

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**

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 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;
- shall be a signer on the bank account;
- 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;
- 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.