

North Carolina Association of Municipal Clerks
 Business Meeting
 August 13, 1993
 Pine Knoll Shores, North Carolina

The North Carolina Association of Municipal Clerks held their Business Meeting on August 13, 1993, at the Holiday Inn, Pine Knoll Shores, North Carolina at 11:30 a.m.

President Peggy Boone called the meeting to order.

A motion was made and seconded from the floor that the Business Meeting Minutes of the January 14, 1993, meeting be approved as presented.

Mr. Andy Romanet, Jr. gave a brief financial report.

Mrs. Jean Bailey, CMC/AAE Chairperson, Past Presidents Committee presented the Constitution Amendments to the clerks.

Corinne Geer moved that the Constitution Amendments as presented be adopted. Ana Heder seconded the motion and it carried unanimously.

(Amendments Attached)

Corinne Geer, Chairperson of the Nominating Committee, presented the following nominations: President, Glenda Sansostic, Brevard; First Vice-President, Marie Matthews, Winston-Salem; Second Vice-President, Vickie Went, Concord; Secretary, Judy Mackie, Granite Falls; District Director 2, Rita Thompson, Washington; District Director 4, Ana Heder, Wilson; District Director 6, Merle Edwards, Creedmoor; District Director 8, Beth Hamrick, Mint Hill; District Director 10, Lynn Martin, Lenoir; District Director 12, Judy Foy, Tryon.

Jean Bailey moved that the nominations be closed and that the committee recommendations be elected. Brenda Freeze seconded the motion and it carried unanimously.

Judy Mackie reported that the 1995 Annual Summer Conference Site Committee had selected the Appalachian Conference Center in Asheville for the Summer Conference. They checked several other sites but found this one as the best.

Vickie Went moved that the 1995 Annual Summer Conference be held on August 10, 11 and 12 at the Appalachian Conference Center in Asheville. Sabrina Mc Murtrey seconded the motion and it carried unanimously.

President Boone reported that three Clerks had received their First Sustaining AAE renewals and that three Clerks had received their AAE Degree. Four new Clerks have received their IIMC Certification. We are very proud of these Clerks.

President Boone announced that Mary Lou Rand's term on the NC League of Municipalities was up.

Glenda Sansosti moved that Gail Smith, Raleigh, be nominated to serve on the League Board and that Betty Childress, Laurinburg, be nominated as an alternate. Corinne Geer seconded the motion and it carried unanimously.

Jean Bailey presented the Past Presidents report.

She stated that they are still working on the State Certification. They are working on the exam now. Mr. Jake Wicker has been sick but is able to start working again on this project.

Jean stated that the Past Presidents' Pin supplier was not satisfied with the pin so they will be mailed to each Past President as soon as they are finished.

Jean Bailey presented the first copy of MINUTES, ORDINANCES, RESOLUTIONS, ETC. A Common Sense Guide known as MORE to President Boone. This was one of President Boone's project for the year. The Past Presidents Committee worked long hours to complete this project. Municipal Code and the North Carolina Association of Municipal Clerks help pay for the book.

President Boone presented special Certificates of Appreciation to the Past Presidents' Committee.

President Boone presented special Certificates of Appreciation to the Publicity Committee members.

President Boone presented special Certificates of Appreciation to the Scholarship Committee and the Membership Committee.

President Boone presented Certificates of Appreciation to the WOSO Committee.

President Boone presented Certificates of Appreciation to Marie Matthews and her Program Committee members.

President Boone presented Certificates of Appreciation to the Finance Committee members.

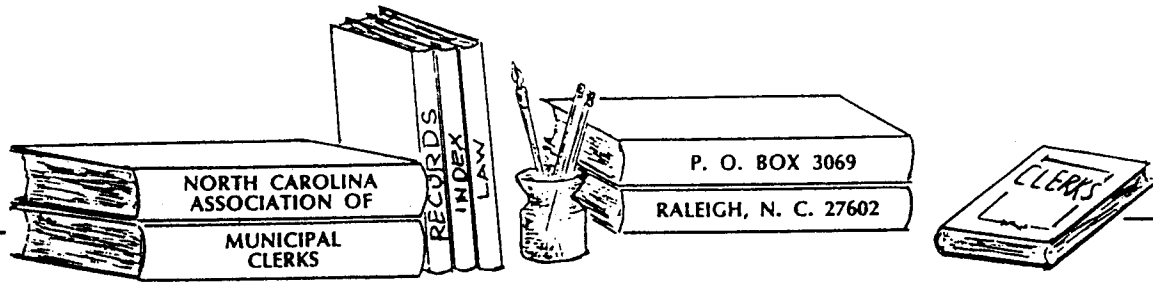
President Boone presented special Certificates of Appreciation to the Officers and Board of Director members.

President Boone announced that the Advance Academy would be held at Camp Caraway on September 14 and 15. Fleming Bell will be presenting the program on "Thinking About Ethics In Local Government."

The Region II IIMC meeting will be held in Greenville, South Carolina in January 1994.

President Boone closed the Business Session with thanks to all the Clerks for making this year so great for her.


 _____ CMC/AAE
 Secretary



June 29, 1993

TO: NCAMC Membership
FROM: Peggy Boone, CMC/AAE, President
SUBJECT: Proposed Constitutional Revisions

The Past Presidents' Committee has completed review of the Constitution and made a report of recommended revisions to the Board of Directors at its meeting on June 25. The Board accepted the report and voted to submit the proposed revisions to the membership for consideration at the Association's Annual Business Meeting to be held on Friday, August 13 during the Annual Conference.

In accordance with the provisions of Article XI of the Constitution the constitutional revisions recommended by the Committee are enclosed herewith. You will note that to facilitate your review the Committee has exhibited the existing constitution on one side of each sheet and any proposed revisions on the opposite side. They also prepared a Summary Explanation of the proposed revisions which is enclosed. You will note as you review this information that many sections of the Constitution have been rewritten for clarity but no provisional changes were made.

If you have any questions or need clarification of any point prior to the Annual Business Meeting, please feel free to call on me or any member of the Committee.

SUMMARY EXPLANATION
CONSTITUTIONAL AMENDMENTS

NOTE: Marginal notes were made throughout the attached report to facilitate review.

1. Article I. Name and Creation.

Section 1. Reworded; no provisional changes.

Section 2. Reworded; no provisional changes.

2. Article II. Purposes.

No changes recommended.

3. Article III. Membership.

Andy Romanet suggested that while reviewing the constitution we might consider reducing the number of membership categories to make it easier to keep up with the membership. Upon review, this seemed logical and the entire section has been rewritten to consolidate some of the categories and reduce the number. No category was actually eliminated and the membership requirements did not change.

4. Article IV. Voting Rights.

No changes recommended.

5. Article V. Officers.

This section has been retitled, "Officers and Board of Directors", and has been rewritten to provide for a Second Vice President. The provisions are basically the same otherwise, but have been reorganized to make them easier to follow.

The suggestion was made a couple of years ago that the Association should consider amending the constitution to provide for a Second Vice President. The feeling was that this would give an individual more time to "groom" to be President.

Section 4. The Board voted several years ago to give notice of and invite Past Presidents to all Board meetings. This section has been rewritten to make that action official by making them ex-officio members of the board without voting rights. This is a courtesy to those who have served as President.

6. Article VI. Duties.

This section has been retitled, "Duties of Officers and

Board of Directors", in an attempt to make the title more descriptive of the content. All of the sections have been rewritten for clarity except for Section 6. There are no real changes in the provisions except that the basic duties of the first and second vice presidents have been spelled out.

It was suggested that the Second Vice President should be constitutionally made the Chairman of the Finance Committee. The Committee discussed and considered this, but overall felt that it would be limiting to constitutionally tie the Association to electing a Second Vice President with a finance background. Many of the Association members have a finance background, but many who would make good leaders do not. The committee felt overall that to give the First Vice President the oversight responsibility of the Finance Committee makes more sense. This would give that person a good insight into the budget process prior to becoming President and also give them an opportunity to have input into preparation of the budget for the year they will serve as President. This frees the President to select a good strong Finance Committee Chairman with the appropriate finance background.

Section 4. This was rewritten slightly to officially designate the League representative as the custodian of the official records and the League offices as their place of residence.

Section 5. A provision was added to make the Recording Secretary constitutionally responsible for updating the History each year.

7. Article VII. Elections.

Reorganized and rewritten. No changes in provisions.

8. Article VIII. Committees and Duties.

Several years ago the Program Committee and Education Committees were combined and have remained so since that time. The Committee was divided on this point. Some felt that this was a good idea and some felt that since the focus of our Association has always been on education we should retain an Education Committee. We compromised somewhat and this section has been written to provide for both committees, but to give the President the discretion to combine the two or keep them separate as they deem appropriate.

- a. Adds Finance Committee
- b. Rewrites some of the other provisions, but does not change them.

9. Article IX. Meetings.

- a. Provides for two meetings of the Association

membership each year.

b. Provides for at least quarterly Board meetings.

c. Combines Sections 2 and 3. There seems to be no distinction between "other regular meetings" and "special meetings".

10. Article X. Quorum.

No changes. Section 2 rewritten.

11. Article XI. Amendments.

Rewritten. No provisional changes.

EXISTING

PROPOSED CHANGES

CONSTITUTION

ARTICLE I

NAME AND CREATION

SECTION 1. The name of this organization shall be the North Carolina Association of Municipal Clerks, and hereinafter will be referred to as the "Association".

SECTION 2. The Association shall be an unincorporated, non-profit organization, and shall function as an affiliate organization of the North Carolina League of Municipalities and the Institute of Government. The North Carolina League of Municipalities is hereby designated as the secretariat for the Association, and as such shall perform services for the Association as may from time to time be mutually agreed upon by the Association's Board of Directors and the League of Municipalities.

ARTICLE II

PURPOSES

SECTION 1. The purpose of this Association shall be to provide means whereby efficiency and improvements may be achieved in the operation of the clerks' offices in the cities and towns of North Carolina by:

- (a) Promoting cooperation among municipal clerks through the interchange of experiences and methods of conducting their offices, to the end that each may profit from the experiences of others.
- (b) Promoting periodic conferences or meetings of clerks for discussion of mutual problems, and by research to find solutions for same.
- (c) Promoting a closer business and social union among the municipal clerks to better enable them to uphold the principles of good government and good citizenship.
- (d) Promoting such other programs and activities as may be of value to enhance the welfare and progress of the municipal clerks' offices.

ARTICLE III

MEMBERSHIP

SECTION 1. There shall be five classes of membership: Active, Retired, Honorary, Associate and Courtesy.

ARTICLE I

NAME AND CREATION

SECTION 1. The name of the organization shall be the North Carolina Association of Municipal Clerks (hereinafter "Association").

SECTION 2. The Association shall be an unincorporated, non-profit organization and shall function as an affiliate organization of the North Carolina League of Municipalities (hereinafter "League") and the Institute of Government (hereinafter "IOG"). The League is hereby designated as the secretariat and as such shall perform services for the Association as may from time to time be mutually agreed upon.

SECTION 1: There shall be three classes of memberships: Active, Associate and Honorary.

EXISTING

PROPOSED CHANGES

Changes mainly consist of combining membership categories, no provisions change

COMBINED WITH (e) (a) Active Members. Every city or town clerk or recorder, or deputy or assistant clerk or recorder, may become an active member by notifying the Corresponding Secretary/Treasurer of the Association of his or her intention and by paying the dues for the current year. Active members shall be subject to all the rules and regulations of this Association pertaining to dues, fees and participation in the Association's activities.

COMBINED WITH (d) (b) Retired Members. Previously active members, when they leave public employment or change duties, may continue their membership in the Association, if they so desire, by paying such dues as are regularly assessed by the Association, but shall not have voting rights, nor be eligible to hold office.

REWRITTEN NO CHANGE (c) Honorary Members. Retired past presidents of the Association shall automatically become honorary members upon their retirement from governmental service and shall be so recognized at the first annual meeting after such retirement, with no annual dues being required, and provided that the retired past presidents who have heretofore retired are hereby included. Members who, in the opinion of the Board of Directors, have made such a distinct contribution to their municipality and to the Association that their efforts deserve recognition, shall be eligible for honorary membership, which shall be conferred for life, and no dues or fees of any kind shall be required. In addition to the retired past presidents, no more than one honorary membership shall be conferred by the Association at its Annual Conference on the recommendation of the Board of Directors.

COMBINED WITH (b) (d) Associate Members. This class of membership shall be available to those persons who have never been directly involved in the duties of the municipal clerk's office, but are interested in the workings of the Association and are interested in the improvement of the workings of the clerk's office, and who subscribe to the objectives of this Association. Associate members shall be responsible for such dues as are assessed by the Association.

COMBINED WITH (a) (e) Courtesy Members. This class of membership shall be offered to any new clerk appointed to fill a vacated position, provided the clerk whose position is being filled has had an active membership. Subsequent membership would be on a renewal and payment of dues basis.

SECTION 2. There shall be an annual membership fee of such amount as the Board of Directors may determine for each member of this Association.

ARTICLE IV

VOTING RIGHTS

SECTION 1. The right to vote is limited to active members only -- Each member municipality having one vote.

a. Active Members. Any person who has been sworn in as city or town clerk and performs the duties of that office regardless of the title they hold in their respective city or town is eligible for active membership. Such membership shall be in the name of the person holding the office but shall be vested with the city or town.

If the person in whose name the membership is recorded becomes dissociated with the office which qualifies them for membership, upon notice to the Corresponding Secretary/Treasurer, said membership shall be transferred to the person's successor for the remainder of the unexpired term.

Active members shall be subject to all the rules and regulations of the Association pertaining to dues, fees and participation in the Association's activities.

b. Associate Members. Any previously active member who has left public employment or changed duties making them ineligible for active membership and any person who is interested in the Association and subscribes to its objectives shall be eligible for associate membership. Associate members shall be responsible for dues and fees, but shall not have voting rights nor be eligible to hold office.

c. Honorary Members. Past presidents of the Association shall automatically become honorary members upon their retirement from governmental service. The honorary membership shall be officially conferred at the first annual meeting of the Association following retirement. In addition, persons who have made such distinct contributions to the Association that their efforts deserve recognition, shall be eligible for honorary membership. Such honorary memberships shall be conferred at the Annual Meeting of the Association, upon recommendation of the Board of Directors. With the exception of honorary memberships conferred to Past Presidents, no more than one honorary membership may be conferred in any one year. Honorary members shall not be required to pay dues or fees.

EXISTING

ARTICLE V

OFFICERS

OFFICERS AND BOARD OF DIRECTORS

SECTION 1. The right to hold office is reserved for active members only.

SECTION 2. The officers of this Association shall be President, Vice President, Corresponding Secretary/Treasurer and Recording Secretary. The President, Vice President and Recording Secretary shall have served as members of the Board of Directors. The Corresponding Secretary/Treasurer shall be a staff representative of the North Carolina League of Municipalities. It shall be the policy of the Association that the Vice President shall succeed to the Presidency at each election.

SECTION 3. The Association shall also elect twelve (12) directors. In the interest of fair representation, the Association shall be divided into twelve districts which shall be identical to those established by the North Carolina League of Municipalities (see attached map) and one director shall be elected from each district.

SECTION 4. The immediate Past President of the Association shall serve as an ex-officio member of the Board of Directors and shall have the right to vote on all matters.

SECTION 5. Terms of office for the President and Vice President shall be for one (1) year. They shall serve until successors are elected and take office. Directors shall serve two-year terms and shall not be eligible to serve more than two full successive terms. Directors' terms shall be staggered so that no more than six (6) new directors are elected each year. To accomplish this, at the first election following the adoption of this amendment, directors from Districts I, III, V, VII, IX and XI shall be elected for two-year terms. Directors from Districts II, IV, VI, VIII, X, and XII shall be elected for one-year terms. Thereafter, all directors shall be elected for two-year terms. The Vice Presidents in office at the time this amendment is adopted shall succeed to the Presidency in the manner that is in effect at the present time. No candidate for Vice President shall be nominated until 1986.

SECTION 6. In the event of a vacancy in the office of President, the Vice President shall advance to the office of President; in the event of a vacancy in the office of the Vice President, more than 90 days prior to the annual meeting, the Board of Directors shall be empowered to fill such vacancy. If the vacancy occurs 90 days or less prior to the annual meeting, such vacancy shall remain unfilled until nomination and election is made at the annual meeting. Vacancies occurring on the Board of Directors shall be filled in the same manner.

SECTION 2. The officers of the Association shall be President, First Vice President, Second Vice President, Corresponding Secretary/Treasurer and Recording Secretary. To be eligible to be elected President, First Vice President, Second Vice President and Recording Secretary, candidates shall have served one full term on the Board of Directors of the Association. The Corresponding Secretary/Treasurer shall be a staff representative of the North Carolina League of Municipalities.

Officers shall serve one year terms. They shall serve until successors are elected and take office. At each election, the First Vice President shall succeed to President and the Second Vice President shall succeed to First Vice President.

SECTION 3. Board of Directors. The Association shall be divided into twelve districts, identical to those established by the League (see attached map), and one director shall be elected from each district.

Directors shall serve two-year terms and shall not be eligible to serve more than two successive full terms. Directors' terms shall be staggered so that no more than six (6) directors are elected each year. Directors from odd numbered districts shall be elected in even numbered years and directors from even numbered districts shall be elected in odd numbered years.

SECTION 4. The immediate Past President of the Association shall serve as a member of the Board of Directors and shall have the right to vote on all matters. All other Past Presidents shall be ex-officio members of the Board without voting rights.

SECTION 6. In the event of a vacancy in the office of President, the First Vice President shall become President and the Second Vice President shall become First Vice President. If the Second Vice President position becomes vacant more than ninety (90) days prior to the date of the next annual meeting, the Board of Directors shall fill the vacancy. If the vacancy occurs less than ninety (90) days prior to the next annual meeting the position shall remain vacant until the next annual meeting. Vacancies occurring on the Board of Directors shall be filled in the same manner.

Section 2
Section 3
Section 4
Section 5
Section 6

Add
2nd VP

EXISTING

ARTICLE VI

DUTIES

SECTION 1. President. The President shall be the chief executive officer of the Association and the Chairman of the Executive Committee. He shall preside at all meetings of the Association and shall be Chairman of the Board of Directors. He shall issue the call for regular or special meetings of the Association. He shall appoint all committees and designate their chairmen. He is an ex-officio member of all committees established by the Association or the Board of Directors. It shall be the duty of the President to see that all committees function, and he shall cooperate with each committee chairman to that end. He shall perform such other duties as may from time to time be assigned to him by the Board of Directors.

SECTION 2. Vice President. If for any reason the President is unable to perform his duties, the Vice President shall occupy his position and perform his duties having the same authority as the President.

SECTION 3. Corresponding Secretary/Treasurer. The Corresponding Secretary/Treasurer shall keep all official records of the Association and shall perform such other staff work for the Association as the Board of Directors may direct. He shall keep an accurate record of all monies received by the Association and shall report the status of all financial accounts to the Association at its annual meeting and at such other times as requested by the Board of Directors.

SECTION 4. Recording Secretary. The Recording Secretary shall maintain a record of all the proceedings of the Association and the Board of Directors. He shall also assist in the performance of the duties of the Corresponding Secretary/Treasurer, if requested.

SECTION 5. Board of Directors. The Board of Directors of the Association shall govern the affairs of the Association during the period between annual meetings and shall from time to time make recommendations to the Association concerning the conduct of the Association's business and affairs. The Board of Directors shall have the authority to fix and assess dues for membership.

SECTION 6. Executive Committee. The Board of Directors shall elect two (2) of its members to serve with the President, Vice President and Recording Secretary as an Executive Committee which shall perform such duties as called upon to perform by the President or as the Board of Directors may from time to time determine. The Executive Committee shall send notice of any action taken to the Board of Directors within forty-eight (48) hours of such action. The terms of office of the Executive Committee shall correspond with their board terms.

PROPOSED

DUTIES OF OFFICERS AND BOARD OF DIRECTORS

SECTION 1. General. Except as otherwise provided in the constitution, the general powers and duties of the officers of the Association shall be as indicated by the titles of the offices.

SECTION 2. President: The President: 1) shall be the chief executive officer and the Chairman of the Executive Committee and Board of Directors; 2) shall issue the call for regular or special meetings of the Board of Directors and the membership; 3) shall appoint all committees, designate the chairmen and serve as an ex-officio member.

SECTION 3. First and Second Vice Presidents. The Vice Presidents shall assist the President as may be requested and succeed to the duties and privileges of the office when the President is unable or unavailable to perform the duties. The Vice Presidents shall be requested to serve in the order of their ranking.

The First Vice President shall serve as advisor and oversee the activities of the Finance Committee and the Program/Education Committee.

The Second Vice President shall serve as advisor and oversee the activities of all other standing committees.

SECTION 4. Corresponding Secretary/Treasurer. The Corresponding Secretary/Treasurer: 1) shall keep an accurate record of all Association monies received and disbursed and report the status of all financial accounts at the Annual Meeting and at such other times as requested by the Board of Directors; 2) shall perform staff work for the Association in accordance with the terms of an agreement entered into annually between the Association and the League; 3) and shall be the custodian of the official records of the Association and as such shall store the permanent, legal and historical records as well as pertinent promotional materials in a secure and safe environment within the offices of the League. An inventory of any such records and materials shall be prepared annually and furnished to the President.

SECTION 5. Recording Secretary. The Recording Secretary: 1) shall maintain a full and accurate record of all the meetings of the Board of Directors; 2) shall be the historian and update the Association history at the end of each term; and 3) shall assist in the performance of duties of the Corresponding Secretary/Treasurer if requested.

SECTION 6. Executive Committee. The Executive Committee shall be comprised of the President, the First Vice President, the Second Vice President, the Recording Secretary and two (2) members of the Board of Directors who shall be elected by vote of the Board of Directors and shall serve one year terms. The Executive Committee is empowered to take emergency action required between Board meetings provided that any action so taken shall be reported to the full Board within forty-eight hours of such action. Any action so taken shall be presented to the full Board at its next meeting for ratification or rescission.

All sections except (5) rewritten. No real changes except to add provisions for first and second vice presidents in (3)

EXISTING

ARTICLE VII

ELECTIONS

SECTION 1. The President shall, prior to the annual meeting, appoint a Nominating Committee, who at the annual meeting shall submit nominees for the Association's officers and directors. Additional nominations may be made from the floor at the meeting at which the annual election is held.

SECTION 2. The election of officers and directors shall take place at the annual meeting. The nominees receiving the highest number of votes cast for the respective office shall be declared duly elected.

SECTION 3. The officers and directors shall begin their terms of office immediately preceding the adjournment of the meeting at which they are elected.

ARTICLE VIII

COMMITTEES AND DUTIES

SECTION 1. The President shall have the power to appoint such committees as may be necessary for the proper transaction of business.

SECTION 2. There shall be appointed standing committees as follows:

- (a) Nominating Committee. The Nominating Committee shall be composed of three Past Presidents. The immediate Past President shall be Chairman. It shall be the duty of this Committee to nominate a slate of officers to be presented for election at the Annual Conference.
- (b) Program Committee. The Program Committee shall formulate programs for the North Carolina League Convention, Clerks' School, usually held in January, and the Annual Conference. These programs shall be coordinated with the North Carolina League of Municipalities and the Institute of Government.
- (c) Education Committee. The Education Committee shall plan and coordinate educational seminars for the enhancement of the municipal clerks' performance; one such educational program to be the Clerks' Certification School.
- (d) Annual Conference Site Selection Committee. The Site Selection Committee shall also obtain the best possible location for the Annual Spring Conference, keeping in mind the rotation from the Coast to the Piedmont to the Mountains. This Committee shall make site recommendations for the Annual Conference to be held the fiscal year following the fiscal year in which they are appointed. In addition to members named by the President, the North Carolina League of Municipalities' representative and a representative to be named by the County Clerks' Association shall also serve.

PROPOSED CHANGES

ARTICLE VII

ELECTIONS

*Reorganized
and rewritten
no changes.*

SECTION 1. The election of officers and directors shall take place at the annual meeting of the Association. The nominees receiving the highest number of votes cast for the respective offices shall be declared duly elected.

SECTION 2. At the annual meeting, the Nominating Committee shall submit a list of nominees for officers and directors who meet the qualifications for the respective offices as set forth in the constitution. Additional nominations may be made from the floor.

SECTION 3. The officers and directors shall take the oath of office at the closing event of the annual meeting and shall begin their terms immediately thereafter.

ARTICLE VIII

COMMITTEES AND DUTIES

SECTION 1. The following standing committees are hereby established:

- (b) Program Committee. The Program Committee, in cooperation with the League and the IOG, shall formulate programs for all of the official meetings of the Association and for any programs or activities sponsored by the Association at the League Annual Convention.
- (c) Education Committee. The Education Committee shall plan and coordinate educational seminars for the enhancement of municipal clerks' performance such as the Clerk's Certification School and Advanced Academy programs. This committee shall annually set educational goals which are designed to further enhance the performance of Clerks in their jobs.
- (d) Finance Committee. The Finance Committee shall be composed of four members, one of which shall be a member of the Board of Directors, two members of the Association at large, the Corresponding Secretary/Treasurer. The committee shall prepare a balanced operating budget for the Association annually, arrange an annual audit and assist the Corresponding Secretary/Treasurer in administering the financial affairs. The budget shall be presented to the membership for review and input during the business meeting held in conjunction with the Annual Clerk's School at the IOG. The Board of Directors shall adopt the budget at the final Board meeting prior to the annual meeting. The final budget and audit report shall be presented to the membership at the annual meeting.

*See next page for
Remainder of ARTICLE VIII*

EXISTING

(e) Membership Committee. The Membership Committee shall be composed of fourteen (14) members as follows: a general chairman appointed from the membership at large, twelve (12) district representatives, one from each district and the State IIMC Membership Chairman. It shall be the duty of this Committee to solicit and promote membership in the Association and the International Institute of Municipal Clerks within their respective districts.

~~SECTION 3. Committee actions are to be referred to the Board of Directors for review and recommendation for final action.~~

ARTICLE IX

MEETINGS

SECTION 1. The annual business meeting of the Association shall be held in conjunction with and as a part of the Annual Conference of the Association.

SECTION 2. Other regular meetings may be held as deemed necessary. The time and place of such meetings may be determined by the Association or the Board of Directors. Notice shall be given to each member and to the Executive Director of the North Carolina League of Municipalities at least thirty (30) days prior to the meeting date.

SECTION 3. Special meetings of the Association may be called by the President, a majority of the Board of Directors, or five (5) active members, upon written notice to the entire membership and to the Executive Director of the North Carolina League of Municipalities. This notice shall state the purpose of the special meeting. Meetings for the purpose of amending the Constitution shall contain a copy of the proposed amendment.

SECTION 4. The Board of Directors shall meet at least semi-annually. Written notice of time and place shall be given at least ten (10) days in advance of the meeting.

SECTION 5. Special meetings of the Board of Directors may be called by the President or two members of the Board of Directors upon giving advance written notice of at least twenty-four hours.

ARTICLE X

QUORUM

SECTION 1. A majority of the members of the Board of Directors shall constitute a quorum sufficient for the conduct of the business of the Board of Directors. The affirmative vote of a majority of those present, a quorum being present, shall be sufficient to carry any question being voted upon.

PROPOSED CHANGES

(e) Annual Conference Site Selection Committee. The Site Selection Committee shall investigate and make recommendations to the Board of Directors for the best possible location for the Association's Annual Conference utilizing the criteria outlined in the Municipal Clerks Handbook.

This committee shall include a staff representative of the League, a director from the region where the conference is to be held and at least one other clerk from that region.

(f) Membership Committee. The Membership Committee shall recruit and promote membership in the Association and the International Institute of Municipal Clerks. It shall be composed of a general chairman appointed from the membership at large, one (1) representative from each of the twelve districts and the IIMC membership representative(s).

SECTION 3. The Program Committee and the Education Committee may be combined at the discretion of the President.

SECTION 4. Committee recommendations shall be reported to the Board of Directors for review and recommendation for final action. This provision shall not be applicable to the Nominating Committee.

SECTION 5. The President may create such other committees as may be deemed necessary for the orderly and efficient conduct of the Association's business.

ARTICLE IX

MEETINGS

SECTION 1. The Association shall hold two business meetings during the year. The annual business meeting shall be held in conjunction with and as a part of the Annual Conference each year. The other business meeting shall be held during the Annual City/County Clerk's School at the IOG.

SECTION 2. Special meetings may be called by the President, a majority of the Board of Directors, or five (5) active members. Written notice of any meeting so called shall be given to the entire membership and to the Executive Director of the League. The notice shall state the purpose of the meeting.

SECTION ³~~2~~. The Board of Directors shall meet at least quarterly. Written notice of the time and place shall be given to the directors, officers and past presidents at least ten (10) days in advance of the meeting.

SECTION ⁴~~5~~. Special meetings of the Board of Directors may be called by the President or two members of the Board. Written notice of any meeting so called shall be given to the directors, officers and past presidents at least twenty-four (24) hours in advance.

EXISTING

SECTION 2. In the event a quorum of the members of the Board of Directors then holding office cannot be obtained for a regular or special meeting, and it is urgent that particular matters of business be taken up, then the Board of Directors may take action, subject to later approval or rescission by the remaining members of the Board of Directors.

SECTION 3. Ten percent (10%) of the active members of the Association shall constitute a quorum sufficient for the conduct of business of the Association. The affirmative vote of a majority of those present, a quorum being present, shall be sufficient to carry any question being voted upon.

ARTICLE XI

AMENDMENTS

SECTION 1. Amendments to this Constitution may be made by the active members of the Association at any regular or special meeting. However, no such amendment shall be voted upon unless and until a copy of the proposed amendment has been furnished to each active member of the Association and to the Executive Director of the League of Municipalities at least thirty (30) days prior to the meeting. A quorum being present, an affirmative vote of a majority of the active members present shall be sufficient to adopt such amendment.

*Revised -
no provision
changes.*

PROPOSED CHANGES

SECTION 2. In the event a quorum of the Board of Directors then holding office cannot be obtained for a regular or special meeting, and it is urgent that particular matters of business be taken up, those Directors present may take action, subject to approval or rescission by a majority of the Board.

ARTICLE XI

AMENDMENTS

SECTION 1. The Constitution may be amended by a vote of active members, present and voting at any regular or special meeting of the Association that has been duly called and noticed in accordance with its provisions. However, no amendments shall be voted upon unless and until a copy of the proposed amendments shall have been furnished to each active member of the Association and to the Executive Director of the League at least thirty (30) days in advance of the meeting. A quorum being present, an affirmative vote of a majority of the active members present shall be sufficient to adopt such amendment.