

## **BY-LAWS - SEPTEMBER, 2008**

### ARTICLE I - Name

The name of this organization shall be the Illinois Association of County Clerks and Recorders.

### ARTICLE II - Object

The objects of this organization shall be:

- a. To provide a forum for exchange of ideas and experiences among County Clerks and Recorders.
- b. To facilitate cooperation among County Clerks and Recorders.
- c. To increase the effectiveness of County Clerks and Recorders in the better operation of their respective offices.
- d. To promote reasonable uniformity in procedures and methods in the various counties in order to improve service to the public.
- e. To originate and/or promote legislation beneficial to the operation and functions of the offices of County Clerks and Recorders.

### ARTICLE III - Membership

Section 1. Any elected or appointed County Clerk or Recorder is eligible to membership.

- a. Any appointed Executive Director of a County Board of Election Commission is eligible for membership. The deputies and guests of said Executive Director are subject to the same privileges and obligations as deputies and guests of elected County Clerks and Recorders.

Membership dues of an Executive Director of a County Board of Election Commission will be the same as the elected County Clerk or Recorder of said County.

- Section 2. Any former County Clerk or Recorder or any current or former Executive Director of a City Board of Election Commissioners may become an Associate Member upon approval of the Membership Screening Committee (ARTICLE V, Section 3.6c) and upon payment of dues. Associate Members shall be entitled to all privileges of the organization except holding elective or appointive office or voting.
- Section 3. The Illinois Association of County Clerks and Recorders is an affiliate member of the Illinois Association of County Officials. The membership of the Illinois Association of County Clerks and Recorders may, however, by a 2/3 vote of the members present and voting at an annual meeting, choose to rescind its membership in the Illinois Association of County Officials, provided that the withdrawal is put in resolution form and is handled in accordance with ARTICLE X. The Executive Committee will determine If the organization will be an affiliate member of the National Association of County Recorders, Election Officials and Clerks (an affiliate of the National Association of Counties) and/or the International Association of Clerks, Recorders, Election Officials and Treasurers.
- Section 4. The membership of this association shall be divided into four Zones as follows:
- Zone 1. Counties of Alexander, Bond, Clay, Clinton, Crawford, Edwards, Effingham, Fayette, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jasper, Jefferson, Johnson, Lawrence, Marion, Massac, Monroe, Perry, Pope, Pulaski, Randolph, Richland, Saline, Union, Wabash, Washington, Wayne, White, Williamson and St.Clair.
- Zone 2. Counties of Adams, Brown, Calhoun, Cass, Fulton, Greene, Hancock, Henderson, Jersey, Knox, McDonough, Macoupin, Madison, Mason, Menard, Montgomery, Morgan, Peoria, Pike, Sangamon, Schuyler, Scott, Tazewell, and Warren.
- Zone 3. Counties of Champaign, Christian, Clark, Coles, Cumberland, DeWitt, Douglas, Edgar, Ford, Iroquois, Kankakee, Livingston, Logan, McLean, Macon, Marshall, Moultrie, Piatt, Shelby, Vermilion and Woodford.
- Zone 4. Counties of Boone, Bureau, Carroll, Cook, DeKalb, DuPage, Grundy, Henry, Jo Daviess, Kane, Kendall, Lake, LaSalle, Lee, McHenry, Mercer, Ogle, Putnam, Rock Island, Stark, Stephenson, Whiteside, Will and Winnebago.

- Section 5. Each Zone shall file a copy of their by-laws, including any amendments to such by-laws, with the President and Secretary of the Association within 30 days of such action taken. Rules contained in "Roberts Rules of Order Revised" shall govern each Zone in all cases to which they are applicable, and in which they are not inconsistent with the by-laws and standing rules of the State Association.
- Section 6. Members of this association may be allowed to cast a vote in writing in the event a member is unable to attend a committee meeting or an annual meeting or a regular (conference) business meeting. The voting member, however, must be in good standing, (dues paid), to be entitled to cast a vote in writing.

#### ARTICLE IV - Officers and Duties

- Section 1. The Officers of the organization shall be a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer and a Parliamentarian and a Sergeant-at-Arms.
- Section 2. Officers shall serve a term of one year immediately following the Fall Conference of the Illinois Association of County Officials until the next Fall Conference, or until their successors are elected, except Treasurer. The Parliamentarian shall be appointed by the President and may continue to serve until a successor is appointed.
- Section 3. The PRESIDENT shall preside at all meetings, including the Executive meetings, the Legislative meetings, and the joint Executive and Legislative Committee meetings and shall have general supervision of the work of the organization. The President shall appoint all standing Committees and designate the chair of each and shall be an ex-officio member of all committees with the exception of the Nominating Committee, to which the President shall serve as a voting member when and only when there is a need to break a tie. The President shall also appoint a Parliamentarian and a Historian. The President shall be an ex-officio member of the Executive Committee of the Illinois Association of County Officials.

The VICE PRESIDENTS in their order shall perform Presidential duties in the absence of the President, and such other duties as may be assigned to them.

The SECRETARY shall keep the official minutes of the annual and regular meetings, the separate and joint meetings of the Executive and Legislative Committees and such other meetings as may be designated by the President; shall be custodian of all records and files, except those kept by the Treasurer; and shall send out notices of meetings and by-law amendments. The Secretary shall keep all the necessary forms for Conference Registration, such as: registration forms, attendance drawing tickets and banquet and luncheon tickets. At the time of the Conference, the Secretary shall then turn over all sufficient conference supplies to the Conference Registration Chair.

The TREASURER shall receive and be custodian of all funds of the organization and shall disburse same as directed by the Executive Committee or the President; shall keep account of all monies received and disbursed and shall submit an annual report in writing at each annual meeting. The Treasurer shall permit an examination of the books and records upon request of the Executive Committee; shall deposit the funds of the organization in the name of the organization and shall be authorized to sign checks. The Treasurer shall keep an accurate roster of the membership and shall send out notices for payment of dues at the beginning of each fiscal year and will be the Registered Agent for the Not-For-Profit Charter of the organization and custodian of the Charter.

The SERGEANT-AT-ARMS shall preserve order at all meetings and perform such other duties as directed by the President.

The PARLIAMENTARIAN shall be appointed by the President to advise the President and other officers, committees and members on matters of parliamentary procedure by assisting with any questions that may arise in interpreting by-laws and rules, or in connection with the work of officers or committees. During a meeting, the work of the Parliamentarian shall be limited to giving advice to the chair and, when requested, to any other member, and to call the attention of the chair to any error in the proceedings that may affect the substantive rights of any member or may otherwise do harm. After the Parliamentarian has expressed an opinion on a point, the chair has the duty to make the final ruling and, in doing so, has the right to follow the advice of the Parliamentarian, or to disregard it.

All Officers shall turn over all records, files and properties of the organization to their successors within one month after the termination of their terms.

## ARTICLE V - Committees

- Section 1. The standing committees shall include, but shall not be limited to, an Executive Committee, a Legislative Committee, a Budget Committee, a Membership Screening Committee, a Resolutions Committee, an Election Legislation Committee, a Tax Legislation Committee, a Recorder's Committee and a Scholarship Committee.
- Section 2. The President shall appoint such special committees as are necessary and shall designate the chair of each. The President shall also appoint a Special Action Committee Chair who shall be an at-large voting member of the Legislative Committee.
- Section 3. The Chair or the Chair's designated representative of the standing committees and such special committees as may be active shall report to the organization. In addition, the President may direct such Chair to report to the organization at such other times as the President deems necessary.
- a. The Executive Committee shall be composed of the elected officers, the Immediate Past President, the prior two Past Presidents, the Chair of the Legislative Committee, and the Assistant Chair of the Legislative Committee. The members of the Executive Committee must still be holding elected offices. It shall transact all necessary business between meetings of the whole organization, shall fill officer vacancies that may occur between meetings of the whole organization, shall fill officer vacancies that may occur between elections, shall recommend policy, and shall be empowered to review applications and interview applicants and to engage and set the salary of the Association's lobbyist and any such legal counsel as they agree is necessary. Members of the Executive Committee shall be voting members of the Legislative Committee.
  - b. The Legislative Committee shall be composed of 37 voting members. The Legislative Committee shall be composed of the Executive Committee (11 members), five members selected from each of the four established Zones (20 members), and shall also include the Cook County Clerk, Cook County Recorder, the DuPage County Clerk, DuPage County Recorder, the Executive Director of the DuPage County Election Commission and the Special Action Committee Chair as at-large voting members (6 members). The Legislative Committee shall originate and promote changes and additions to the Illinois Compiled Statutes in accordance with the duties enumerated in ARTICLE XII. A majority of the voting members of the Legislative Committee present at any regular or special

Legislative Committee meeting constitutes a quorum to conduct business. A majority of the voting members of the Legislative Committee present at any regular or special Legislative Committee shall be required to pass all motions and resolutions brought before the Committee.

- c. Membership Screening Committee shall be composed of 3 members of the Executive Committee. The Membership Screening Committee shall investigate and approve or disapprove applications for Associate Memberships.
- d. Resolutions Committee shall be composed of 3 members. The Committee shall prepare and submit such resolutions as are requested and present same to the organization for consideration.
- e. The Budget Committee shall consist of the Association Treasurer and three Association Members. The Committee shall prepare a budget showing projected income and expense to be approved by the membership as a whole at the Annual September meeting. The budget, so adopted, shall be for the ensuing fiscal year beginning December 1 and ending November 30.

Expenditures defined:

The President of this Association may be reimbursed a minimum of \$160 per year, to defray phone expense for conducting Association business.

The Secretary of this Association may be reimbursed a minimum of \$200 per year, to defray postage and paper expense incurred while doing Association business.

The Treasurer of this Association may be reimbursed a minimum of \$100 per year, to defray postage and paper expense incurred while doing Association business.

The aforementioned minimum expenses and any additional expenditures must be vouchered to and approved by the Association Budget Committee.

- f. The Scholarship Committee shall be composed of a Chair and 4 other members appointed by the President. The Committee shall review all scholarship applications and select the recipient. The decision of the committee shall be based on the criteria for making application and award as enumerated in Article XII – Policies and Procedures h. The decision of the Committee shall be final. In the event an applicant is related to any Member of the Committee, the Member shall not participate in the selection of the winner.

## ARTICLE VI - Meetings

- Section 1. The annual meeting of this organization shall be held during September.
- Section 2. The middle days of the Spring and Fall Conferences of the Illinois Association of County Officials shall be designated as regular meetings.
- Section 3. Special meetings shall be held at the call of the President or upon written and signed request directed to the President of not less than 15 members and the purpose of such special meeting shall be stated in the call and no other business shall be transacted.
- Section 4. Meetings of the Executive and Legislative Committees shall be held monthly, time and place determined by the President unless the Executive Committee votes otherwise.
- Section 5. A mini-conference shall be held at the best time after the first of each year which will be the least interfering with all Elections as determined by the President unless the Executive Committee votes otherwise.
- Section 6. A business meeting shall be held during the Annual conference (September) and during the mini-conference on the first or second day of said conferences at the discretion of the Chair. The Chair, when calling said business meetings, shall give due respect to attendees to allow adequate time to consider proposed resolutions, if any, and to previously scheduled workshops and speakers.

## ARTICLE VII - Dues

- Section 1. Membership dues of County Clerks or Recorders shall be scaled according to population and shall include the current cost of a subscription to the Illinois Association of County Officials "County to County" magazine, as long as this association is an affiliate member of IACO. Should the cost of the magazine increase after September, 2006, the amount of the subscription cost increase will be added to the scaled amount and billed accordingly. Said scale being attached and made a part of these By-Laws are payable within 60 days of the annual meeting. After the 60 day period, such dues as remain unpaid shall be delinquent and the delinquent member shall be ineligible to act in an elective or appointive office or to vote in the organization. Notice of pending delinquency shall be mailed by the Treasurer not less than 10 days before dues will become delinquent.
- a. Delinquent members and their deputies and guests are prohibited from participation in the organization's activities as well as all voting privileges are rescinded until delinquent member's dues, plus a 10% penalty are paid, in full, to the Treasurer.
- Section 2. Membership dues for Associate Members shall be \$25.00 annually per member.
- Section 3. The fiscal year shall be from December 1 through November 30.
- Section 4. Membership dues in affiliated associations (ARTICLE III, Section 3) shall be determined by the respective associations and paid by the Treasurer upon direction of the Executive Committee.

## ARTICLE VIII - Nominations and Elections

- Section 1. A Nominating Committee of two (2) members of the Legislative Committee from each Zone shall be appointed on the first day of the Annual (September) Conference of the Illinois Association of County Clerks and Recorders in accordance with Article IV, Section 3. The Committee shall seek candidates from a rotation of Zone representation; however, in the event a qualified candidate is not available, the Zone shall relinquish their position in rotation for that year. The Committee shall insure that each candidate has the intent desire to serve, that there is a near balanced representation of officers from the Zones, and that each candidate has served at least one year on the Legislative Committee. Should there be a tie among the eight (8) Nominating Committee



Members, the President would then, and only then, have a vote to break the tie. The Committee shall present one candidate for each elective office after which nominations from the floor shall be in order.

Section 2. Elections shall be held at the Fall Conference of the Illinois Association of County Officials and voting may be by voice if there is not more than one candidate for an office, but if there is more than one candidate for an office, voting for each such office shall be by ballot. A majority of those present and voting shall be required for election which shall be immediately effective.

Section 3. In the event of a vacancy occurring in any office, and the choosing of a successor by the Executive Committee (ARTICLE V, a) the Zone holding the office at the time of vacancy has the privilege of first nomination and shall whenever possible recommend a successor of the same official title (i.e., County Clerk or Recorder). Notice of vacancy and recommendation of a successor shall be given to the President, or Acting President, in the case of a Presidential vacancy and appointment of the successor shall be made at the next meeting of the Executive Committee. The successor shall have served at least one year on the Legislative Committee, before eligible to be appointed to fill a vacancy that occurs in an office.

#### ARTICLE IX - Parliamentary Authority

Robert's Rules of Order Revised shall govern the organization in all matters of procedure not covered in the By-Laws.

#### ARTICLE X - Amendments

The By-Laws may be amended by a two-thirds (2/3) vote of those voting in-person or by proxy at the Annual meeting provided that notice of the proposed amendment or amendments including a copy of such amendment or amendments has been given in writing to all members except Associate Members by mailing the notice postmarked at least 30 calendar days prior to the Annual meeting. E-mailing (or faxing to those without e-mail addresses) the notice at least 30 calendar days prior to the Annual meeting shall also serve as sufficient notification to the membership of proposed amendments. The Secretary of the Association shall be charged with the responsibility of mailing or e-mailing (or faxing to those without e-mail addresses) all such notices.

## ARTICLE XI - Ratification

These By-Laws and any amendment or amendments thereto shall become immediately effective upon approval of not less than two-thirds (2/3) of the active members voting in-person or by proxy at the Annual meeting provided notice of any proposed amendment (s) has been given in accordance with ARTICLE X. Revised copies of the By-Laws shall be forwarded to each active member within sixty (60) calendar days after the Annual meeting. The Secretary of the Association shall be charged with the responsibility of forwarding the Revised By-Laws.

## ARTICLE XII - Policies and Procedures

This shall be a Non-Profit organization.

The President shall serve as the Liaison Officer between this organization and the State and National organizations, and with the National Association of Clerks and Recorders and the International Association of Clerks, Recorders, Election Officials and Treasurers.

Members of the Executive Committee of this organization shall have the responsibility to:

- a. Take an interest in the organization and have a willingness to devote time and effort toward carrying out the duties as set out in the By-Laws and these policies and procedures.
- b. Know the program and needs of the organization and keep abreast of standards, trends and pending legislation.
- c. Establish, support, participate and maintain an active program of public relations.
- d. Prepare an annual budget.
- e. Attend all meetings and see that accurate records are kept on file.
- f. Attend zone, state and national meetings, and any workshops sponsored by this organization.

g. Be aware of the continuing need for long-range planning for more efficient operation of the respective offices of Clerks and Recorders and to suggest and carry out long-range plans for extending the services.

h. Scholarship Committee –

(1) The Committee shall be charged with the design of the scholarship application form based on the following policies, which form shall be substantially the same as the forms used by similar state and/or national organizations.

(2) The Committee shall provide a scholarship application form to any child or grandchild, step-child or step-grandchild of an active, current or retired dues-paid member of IACCR who is a high school senior or college student, who has not attained the age of 22 by the application deadline date.

(3) Applicants shall file their application with the Chairperson of the Scholarship Committee by March 1st of each year, in order for the Committee to review said applications and make their selection for announcement at the time of the Spring Conference of the Illinois Association of County Officials (IACO).

(4) Applications received after March 1st shall not be considered. An incomplete application will not be considered.

(5) The name of the winner shall remain secret and the scholarship will be presented during the Spring IACO Conference with the winner being invited to be in attendance.

(6) The criteria for selection by the Committee shall be based on the following: (a) scholastic ability (b) need (c) leadership and activity.

(7) In the event no one applies or there are no timely applications received or there are only incomplete applications, the Scholarship Committee shall report their findings in writing to the Association and the scholarship funds for that year shall be held over for the next application year for an additional scholarship award.

The nominating committee shall consider in its selection of officers for this organization, representation from each zone with due consideration given to elected Recorders.

Zones will have the privilege of recommending to the President of this organization five persons for appointment to the Legislative Committee, within 5 days of the Fall Conference of the Illinois Association of County Officials.

The Secretary of the respective Zones shall submit, in writing, to the President of said organization the names of the newly elected offices, within thirty days of their respective election.

It is recommended that Zones hold their meetings at least quarterly.

To maintain a close relationship with Zones, the President of this organization should be invited to visit each Zone at least once during the year.

#### ANNUAL MEETING:

There shall be a registration fee and a fee for the banquet, guests of each registered County Clerk and Recorder will be charged for association sponsored breakfast, luncheon and banquet tickets only. If desired, regular fee may be paid for deputies to help support the organization.

Committees for the annual meeting shall be named by the President at the Executive meeting two months prior to the annual meeting. Committees shall include: Registration, Hospitality, Spouse Activity (Optional), Program, Public Relations, Guests and Banquet.

Additional special committees and appointments are to be made at the opening of the annual session, to report at time designated by the President.

Printed programs shall be available for annual meetings and at regular meetings of the Illinois County Officials Association.

The program for the annual meeting shall be prepared in ample time for publication in the Illinois County and Township Official magazine for the month preceding the annual meeting.

## EXECUTIVE AND LEGISLATIVE COMMITTEES:

At the first meeting of the Executive Committee following the Fall Conference of the Illinois Association of County Officials, the President shall name members of the Legislative Committee.

An agenda shall be prepared by the President for monthly meetings.

Duties of the Legislative Committee shall be:

It is the duty of this Committee to discuss and promote the legislative program of the organization; to obtain support from leaders of other organizations for the legislative program; minimize or eliminate opposition to that program, and cooperate with the Illinois County Officials Association, in so far as possible, on legislative and special legislative recommendations of a joint committee. This Committee shall also work to effect introduction of required legislation by getting bills drafted, obtaining sponsors and hearings; lobby for such legislation by attending and speaking at hearings and securing support of the State organization; check weekly legislative digests, journals, etc., inform the Executive Committee of bills in line with policy and alert them against bills contrary to Association policies.

## RESOLUTIONS:

The President shall appoint a Committee on Resolutions at least sixty (60) days prior to the opening of the annual meeting. All resolutions must be submitted in writing to this committee at least forty-five (45) days prior to the annual meeting. The resolutions may be submitted by any Zone or by the Executive Committee. The resolutions shall be typewritten, in triplicate, with one copy for the Secretary, one for the legal counsel, and one for the committee. The resolutions committee must meet at least forty (40) days prior to the annual meeting to consider the proposed resolutions. The copy to be submitted to the annual meeting must be signed by a majority of the members of the Committee on Resolutions. The proposed resolutions must be submitted to the entire membership on the first day of the annual meeting and voted on at the business session.

### HONORARY MEMBERS:

Any person who, in the opinion of the organization, has rendered distinguished service to the cause of better county government and practices shall be eligible to honorary membership. Nomination to honorary membership may be made at any meeting of the organization and the organization shall make all elections to honorary membership. Honorary members shall be entitled to all the privileges of the organization and they shall not be accorded the privileges of voting. The same privileges regarding fees will apply to honorary members as applies to deputies/guests of registered County Clerks/Recorders.

### HISTORIAN:

It is recommended a Historian be appointed by the President to create the official history of the current business year of the organization to be completed and presented at the following Fall Conference.

### EXPENDITURES:

The President of this Association shall be delegated to represent the Association at the annual conference of the National Association of Counties and/or the International Association of Clerks, Recorders, Election Officials and Treasurers. Expenses for the President attending one or more conferences shall be allowed by the EXECUTIVE-LEGISLATIVE Committee in an amount not less than \$1,000.00 in any one year.

The President of the organization is an ex-officio member of the Executive Board of the Illinois County Officials, and shall attend all meetings called by the President of the Illinois County Officials.

WORKSHOP:

A workshop shall be held for newly elected County Clerks within the first few months following their election to office, quadrennially.

A workshop shall be held for newly elected Records within the first few months following their election to office, quadrennially.

Additional workshops shall be held between regular and annual meetings of this organization if deemed necessary by the Executive and Legislative committees at their regular monthly meeting.

EFFECTIVE DATE:

These Policies and Procedures are to become effective immediately upon their adoption by the membership.

AS APPROVED AT THE ANNUAL MEETING OF SEPTEMBER, 2008, THE LAST REVISION DATE.

SCHEDULE OF DUES

ILLINOIS ASSOCIATION OF COUNTY CLERKS AND RECORDERS

<u>Population</u>		<u>Clerks</u>	<u>Recorders</u>
0	- 14,999	\$ 210.00	
15,000	- 29,999	\$ 220.00	
30,000	- 44,999	\$ 250.00	
45,000	- 59,999	\$ 265.00	
60,000	- 99,999	\$ 320.00	\$ 320.00
100,000	- 199,999	\$ 345.00	\$ 345.00
200,000	- 499,999	\$ 365.00	\$ 365.00
500,000	- 999,999	\$ 425.00	\$ 425.00
Over 1,000,000		\$ 1,150.00	\$ 1,150.00

NOTICE: All of the above dues will be increased by the amount charged for a subscription to the IACO "County to County" magazine in excess of twenty-five (\$25.00) dollars.