

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 objectives for which NMCA is formed shall be to:

- Promote the interests of Municipal Clerks
- Promote professional administration of Municipal Clerks' offices
- Promote improved standards of efficiency for Municipal Clerks
- Promote better municipal government through increased cooperation with other municipal officials
- Promote effective legislation on all levels for the professionalization of Municipal Clerks

ARTICLE III – MEMBERSHIP

SECTION 1. ACTIVE MEMBERSHIP

Any appointed or elected Municipal Clerk or appointed Deputy Municipal Clerk, representing a Municipality in the State of Nebraska, shall be eligible for Active Membership.

SECTION 2. ASSOCIATE MEMBERSHIP

Persons who are currently engaged with the functions of the Municipal Clerk's office shall be eligible for Associate Membership.

SECTION 3. HONORARY MEMBERSHIP

Any member who has been an Active or Associate Member of NMCA, and is a member of NMCA at the time of his/her resignation, shall be eligible for Honorary Membership.

Recommendations for Honorary Membership may be submitted by a Clerk or Deputy Clerk who is a current member of NMCA to the membership at the Annual Meeting. Approval of such Honorary Membership shall be by majority approval of those voting members present at such Annual Meeting.

SECTION 4. RESTRICTION OF RIGHTS TO VOTE OR TO HOLD OFFICE

Only Active Members of NMCA shall be eligible to vote or hold office. Each member is entitled to one vote provided that member's dues are paid for that year. Voting may be held by electronic means when the Executive Board deems necessary.

ARTICLE IV – DUES

SECTION 1. ACTIVE MEMBERS

Annual dues per Active Member for October 1, each year to September 30 the following year, shall become due the first of October and shall be as follows:

1st Class City	\$150.00/year
2nd Class City	\$100.00/year
Villages	\$50.00/year
Each additional member from the same municipality	\$50.00/year

*Dues will not be prorated.

SECTION 2. ASSOCIATE MEMBERS

Annual dues of twenty (\$20.00) dollars per additional member shall be due annually on October 1st. Dues will not be prorated.

SECTION 3. HONORARY MEMBERS

Honorary Members shall be exempt from the payment of dues.

ARTICLE V – OFFICIERS

The Officers of NMCA shall serve a term of one (1) year and shall be as follows:

SECTION 1. PRESIDENT

The President shall preside at all meetings of NMCA and shall prepare and distribute agendas and any required notices of regular, special, or Executive Committee meetings. The President shall appoint all committees and shall be an ex-officio member of all committees.

SECTION 2. FIRST VICE PRESIDENT

The First Vice President shall coordinate the Scholarship Program with the University of Nebraska Omaha, perform the duties of the President in his/her absence, and shall act in an advisory capacity at all times. In case of the resignation or death of the President, he/she shall become President for the unexpired term.

SECTION 3. SECOND VICE PRESIDENT

The Second Vice President shall coordinate the Silent Auction and, in the absence of the First Vice President, perform his/her duties as stated in Section 2 above, and act in an advisory capacity at all times. In case of the resignation or death of the First Vice President, he/she shall become First Vice President for the unexpired term.

SECTION 4. SECRETARY

The Secretary-Treasurer shall conduct the correspondence of NMCA and shall publish ballots in connection with elections and amendments to these By-laws as outlined in these By-laws. The Secretary shall keep an accurate record of the proceedings of all regular, special, and Executive Committee meetings of NMCA. The Secretary shall publish all minutes in the Nebraska Municipal Clerks' Newsletter.

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. After five (5) years, historical documents shall be forwarded to the League of Nebraska Municipalities for safe keeping.

SECTION 4. TREASURER

The Treasurer shall keep a list of names and addresses of all members of NMCA.

The Treasurer shall draft a notice of dues that shall be included in the clerk's newsletter.

The League of Nebraska Municipalities shall provide bookkeeping, accounting, and auditing at cost to NMCA and shall provide written reports thereon.

The League of Nebraska Municipalities shall pay all bills of NMCA approved by the President and/or Treasurer of NMCA and shall keep an itemized record of all receipts and expenditures, together with all other financial records in a permanent file.

The Treasurer shall be appointed by the President with approval of the Executive board. This position will serve until a resignation is submitted or removed by the board.

ARTICLE VI – COMMITTEES

SECTION 1. EXECUTIVE COMMITTEE

The Officers, Immediate Past President of NMCA and five District Directors, shall constitute an Executive Committee to meet at least semi-annually upon call by the President or by any three members of the Executive Committee.

The Executive Committee shall make 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 2. 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 Clerk's (IIMC) requirements for certification as a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC). The Education Committee shall serve from July through June 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.

SECTION 3. AWARDS COMMITTEE

The Awards Committee shall solicit nominations, evaluate each nominee, and select the recipient of the annual Outstanding Municipal Clerk award. One 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 categories for the prior two years shall constitute the members of the Awards Committee.

SECTION 4. SPECIAL COMMITTEES

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

ARTICLE VII - MEETINGS

SECTION 1. ANNUAL MEETING

The annual business meeting will be held in conjunction with the Annual Clerks' Institute and Academy and shall hereafter be referred to as the **Annual Meeting**.

SECTION 2. SPECIAL MEETINGS AND EXECUTIVE COMMITTEE

Special meetings of NMCA may be called by the President or three of the members of the Executive Committee.

A written notice shall be communicated to all members of the Executive Committee for any specially called meeting. There shall also be a notice of special meetings in the Municipal Clerks' Newsletter, or an acknowledgement of said special meeting being held if a meeting is held before the Newsletter publication date.

SECTION 3. ORDER OF BUSINESS

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

1. Roll Call
2. Reading of Minutes
3. Report of Officers
4. Reports of Standing Committees
5. Reports of Special Committees
6. Communications
7. Unfinished Business

8. Election of Officers (at the meeting held in conjunction with the Annual Meeting only)
9. New Business
10. General Discussion

SECTION 4. QUORUM

Fifteen (15) Active Members of NMCA shall constitute a quorum at any Annual Meeting or Special Meeting.

Five (5) members of the Executive Committee shall constitute a quorum of that body.

ARTICLE VIII - ELECTION OF OFFICERS AND DISTRICT DIRECTORS

SECTION 1. NOMINATING COMMITTEE

The President shall, prior to the Annual Clerks' Institute and Academy, appoint a Nominating Committee who, at the Annual Meeting, shall submit nominees for the NMCA Officers 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 eligibility of all nominees.

SECTION 2. ELIGIBILITY

Only Active Members who have had two (2) consecutive years of experience as Clerk or Deputy City Clerk and two (2) years of membership shall be eligible for nomination and election.

SECTION 3. ELECTION OF OFFICERS

The election of Officers and District Directors shall take place at the Annual Meeting. The nominee receiving the highest number of votes cast for the respective office shall be declared duly elected thereto.

SECTION 4. DISTRICT DIRECTORS

There shall be one District Director from each of the five districts in the State. The District Directors will be elected by a majority of the Active Members present at the Annual Meeting, but each of the five 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 Committee.

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.

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

SECTION 5. COMMENCEMENT OF TERMS OF OFFICE

Officers and District Directors shall begin their terms of office on April 1st.

ARTICLE IX -AMENDMENTS

These By-laws may be amended at any Annual Meeting. Any proposed By-law amendments shall first be submitted, in writing, to the Secretary-treasurer of NMCA prior to the Clerks' Institute and Academy and shall be approved by two thirds vote of the Active Members in attendance at the Annual Meeting.

Ballots shall be canvassed by a committee appointed by the President of NMCA. Report on results shall be made during the session. If approved, the proposed amendments(s), shall be in force immediately after closing of the Annual Meeting.

ARTICLE X- PARLIAMENTARY PROCEDURE

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

ARTICLE XI - VACANCIES

The Executive Committee shall fill, by appointment, any vacancies occurring in any elective office not already provided for in these Bylaws. Written consent of the appointee shall be obtained by the Executive Committee before the appointment is made.

The President, and First and Second Vice Presidents shall fill, by appointment, any vacancies occurring in the committees for which they are respectively responsible.

ARTICLE XII - EFFECTIVE DATE

The effective date of these By-laws or amendments thereto shall be the date and time of the Annual Meeting at which the resolution of adoption is approved by a majority of the Active Members in attendance.

Amended this 16th day of March, 2023.

Elizabeth Butler City of Omaha
PRESIDENT

ATTEST:

Kimberly Hoosing City of Omaha
SECRETARY

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