

**MISSOURI CITY CLERKS  
AND FINANCE OFFICERS ASSOCIATION**

**BYLAWS  
APPROVED ON SEPTEMBER 13, 2016**

**ARTICLE I: NAME**

The name of this organization shall be “Missouri City Clerk and Finance Officers Association” and it shall be known as the “Missouri CCFOA.”

**ARTICLE II: LOGO**

The logo of the Missouri City Clerks and Finance Officers Association shall be an outline of the State of Missouri bearing the letters “CCFOA.”

**ARTICLE III: PURPOSE**

The purpose of the Association shall be to promote the general welfare of the municipalities and to strive toward ever improving administrative techniques used in the operation of municipal governments by:

1. Cooperating with the Missouri Municipal League in carrying out the purposes set forth in the League’s Constitution and Bylaws.
2. Promoting and developing the Association as an agency for the professional benefit of Municipal Clerks, Finance Officers and other officials or persons with the same and similar powers and duties.
3. Establishing and improving methods and procedures in governmental record keeping and finance in Missouri as developed and recommended by the International Institute of Municipal Clerks, the Government Finance Officers Association and other recognized authorities in the field of municipal administration.
4. Developing a better understanding by the members of their duties, obligations and responsibilities.
5. Promoting mutual cooperation and assistance between municipal officials and all other persons involved in governmental administration.
6. Promoting the cause of good government in municipalities by performing services which may best meet the interests and needs of the public as efficiently and effectively as possible.

## **ARTICLE IV: MEMBERSHIP**

The following types of Association membership and eligibility requirements are hereby established.

### 1. Active Member

Municipal Clerks, Finance Officers and such other municipal officials or persons with the same or similar powers and duties who are actively affiliated with a municipality located in the State of Missouri.

### 2. Life Member

Municipal Clerks and Finance officers who served in that capacity at least ten (10) years and held active membership in the Associations for at least ten (10) years from end of active professional service. Upon renewed employment in municipal service, the member shall be reinstated to active member status.

### 3. Affiliate Member

Former Municipal Clerks, Finance Officers and such other municipal officials who no longer hold office but who did not retire while in such position and desire to maintain an interest in the Association. Upon renewed employment in municipal service, the member shall be reinstated to active member status.

### 4. Associate Member

Representatives of businesses, public utilities, educational institutions, governmental agencies and other political jurisdictions interested in the welfare of this Association.

### 5. Honorary Member

Honorary membership may be bestowed by the president with the approval of the Board of Directors and should only be proposed for those persons who have served the Association in a special way and are not eligible for another form of membership.

The honorary membership shall only be good as long as the person is associated with the MoCCFOA.

No annual dues shall be assessed to Honorary Members.

Honorary Members shall not serve on committees and must request each year to receive the Association Newsletter.

**ARTICLE V: DUES**

The fiscal and membership year of the Association shall be May 1 through April 30. Dues shall be payable by May 1 of each year in the amount set forth herein:

1. Active Member – Based upon the population of the member’s municipality as established by the latest federal census, the annual dues shall be as follows:

<u>POPULATION</u>	<u>AMOUNT OF DUES</u>
Less than 10,000	\$25.00
10,0000 – 30,000	\$35.00
Over 30,000	\$50.00

When there is more than one (1) Active Member from a municipality, a fee of \$15.00 per year shall be paid for each additional member.

2. Life Member – No annual dues shall be assessed
3. Affiliate Member – \$25.00 annually
4. Associate Member – \$35.00
5. Honorary Member – No annual dues shall be assessed

Should an Active Member leave his or her respective city of employment for any reason, the paid membership shall remain with the Active Member’s said city, not with the Active Member. Exception: any current paid membership may transfer with the Active Member to a new city, upon documentation being provided to the Treasurer that such dues were paid personally by the Active Member with no subsequent reimbursement by said city.

If a member is six (6) months delinquent in payment of dues, written notification shall be sent to him/her by the Treasurer and if payment is not then made, the member shall be suspended from the Association.

Upon written request received, the Treasurer may, with the advice and consent of the officers, waive the dues equivalent to a one year membership, for members whose cities have experienced a disaster. As referenced herein, disaster is defined as any event for which the State or Federal government issued a formal disaster declaration including the city, for the period May 1 of the previous membership year through October 1 of the current membership year. Such waiver, if granted, shall be noted in the official record of membership for the membership year to which it pertains. Any action by the Treasurer in waiving membership dues as provided in this section shall be submitted for ratification by the Executive Board at its next meeting.

## **ARTICLE VI: PRIVILEGES OF MEMBERSHIP AND CERTIFICATION OPTIONS**

### **Division 1. Membership**

All members may attend all meetings of the Association and speak at such meetings. All members may serve on committees except Honorary Members. All members shall receive the Association Newsletter except that Life and Honorary Members must request each year to be retained on the mailing list. Active, Life and Affiliate Members may make motions and vote.

Only Active Members shall be eligible to serve as Committee Chairmen and hold office in the Association or serve on the Executive Board.

Only registered attendees and paid guests shall be allowed in MoCCFOA sponsored sessions, banquets and meals. Children shall not be allowed in hospitality rooms.

### **Division 2. Certification**

1. The Missouri City Clerks and Finance Officers Association shall maintain a certification program.
2. This program shall be managed by the Associations' Education Director, contracted through an accredited university, with the assistance of the Certification Committee.
3. Levels of certification shall be:
  - Missouri Registered City Clerk (MRCC)
  - Missouri Registered City Clerk – Continuing (MRCC)
  - Missouri Registered City Clerk – Sustaining (MRCC)
  - Missouri Professional City Clerk (MPCC)
4. All applications for certification shall be reviewed by the Certification Committee.
  - In the event of a discrepancy, irregularity or other issue on an application, the Certification Committee Chairman may consult the Certification Committee before making a determination on the application.
  - An applicant may appeal an adverse ruling from the Certification Committee to the Executive Board.

## **ARTICLE VII: OFFICERS, DIRECTORS AND EXECUTIVE BOARD**

Officers and Directors shall be Active Members of the Association during their full term of office and shall serve without remuneration.

**Officers**

1. The officers of the Association shall be: President, President Elect, Secretary and Treasurer.
2. The term of office shall be one (1) year. Term of office shall be from May 1 through April 30.
3. The Officers shall have completed at least one of the following:
  - a. Attended at least four (4) MoCCFOA Spring Institutes
  - b. Be or have been an officer in a local Division
  - c. Previously held the position of Director
4. The Officers shall have attained the Missouri Registered City Clerk (MRCC) or the IIMC Certified Municipal Clerk (CMC) designation.

**Directors**

1. There shall be one (1) Director from each of the following nine (9) geographic areas of the State: Northeast, Eastern, Southeast, Central, South Central, Northwest, Western, Southwest, and East Central.
2. Division Directors shall have attained the Missouri Registered City Clerk (MRCC) or the IIMC Certified Municipal Clerk (CMC) designation and shall have attended at least one Spring Institute and be an active member of the division they represent for a minimum of two (2) years.
3. There shall be five (5) directors elected in 1996 and every even year thereafter and four (4) directors elected in 1997 and every odd year thereafter, each for a term of two (2) years. Terms of office shall be from May 1 until April 30.

Following is the schedule for elections of Directors by Division:

Even Years:

Central	Northwestern
East Central	Southeast Eastern

Odd Years:

Northeast	Southwest
South Central	Western

**Executive Board**

1. The Executive Board shall consist of the four (4) elected officers, nine (9) Directors and the Immediate Past President.
2. Active Past Presidents shall serve as ex-officio members of the Executive Board.

**ARTICLE VIII: DUTIES OF OFFICERS, DIRECTORS, IIMC AND MML DIRECTORS AND EXECUTIVE BOARD**

**The President shall:**

1. Preside at all duly called meetings of the Association and Executive Board.
2. Appoint members of all standing and special committees needed to carry out the goals, objectives and programs of the Association, except the Nominating Committee.
3. Serve as ex-officio officer of all committees, except the Nominating Committee.
4. Call special meetings as provided in Article IX.
5. Perform all other administrative duties as directed by the Executive Board or the membership of the Association.
6. Assign committee chairmen prior to committees being announced, with the exception of the Budget Committee, which is chaired by the Treasurer.

**The President-Elect shall:**

1. In the absence of, or at the expressed request of the President, preside and perform the duties of the President.
2. Perform any administrative duties assigned by the President.
  - a. State Pins – A state pin which represents the entire state shall be chosen by the President-Elect, if included in the annual budget. The design will be presented to the Executive Board at the semi-annual fall meeting for approval. Once approved, the pin will be ordered and made available for Spring Institute and IIMC.
3. Automatically become President for the unexpired term in the event the President is unable to fulfill the obligations of the office.

4. Assist the President with program planning and execution for the Spring and Fall business meetings and the annual Spring Institute.
5. Arrange the installation of incoming officers during the annual banquet and arrange for an appropriate plaque or gift for the retiring President.
6. Automatically ascend to the position of President effective May 1, following installation in the office.

**The Secretary shall:**

1. Keep a permanent record of all business meetings of the Association and meetings of the Executive Board.
2. Prepare and send notices of all meetings in good standing at least thirty (30) days in advance of the date of the meeting. Notices and minutes will be emailed to each member unless specified on the dues notice or by telephone to the Secretary that the member does not have email, in which case the notice and minutes will be mailed.
3. Maintain a list of all committees and a listing of any Standing or Special Rules adopted by the Association as well as a current copy of the Association Bylaws.
4. In the absence of the President and President-Elect, call the meeting to order and proceed with the election of a chairman pro tempore.
5. Process the correspondence for the Association.
6. Prepare minutes of the proceedings of each business meeting of the Association and Executive Board to be duplicated and distributed to the members for approval at the next meeting of each body.
7. Maintain a roster of all members.

**The Treasurer shall:**

1. Send annual statement of dues payable to all members of the Association and reminders when necessary, as set forth in Article V.
2. Collect all dues and fees receivable and provide official membership cards to new members and to members requesting cards within thirty (30) days after receipt of their dues.
3. Pay all properly approved Association bills and invoices.

4. Prepare biannual financial reports of all income and expenditures to be duplicated and distributed to the members prior to each regular meeting of the Association.
5. Serve as Chairman of the Budget and Finance Committee which shall prepare a proposed budget for the following fiscal year to be submitted to the Association membership for their approval at the regular Spring meeting.
6. Provide the Audit Committee with current and complete records by May 31.
7. Provide the names of new members to the Membership Committee.

**The Directors shall:**

1. Prepare reports on happenings in their area, at least quarterly, to be included in the Association's Quarterly Newsletter based on the deadlines determined by the Newsletter Committee.
2. Participate actively in Executive Board, Association, and Divisional meetings to the extent possible.
3. Serve as the members of the Nominating Committee.
4. Notify the Retirement "Circle of Friends" Committee and the President of any pending retirements.

**MML Director** – Elected by the membership and serves up to two (2), two-year terms.

Qualifications:

1. Have attained the Missouri Registered City Clerk (MRCC) or the IIMC Certified Municipal Clerk (CMC) designation.
2. Have been a Municipal Clerk for three (3) years.
3. Have been a member of the MoCCFOA for three (3) years.

Duties and Responsibilities:

1. Represent MoCCFOA at regular and special meetings of the Missouri Municipal League Board of Directors.
2. Attend MML conferences.
3. Report MML activities to the membership at MoCCFOA semi-annual business meetings.

**IIMC Director** – Elected by the membership and serves a three-year (3) on a rotating basis with other Region VII state of Illinois and Kansas.

Qualifications:

1. Have attained the IIMC Certified Municipal Clerk (CMC) designation.
2. Have been a Municipal Clerk for three (3) years.
3. Have been a member of IIMC for three (3) years.
4. Have attended at least two IIMC Annual Conferences.

Duties and Responsibilities:

1. Must attend all meetings of the IIMC Board of Directors – after 2 absences, will be replaced.
2. Must be an active participant at the IIMC Board meetings – having read the packet prior to arriving at the meeting.
3. Be able to participate in teleconference meetings as needed.
4. Ensure that the opinions, desires, and wishes of the Clerks in Region VII are fully represented to IIMC.
5. Ensure that the decisions made by IIMC and the actions of the Board of Directors are communicated to the members of Region VII.
6. Represent IIMC on behalf of the President, the Executive Committee, and the Board of Directors at State and Region meetings, if required.
7. Assist in conducting a Region VII Conference each year.
8. Assist in organizing a Region VII Dinner at the IIMC Annual Conference.
9. Be available to answer questions regarding IIMC and Certification.
10. Travel is required. Must be able to attend the IIMC Annual Conference, the Mid-Year Board meeting and the IIMC Region meeting.

**The Executive Board shall:**

1. Attend to the affairs of the Association and perform such other duties as are or may be specified in the Rules or by order of the majority of the Association.
2. Designate the time and place of each regular meeting of the Association.
3. Fill any vacancy, except President, and appoint the Nominating Committee as set forth in Article X.
4. Invite Past Presidents of the Association, who are active in the Association, to participate, without vote, in Executive Board meetings.

## **ARTICLE IX: MEETINGS AND QUORUMS**

1. The Association shall hold two (2) regular business meetings per year, one (1) in the Spring and one (1) in the Fall, at a time and place to be designated by the Executive Board. Notice shall be emailed to each member by the Secretary at least thirty (30) days in advance of each regular meeting. If a member has specified on the dues notice or by telephone to the Secretary that member does not have email the notice will be mailed. Thirty-five (35) members of the Association shall constitute a quorum.
2. The Executive Board shall meet at least twice a year in conjunction with the regular meetings of the Association. Eight (8) members of the Executive Board shall constitute a quorum, provided at least two (2) officers are present.
3. Special Meetings of the Association or Executive Board may be called by the President or by three (3) members of the Executive Board provided written notice is received by the members at least fifteen (15) days in advance. Upon annual approval by each Board member, notification of Executive Board meetings via email to those members, shall qualify as written notice. At special meetings only those matters specified in the notice may be considered unless a revised agenda is adopted by the majority present at the special meeting. Special meetings of the Executive Board are permitted to be held electronically.
4. Emergency meetings of the Executive Board may be called by the President or by three (3) members with no less than twenty-four (24) hours notice. The emergency meetings of the Executive board are permitted to be held electronically.

## **ARTICLE X: NOMINATIONS AND ELECTIONS**

The Nominating Committee shall consist of nine (9) members, one Director from each Division and a Chairman, designated by the President, who shall be someone other than the Directors and shall be a non-voting member of the Committee. The President shall designate the Chairman, prior to the Officers and Committees Retreat. This committee usually meets by email. If a Division Director files a Statement of Interest to be an officer of the Association, his/her division will appoint a member meeting the qualifications for Division Director to serve as that division's voting member of the Nominating Committee.

### **The Nominating Committee shall:**

1. Solicit nominations and letters of interest from the membership of active members, with at least the MRCC/CMC designation, and, to be considered as nominee for the Treasurer position, having served at least one year on the

Budget Committee. Accept and review nominations from members. Nominations without applications will also be accepted. Notify all candidates of the results of the final slate of officers being nominated to the Board before the Spring Institute. Verify qualifications and assure nominee is willing to serve.

2. Nominate at least one (1) person who has consented to serve, if elected, for each office to be filled.
3. Provide the President with their report to be included in the notice of meeting sent to the members prior to the Spring meeting.

Nominations may be made from the floor provided the consent of the nominee has been obtained and the nominee has attained at least the MRCC/CMC designation.

The election of Officers and Directors shall take place during the regular Association meeting held in the Spring.

## **ARTICLE XI: COMMITTEES**

The President shall appoint all committees needed for the effective execution of the programs of the Association, except as set forth in Article X relative to the Nominating Committee.

In addition to any committee deemed appropriate and necessary, committees appointed shall include the following:

**Audit:** The Audit Committee is responsible for making sure all monies received are properly recorded and deposited, all expenditures are accurate and properly recorded, bank statements are reconciled with the treasurer's records, appropriate bonding for the President and Treasurer and assuring that all financial records are kept in a neat and orderly manner.

The Audit Committee shall perform quarterly reconciliation of the Association's bank statements to assure accurate record keeping.

**Budget and Finance:** Chaired by the MoCCFOA Treasurer, duties consist of preparing a balanced budget for the next fiscal year that runs from May 1 through April 30. The completed budget is submitted to the President with a written statement. At the Spring Institute, the proposed budget is submitted to the members for approval.

**Bylaws:** The objective of this committee is to review the bylaws for potential problems or changes. Recommendations are submitted to the full membership for approval.

**Certification:**

1. The Certification Committee is a stand-alone committee consisting of clerks with a minimum of “Continuing MRCC” designation and a minimum of five (5) years of service in the organization. Members must have served either on the Education Committee or Executive Board prior to appointment to the committee.
2. The committee shall consist of seven (7) members, one of which shall serve as the Committee Chairman and must be a Missouri Professional City Clerk (MPCC).
3. Initial appointments to the committee will be two (2) members for one (1) year, two (2) members for two (2) years and three (3) members for three (3) years, one of which will be the Committee Chairman. Reappointments to the committee will be three-year (3) terms.
4. The role of the Certification Committee is to review and approve applications for certification as provided in Standing Rule #8.

**Education:** This committee shall plan, coordinate and implement the training sessions for the MoCCFOA at the annual Spring Institute and at the Fall MML Conference, in conjunction with the liaisons from the Missouri Municipal League and an IIMC approved university.

**Historian Committee:** Responsible for all historical records for the Association. This committee shall obtain articles and/or pictures regarding the organization and its members and keep records of minutes and other hard copy documents as appropriate.

**Legislative:** This committee shall be responsible for: 1) Studying and evaluating proposed legislation that may affect city clerks, finance officers or municipalities; 2) Identifying and developing legislative positions on issues of concern to city clerks, finance officers or municipalities; 3) Monitoring legislative proposals on behalf of city clerks and finance officers; 4) Effectively lobbying on behalf of city clerks and finance officers including appearing before legislative bodies in support of or in opposition to proposed or pending legislation; and 5) Working closely with the Missouri Municipal League in conjunction with the MoCCFOA representatives to the MML Board. Membership shall include representatives from all classes of cities.

**Membership/Mentoring:** This committee contacts new clerks and clerks that are not members and encourages them to join the association by giving them information about the benefits of membership. The objective of this committee is to welcome and give assistance to new city clerks and new members throughout the year and to plan activities for first time attendees at the Spring Institute.

**Newsletter:** This committee is responsible for gathering news, preparing and mailing the quarterly newsletter to all members of the Association and to post the newsletter on the Association's web site.

**Outstanding City Clerk:** Committee duties include promotion and appropriate publicity of the award, to encourage nominations and distribution of nomination forms upon request. The committee is responsible for reviewing nominations to verify that nominees have met the minimum requirements.

**Oversight Committee:** This committee is comprised of one representative from each division whose name is to be submitted by the Division to the President for consideration and appointment by May 1st of each year. The main responsibility of the committee is to verify that the organization is receiving services from the University as outlined in the approved contract. At the conclusion of each conference the committee will audit the University's accounting by reviewing the bills (for the hotel, speakers, supplies, etc.) as well as the money received for registration and sponsorships. The President and Oversight Committee Chairman will not sign off for payments until the committee is satisfied that all obligations have been met. In order to preserve continuity with the Oversight Committee the Chairman of this committee shall not be limited to a one-year term. The choice of Chairman is solely the responsibility of the President.

**Public Relations Committee:** This committee shall consist of at least 2 members from each division. It will be the duty of the Committee to assign members to attend Board or Council meetings to present City Clerk's with their certification designation in the presence of the elected officials. Responsible for keeping open communications with IIMC and increasing elected officials' awareness of the Association's educational programs and work ethic within the organization.

**Life Member "A Circle of Friends":** The objective of this committee is to keep in contact with individuals who have been awarded life membership in the Association and to invite them to the Annual Conference Banquet. Division Directors will be responsible for notifying the committee and the President of any prospective life members. The committee shall determine if a member is qualified to receive a Life Membership Certificate and Circle of Friends pin. The committee shall make the appropriate arrangements for the presentation of the pin and Life Membership Certificate to the member. This may be done by one of the committee members or another member of the MoCCFOA as deemed appropriate.

**Scholarship Committee:** It shall be the responsibility of this committee to award scholarships to qualified applicants to attend the Missouri City Clerks and Finance

Officers Association Spring Institute, New Clerk's Conference and Regional Conferences.

**Technology Committee:** Responsible for all technological facets of the organization including, but not limited to, creation and maintenance of a website, updating the membership directory and making technical assistance available to members.

**Chairmen:** The President shall designate the Chairman of each committee except the Budget and Finance Committee, with is chaired by the Treasurer.

**Meetings:** The Chairmen shall be responsible for calling meetings and directing committee activates.

**Authority:** All committees of this Association shall have recommending authority only. They shall undertake no action which incurs a liability for the Association. They shall authorize no expenditures except under the direction of the President for expenses specifically authorized in the budget adopted by the membership. All recommendations made to the membership through the President by a committee shall have a financial impact statement clearly noting the anticipated expense or income generated by such proposal.

**Reports:** Committee reports shall be made as called for the President. The reports may be oral or written at the President's discretion.

**Budget:** Each committee chairman shall submit to the treasurer by August 30 a proposed budget that identifies funds that committee expects to contribute or expend during the next fiscal year.

## **ARTICLE XII: PARLIAMENTARY AUTHORITY**

The latest edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for all matters of procedure for the Association, Executive Board and Committees in all cases not specifically covered by these Bylaws.

## **ARTICLE XIII: AMENDMENTS**

The Bylaws may be amended at any regular or special meeting of the Association by a majority vote of the members present and voting, provided a copy of the proposed amendment has been sent to all members at least thirty (30) days before the meeting; or by a two-thirds (2/3) vote of the members present and voting without the thirty (30) day notice.

Amendments to the Bylaws shall be in full force and effect from and after the date of their passage.

### **STANDING RULES**

**RULE #1:** Expenses for President and President-Elect

The President, or in the absence of the President, the President-Elect, shall be reimbursed by the Association if not paid by the President's city, for the following expenses incurred while traveling on behalf of or representing the Association at meetings and events, ie: Division meetings, legislative testimony, award ceremonies, etc.; hotel and meals based on actual receipts; mileage at the prevailing IRS per mile rate or air fare, whichever is lower. The Association shall reimburse for up to four (4) of these Association related trips per fiscal year. Expense receipts shall be submitted to the Treasurer for review and payment.

The Association will pay up to eight (8) Spring Banquet meals for guests of the incoming President.

**RULE #2:** Expenses for President attending IIMC, Spring Institute, MML, Regionals and Summer Retreat.

If the President attends the IIMC Conference (or the GFOA Annual Conference), Spring Institute, MML, Regionals and/or the Summer Retreat, the CCFOA will pay the registration fee; the published conference rate for the hotel if not paid by the President's City; meals (minus the cost of the meals included with the registration fee) at the GSA U.S. General Services Administration Domestic Per Diem Rates; and mileage will be paid at the prevailing IRS per mile or air fare. Expense receipts shall be submitted to the Treasurer for review and payment.

**RULE #3:** Nomination of MML Director and IIMC Director for Region VII

**MML Director:** In even-numbered years, at the Fall business meeting, and in the Newsletter, the announcement shall be made that the following Fall nominations must be submitted for a candidate to the Municipal League Board of Directors. One person will be nominated to fill a two-year term, with an additional term possible. Interested individuals shall send their resumes to the Missouri CCFOA President two (2) weeks prior to the Winter Newsletter deadline, and this information will be published in the Newsletter. Vote will be taken at the intervening Spring Institute Business Meeting. Upon selection of a candidate, the President will direct the Secretary to prepare a Resolution announcing the support of the Missouri CCFOA to this candidate, which resolution will be forwarded to the Nominating Committee of the Missouri Municipal League.

The Association will pay up to \$500 per year for travel expenses for the MML Director. Expense receipts shall be submitted to the Treasurer for review and payment. Reimbursement may include the registration fee; the published conference rate for the hotel; meals (minus the cost of the meals included with the registration fee) at the GSA U.S. General Services Administration Domestic Per Diem Rates; Board meeting expenses; and mileage will be paid at the prevailing IRS per mile or air fare.

**IIMC Director:** When the appropriate time comes for our State to nominate a candidate for IIMC Director, it shall be announced at the Spring Business Meeting and in the Newsletter. Interested individuals will send resumes to the Missouri CCFOA President two weeks prior to the Summer Newsletter deadline; this information will be published in the Newsletter. Vote will be taken at the Fall business meeting. This is a three-year term. It has been agreed by the three (3) states in Region VII, (Kansas, Illinois, and Missouri), that nominations will rotate from State to State on an annual basis. Upon selection of a candidate, the President will direct the Secretary to prepare a Resolution announcing the support of this candidate by the Missouri CCFOA, which Resolution will be forwarded to the IIMC Nominating Committee.

The Association will pay up to \$500 per year for travel expenses for the IIMC Director. Expense receipts shall be submitted to the Treasurer for review and payment. Reimbursement may include the registration fee; the published conference rate for the hotel; meals (minus the cost of the meals included with the registration fee) at the GSA U.S. General Services Administration Domestic Per Diem Rates; Board meeting expenses; and mileage will be paid at the prevailing IRS per mile or air fare.

**RULE #4:** Additions and Amendments

Additions and amendments to these Standing Rules may be made by a majority vote of the members in attendance at a regular meeting, previous notice having been given. Without previous notice a 2/3 affirmative vote of members present is required.

**RULE #5:** Outstanding Clerk Award

Minimum Requirements

1. City Clerk or Finance Officer for municipality in the State of Missouri, serving at least five (5) years.
2. Active, participating member of Missouri City Clerks and Finance Officers Association for at least five (5) years.
3. Have attained the Missouri Registered City Clerk (MRCC) or the IIMC Certified Municipal Clerk (CMC) designation.

Guidelines

1. Confidential nominations may be submitted by any “active” member as defined in the bylaws of the MoCCFOA or a municipal official.
2. Nomination forms may be obtained from the Committee Chair, Committee members or the President.
3. Completed nomination forms must be received by the Committee Chairman no later than January 15 each year. A postmark of January 15 will not be accepted.
4. The nominations will be reviewed by the Outstanding City Clerk Committee for verification of qualifications, i.e. membership, years of service, etc.

5. The Committee will forward the qualifying nominations to the judges (Kansas CCFOA President, MML Representative and two prior year recipients of the award), to make the final selection.
6. The name of the nominees and the successful candidate will remain confidential. All nomination materials will be destroyed immediately upon adjournment of the Spring Institute.
7. A short biography will be read, announcing the name of the “Outstanding City Clerk” at the Spring Institute in March.
8. An award will be presented having the inscription “Outstanding City Clerk, respective year and the name of the recipient” at the Spring Institute in March of each year. Notify nominator to invite Mayor, Council (Board, Commissioners, etc.), Administrator/Manager and other guests, up to eight (8). The Association will pay for banquet meals for up to eight (8) guests.
9. The President or President-Elect shall appear before the Board/Council of the successful nominee recognizing the achievement of their clerk by making a formal presentation.
10. Letters of acknowledgement shall be sent to the clerks who were nominated but did not receive the award and to whoever nominated him/her, inviting them to submit an application next year.
11. In the case of a tie, the Committee members shall review the judges’ ratings on those candidates and cast a secret ballot for the winner.
12. The Chairman shall prepare information for publicity to the Missouri Municipal League Review, State Newsletter and the International Institute of Municipal Clerks News Digest.
13. Once a clerk has been selected as “Outstanding City Clerk of the Year” she/he would be ineligible for future nominations.

**RULE #6:** Awarding of Scholarships

The purpose of the Scholarship Program is to encourage professionalism of Missouri City Clerks and Finance Officers by establishment of a scholarship program to reimburse expenses for those who would not otherwise be reimbursed by the city for attendance at Missouri City Clerks and Finance Officers Association educational sessions.

The MoCCFOA may award up to twenty-six (26) scholarships, ten (10) for the Annual Spring Institute, ten (10) for the New Clerks Conference and two (2) each for the three (3) Regional Conferences. Regional Conference Scholarships, not awarded due to lack of applications, may be awarded for one of the other Regional Conferences, where more than two applications are received.

The Scholarship encompasses registration fee paid directly to the educational institution, half of single/double occupancy of the hotel cost and up to \$50.00 paid to the applicant for mileage and/or other necessary expenses. If applicant should receive two (2) scholarships (i.e. New Clerks Conference and Spring Institute) and they are at the same location and the conferences are consecutive dates, the applicant will receive only up to \$50 for mileage and/or other expenses to cover both conferences.

The Scholarship Chairman:

1. Shall send information to be published in the MoCCFOA Newsletter and the MML to include in its publication.
2. Shall send the MoCCFOA guidelines for scholarship and the applications to all of the Division Presidents requesting they encourage their Division members to apply for the scholarship if their city cannot afford to send them.
3. Shall send the applications received to all members of the Scholarship Committee and schedule a meeting at the Fall MML Conference to determine the recipients.
4. Shall notify the applicants, the contracted educational institution and MoCCFOA President and Treasurer of the recipients of the scholarships. The applications of those that did not receive a scholarship will be forwarded to their respective Divisions where they may be considered for a Division scholarship if applicable.

Scholarships to be awarded are:

1. Jay Bell Scholarship – To be given to an applicant who will be attending the Spring Institute for the first time.
2. Robert Karsch Scholarship – May be given to a first time attendee of the Spring Institute or to one (1) applicant for multiple years.
3. Cheri Middaugh Scholarship – May be given to a first time attendee of the Spring Institute or to one (1) applicant for multiple years.

4. At Large Scholarships – Up to twenty-three (23) at large scholarships – seven (7) for Spring Institute, ten (10) New Clerks Conference and six (6) for Regional Conference may be awarded to first time attendees, return attendees and given to the same person more than one (1) year if the need is proven.

Guidelines:

The following criteria shall be considered by the Scholarship Committee and judged according to the information provided. Applications must be submitted and reviewed on a year-to-year basis.

1. Applicant must be a member in good standing of the Missouri City Clerks and Finance Officers Association.
2. Applicant must be a City Clerk, City Treasurer, City Collector, Finance Officer or hold a similar position.
3. The Scholarship Chairman must receive applications no later than August 31st for Regional Conferences and December 31st for the Spring Institute and the New Clerks Conference.
4. Applicant must have requested his/her municipality to underwrite schooling financially and been denied funding either by the Mayor, City Administrator, City Manager or City Council.
5. Applicant must submit a letter from the Mayor, City Manager, City Administrator or Council expressing support of the application and indicating a commitment to grant time off to attend the educational institute.
6. Attach a statement giving reasons for attendance and what it will mean to work toward certification, participating in a continuing education program.
7. All MoCCFOA Scholarship recipients shall provide conference receipts to the Treasurer of the MoCCFOA no later than 15 days from the close of the conference in order to be reimbursed for approved expenses. Any receipts submitted for reimbursement after the 15 days from the close of the conference will not be considered for payment.

**RULE #7: Expenses for Executive Board Officers Attending Spring Institute and/or MML**

If any of the Executive Board Officers (President, Vice-President, Secretary and Treasurer) would not be able to attend the Spring Institute and/or MML, because of financial constraints, MoCCFOA will consider paying expenses not being reimbursed by the City for attendance. Expenses that would be paid by MoCCFOA would be the registration fee paid directly to the educational institution, the published conference rate for the hotel for single occupancy and

\$50.00 for mileage and/or other necessary expenses. If the case of need arises, a letter from the City Administrator, City Manager or Mayor and a copy of that section of the City's budget showing that training/travel expenses have been reduced or cut and city funds are not available for the Executive Board Officer to attend the Spring Institute and/or MML. This information must be forwarded to the MoCCFOA President at least 30 days prior to the conference. The President will review the information and submit a recommendation via email, phone or fax to the Executive Board for approval, then to the Treasurer for payment, if funds are available. The President will submit to the Secretary in writing the results of the request for record keeping. The Executive Board Officer applying for assistance shall not be included in the decision to approve or deny the request.

**RULE #8: Certification Program**

1. The MoCCFOA certification program was established in 2003. Active members of the Association may apply to the program upon attaining the required levels of education and experience. Education is provided to members of the Association through the administration of the University.
2. Any clerk working toward any level of certification must complete the Certification Progress Plan (CPP). This must be submitted to the education director within one month of the end of each educational event in order to receive certification hours. Once a clerk has achieved the status of MPCC, no CPP is required.
3. If a Certification Progress Plan (CPP) is not submitted the participant shall receive credit hours, which are not applicable to accreditation.
4. Requirements for each level of certification are included in the appropriate application. Once a member has obtained the required number of Education and Experience points, an application must be filled out and filed with the University, along with the required payment.
  - A. New Clerks Institute:  
PURPOSE: To introduce clerks to the legal aspects and core requirements of the position and to help them become familiar with various offices and contacts in Jefferson City. This Institute is mandatory for all clerks entering the program and participants will receive six credit hours.
  - B. Missouri Registered City Clerk (MRCC):  
PURPOSE: The MRCC certification is tailored to the needs of Missouri Clerks. Clerks receive credits applicable to either the MRCC program or the Certified Municipal Clerk (CMC) program from the International Institute of Municipal Clerks (IIMC), with the exception that only the MRCC designation requires attendance at the New Clerks Institute.

C. Missouri Registered City Clerk Continuing and Sustaining:

PURPOSE: Continuing and Sustaining levels of certification combine learning experiences as well as professional and personal development with community and social services. These steps were included to recognize those clerks who are resolute in their professional development, continuing to grow and expand knowledge and experience.

D. Missouri Professional City Clerk:

PURPOSE: This is the highest level of certification through the State organization. Once this designation is received, no additional hours are required. However, MoCCFOA encourages clerks to continue attending educational sessions due to the importance of remaining updated on new State Statutes, new methods of technology and the importance of networking with other clerks throughout the state.

5. All applications for certification shall be reviewed by the Certification Committee.
  - A. In the event of a discrepancy, irregularity or other issue on an application, the Education Director Certification Committee Chairman may consult with the Certification Committee before making a determination on the application.
  - B. An applicant may appeal an adverse determination on their application to the Executive Board.