open to nominations and voted upon each year. There shall be no term limit for the position of Treasurer.

### **Section 6.4 – Voting**

Voting shall be done by paper ballot, with one (1) person voting per municipality. If there is a Clerk, and/or a Deputy Clerk and/or a Clerk's Assistant present from the same municipality, the Clerk shall determine who will vote. If there is no contest in the election, voting shall be done by consent.

### **Section 6.5 – Vacancies**

Mid-term vacancies on the Board shall be filled by rotating current remaining officers from Secretary to Vice President or Vice President to President. The Nominating Committee shall be

appointed and the nomination process followed, with the exception that the new Secretary shall be elected by the membership at the next regularly scheduled meeting.

## **ARTICLE 7 – MEETINGS**

### **Section 7.1 – Schedule**

The OCCA shall approve bi-monthly meeting dates as prepared by the President for the ensuing calendar year at the last meeting of each year. The President may call special meetings or change meeting schedules for the purpose of adapting to the needs of the OCCA.

### **Section 7.2 – Location**

The location of the meetings shall be arranged by the President.

### **Section 7.3 – Quorum**

A quorum shall consist of one-half (1/2) of the active members and at least one (1) Board member.

### **Section 7.4 – Temporary Meeting Chair and Recording Secretary**

If all Board members are absent from a meeting, the Membership shall nominate and elect a Chair and Recording Secretary for the meeting. However, no official business may be conducted without at least one (1) Board member present.

## **ARTICLE 8 – MEMBERSHIP DUES**

### **Section 8.1 – Active Members**

Annual dues for Active Members shall be set by motion annually at the last meeting of the year.

### **Section 8.2 – Associate Members**

Annual dues for Associate Members shall be set by motion annually at the last meeting of the year.

### **Section 8.3 – Non-Members**

All non-members attending a meeting shall be subject to a \$10 lunch fee.

## **ARTICLE 9 – POLICIES AND RESOLUTIONS**

Policies, resolutions, and amendments to by-laws shall be adopted by a motion by a quorum of active members.

## **ARTICLE 10 – AMENDMENTS TO THE BY-LAWS**

The by-laws may be amended at any regular meeting by a quorum of active members, providing the proposed amendments were presented at a previous regular meeting.