PALM BEACH COUNTY

MUNICIPAL CLERKS ASSOCIATION

BY-LAWS

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Presented by the By-laws & Rules Committee

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ARTICLE I: NAME

Section 1. The name of this organization shall be the PALM BEACH COUNTY MUNICIPAL CLERKS ASSOCIATION.

ARTICLE II: OBJECTIVE

The Palm Beach County Municipal Clerks Association is a not-for profit professional association dedicated to the preservation, promotion, education and professional recognition of Municipal Clerks throughout Palm Beach County by:

Providing a forum for discussion of mutual concerns.
Developing, insofar as possible, uniform procedures and standards for municipal clerks throughout the county.
Promoting Palm Beach County Municipal Clerks as professionals.

ARTICLE III: MEMBERSHIP

Section 1. Any Municipal Clerk, regardless of additional title, Deputy Municipal Clerk, duly elected or appointed to said office in any municipality in Palm Beach County is eligible for membership. Clerks from Hendry County and Martin County will be considered for membership on a case-by-case basis.

Section 2. Payment of dues shall constitute membership, with each paid Active Member, Associate Member, and Retiree Member being entitled to one (1) vote. Dues for Honorary Members shall be waived; however, Honorary Members shall not be entitled to a vote.

Section 3. Membership shall be distinguished as follows:

ACTIVE MEMBERSHIP: Any appointed or elected Municipal Clerk, Recorder, or Deputy shall become an Active Member for their municipality upon payment of annual membership dues by the municipality. An Active Member shall have all rights associated with membership including the right to vote, hold office, and are eligible for scholarships. *(Includes newly hired or appointed Municipal Clerks, Recorders, or Deputies.)*

ASSOCIATE MEMBERSHIP: Individuals serving in an administrative or legislative body of municipal government may become an Associate Member upon payment of annual dues. Associate Members do not have the right to vote, hold office, or obtain scholarships; but they can take advantage of becoming a member of a committee within the association. Should they eventually assume the job of Municipal Clerk, Recorder, or Deputy, they could then become an Active Member of the Association and become eligible for scholarships.

ARTICLE III: MEMBERSHIP

RETIREE MEMBERSHIP: Any former Active Member, who has been active with the Association for ten years or longer and retires from their office of Municipal Clerk, Recorder, or Deputy, may be designated as a Retiree Member. Such members shall not have the right to vote or hold office. This designation shall be given to those members who request to have this on their behalf.

HONORARY MEMBERSHIP: Any former Active Member who, through retirement or other reasons, is no longer a Municipal Clerk, Recorder or Deputy, may become an Honorary Member. Such members shall have all the privileges of the Association except the right to vote or hold office. Special Honorary Memberships may also be granted to individuals who have not been Active Members of the Association. The names of such individuals shall be submitted to any member of the Board of Directors for presentation at the next business meeting. Approval of such special Honorary Memberships shall be by a majority vote of those voting members present.

ARTICLE IV: DUES

Section 1. Annual dues for membership shall be recommended by the Board of Directors and approved by a majority of the membership biennially, on even years.

ARTICLE V: OFFICERS AND TERMS OF OFFICE

Section 1. The officers of this organization shall be the President, the Immediate Past President, and the Vice-President who shall automatically succeed to the office of the President, the Secretary, and the Treasurer.

The Board of Directors shall consist of the Officers of the organization and seven Directors appointed pursuant to Article VIII.

Section 2. Qualifications for Officers- All officers shall be Active Members in good standing for at least two (2) consecutive years with membership dues paid in full; must have attended 75% of the Association meetings in the past two (2) consecutive years; and must provide a letter of support from the municipality that is signed by the immediate supervisor.

Section 3. Term of Office - The term of office for all officers shall be one (1) year or until their successors have been elected. The President and Vice President shall serve no more than one full term; the Secretary and Treasurer shall have no term limits. There is no limit on the number of consecutive terms one may serve as a Director. An officer who has not been re-appointed or re-elected in his/her municipality shall continue to fill his/her organizational office until a successor has been appointed.

ARTICLE VI: NOMINATIONS AND ELECTIONS

Section 1. Nominating Procedures - The Nominating Committee shall present a proposed slate of officers to the membership at the August meeting. Nomination Ballots shall be distributed to every member, not later than July 1 of each year, to be returned to and tallied by the committee not later than August 1 of each year, to develop a slate of Officers to be considered for election and presented to the general membership at the August meeting. At that time nominations for offices shall be accepted from the floor. (See Article VII, Section 6.)

a) In the event the Nominating Committee has no eligible candidates that meet the qualifications for Officers outlined in Article V., Section 2, nominations shall be accepted as long as the nominee meets the below criteria:

   a. Served at least three years as a Municipal Clerk or Deputy Clerk;
   b. Provides a letter of support from their municipality;
   c. Has served on or chaired a PBCMCA Committee;
   d. Possesses specific knowledge or skills directly related to the position

If more than one (1) person is nominated for the same position and they meet all the provisional criteria above, the nominees will be placed on the ballot for election as outlined in the Section 2 Election Procedure.

In the event there are no qualified candidates that meet the above criteria for qualifications at the August meeting, the Nominating Committee shall distribute a new ballot to the Association with a space to write-in a candidate by September 1st. Those who desire to nominate themselves or another candidate may do so by returning their ballot to the Nominating Committee no later than October 1st. The write-in candidates shall be contacted by the Nominating Committee chair or designee to verify acceptance of the nomination and that they meet the qualifications.

In the event there are no qualified candidates for any officer position, the Immediate Past President will serve as the interim Officer until a qualified candidate volunteers to fill the vacant position.

Section 2. Election Procedures - Voting shall be by show of hands for an unopposed slate at the August meeting. Voting shall be by secret ballot if more than one (1) person is nominated for the same office. The Nominating Committee shall mail each member one ballot that must be returned on or before September 30th of that year. A majority vote shall elect. Results will be formally announced at the October meeting and the elected Officers sworn in at that time. (See Article VII, Section 6.)

In the event of a tie vote for any office, the winner shall be determined by a flip of a coin during the October meeting and the winner will be sworn in at that time.

ARTICLE VII: DUTIES OF OFFICERS

Section 1. The **President** shall:

Preside at all meetings of the Association; be responsible for the business agenda and shall perform all other duties usually pertaining to the office.
Guide the organization in the accomplishment of its mission and overall goals and objectives.
Be a member ex-officio of all Committees.
Appoint Committees not specifically provided for within the by-laws as deemed necessary.
Appoint standing Committee chairs and members.
Appoint an association Historian.
Appoint a Nominating Director should the Past President not be available to serve as the Chair of the Nominating Committee.
Chair and call meetings of the Board of Directors.
Serve as Registered Agent and ensure the renewal of the corporation as required by the State of Florida.

- Monitor the Association's checking account to review online banking activity.

ARTICLE VII: DUTIES OF OFFICERS

Section 2. The **Vice President** shall:

Prepare to assume the duties of the President at the end of that term of office or in the absence or inability of the President.
Preside over any meeting at which the President is unable to preside.
Automatically become President in the event a vacancy occurs in that office prior to the completion of the term of office.
Arrange for the location of the regular meetings.
Serve as the program and publicity chair in conjunction with the hosting clerk.

- Monitor the Association's checking account to review online banking activity.
Chair the Scholarship Committee

Section 3. The **Secretary** shall:

Keep an accurate record of the proceedings of all meetings of the Association.
Preserve in a permanent file all records and correspondence of value to the association and its officers to be transferred to a successor at the conclusion of the term.
Notify all appointees of their duties.
Carry on all official correspondence of the Association.
Perform such other duties as usually pertain to the office.

Section 4. The **Treasurer** shall:

Keep the accounts of the Association.
Receive and be custodian of all funds, which shall be deposited in a financial institution approved by the membership.
Pay invoices properly approved by the Board of Directors, or President; and pay out such funds as are authorized by the membership; or pay an expense not to exceed Two Hundred Fifty Dollars ($250) for the purpose of an unanticipated and/or obligatory expense.
Report to the membership at the regular meetings.
Present a proposed budget at the August meeting for the forthcoming fiscal year and shall present a fiscal year financial report at the October annual meeting.

- Ensure President and Vice President have online access to the Association's checking account so they may review banking activity.

Maintain the records retention schedule approved by the membership.

ARTICLE VII: DUTIES OF OFFICERS

The financial books of the association while in the custody of the Treasurer shall always be open for inspection. In the absence or inability of the Treasurer to perform the duties of that office, the President or Vice President shall be authorized to sign checks.

Section 5. **Past President's** Role – The immediate Past President shall serve on the Board of Directors to offer counsel and advice and to provide continuity for ongoing programs and shall preside over any meeting at which both the President and Vice President are unable to preside. The Past President shall chair the Nominating Committee and shall otherwise be an active member of the Board of Directors, assisting in the accomplishment of the goals and objectives of the organization. (See Article V, Section 1.)

Section 6. **Appointment for Vacancy** – Whenever a vacancy occurs in the Vice Presidency, Secretary, and/or Treasurer the Nominating Committee shall gather nominations for a replacement, and if un-opposed it will be recorded by an Aye/Nay vote at the next scheduled meeting. If there is more than one candidate, ballots will be mailed to the membership and the results announced at the next scheduled meeting. The President has the authority to appoint an interim Vice President until the election; the Past President may also be called upon to serve as Interim Vice President. Whenever a vacancy occurs in the other Directors, the president shall make an appointment to fill the vacancy.

ARTICLE VIII: BOARD OF DIRECTORS

Section 1. The Board of Directors shall provide leadership, guidance, and general direction for the association and its Committees. The Board of Directors shall strive to set and accomplish goals and objectives for the organization and its committees.

Section 2. The Board of Directors shall consist of the President, Immediate Past President, Vice President, Secretary, Treasurer; and eight (8) Directors, appointed by the President, who shall chair the Legislative, Education, Membership, By-Laws and Rules, Scholarship, Nominating, Mentoring, and Election Committees. The President shall chair the Board of Directors. (See Article VII, Section 1.)

Section 3. The Board of Directors shall meet no less than once a year with additional meetings as called by the President or upon the written request of three (3) Board Members.

ARTICLE IX: COMMITTEES

All committees, unless otherwise stated herein, shall consist of a Chairperson. All Chairpersons must be Active Members who shall also serve as a Director, with a minimum of two (2) committee members. The President shall make all appointments unless otherwise noted in this article. In the event a committee member does not actively participate, the Director may make a recommendation to the President to remove the non-participating member.

Section 1. The **Legislative Committee** shall be responsible for monitoring the Florida State Legislature and Palm Beach County Commission and informing the Board and the membership of pending legislation that affects the Municipal Clerk profession. This may include recommendation of, support of, or opposition to legislation.

Section 2. The **Education Committee** shall identify, promulgate, and coordinate continuing education opportunities for the membership.

Section 3. The **Membership Committee** shall solicit new members to the association and provide a membership report at the annual meeting. It shall be responsible for the maintenance and distribution of a member contact list including but not limited to USPS address, e-mail address, telephone, and facsimile numbers; shall develop membership application and renewal/invoice forms; shall compile and distribute new member information and shall send out invoices for annual dues to each municipality by September 30th of each year.

Section 4. The **Election Committee** shall be responsible for: ensuring the most current information and election law changes are made available to all members of the association, well in advance of each municipal election, by means of but not limited to tracking House and Senate bills relating to elections, tracking legislative sessions of the State's sub-committee on Elections and Ethics and tracking the activities of the FSASE (Florida State Association of Supervisor of Elections; and to design and implement an annual elections informational session for the Association no later than July of each year.

Section 5. The **By-laws/Rules Committee** shall review the by-laws of the association and make recommendations for changes at the August meeting. Amendments to the by- laws shall be given to membership at least 45 days prior to final adoption. Amendments and/or changes to the amendments may be proposed at the time of the meeting if presented in written form to all members present. The presiding officer, during discussion, may accept technical corrections. The committee shall review

records to establish and maintain a Policies & Procedures Manual to provide direction for the Board of Directors and general membership.

ARTICLE IX: COMMITTEES

Section 6. The **Nominating Committee** shall be chaired by the Immediate Past President or a Nominating Director appointed by the President. The committee shall prepare and present a slate of officers to the general membership at the August meeting each year. (See Article VI, Section 1 and 2; Article VII, Section 6.)

Section 7. The **Scholarship Committee** shall be comprised of at least three members, in addition to the Vice President. The Vice President shall serve as Chair of the Scholarship Committee but will be a non-voting member of the Committee. The committee shall:

Develop and maintain application forms, criteria and ranking procedures;
Publicize scholarship availability for IIMC approved education and scholarship availability for Palm Beach County high school seniors and municipal clerk personnel; and
Receive, review, rank, and recommend applicants for scholarship awards;
Notify applicants of the determination of the Committee; and
Receive proof of attendance and forward documentation to the Treasurer for processing reimbursement payments.

Section 8. **Sunshine Committee** - The Sunshine Committee, with authorization from the President, shall be responsible for sending a bouquet or basket of flowers and/or a card to active association members or retirees who become ill, or have a serious event in their life, to offer association support to that member. During any time that flowers and/or baby baskets, etc. shall be sent from the Association, the dollar limit shall not exceed $250.00.

Section 9. **Other Association Positions** - Historian and Webmaster. It is in the best interests of the Association to establish a Historian and Webmaster position. These positions shall be appointed by the President.

Section 9(a). **Historian** - The Historian shall be responsible for collecting and organizing photographs. The Association shall provide all reasonable materials necessary to capture the events at memorable meetings, conferences, and seminars of the association.

Section 9(b). **Webmaster - The Webmaster shall be responsible for the PBCMCA website in order to provide efficient and effective communication with the membership.**

The Webmaster shall serve as a point of contact between the PBCMCA and the Palm Beach County League of Cities (website host).

Section 10. The Mentoring Committee shall provide a framework to facilitate the exchange of knowledge and experience between Clerks to provide assistance and support in the performance of their duties.

ARTICLE X: CERTIFICATION PROGRAMS

The Palm Beach County Municipal Clerks Association is a professional association dedicated to the preservation, promotion, education and professional recognition of Municipal Clerks throughout Palm Beach County. Therefore, the Association endorses and encourages all Palm Beach County Municipal Clerks to be active participants in obtaining the Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) Certification designation through certification programs that are offered and awarded by the International Institute of Municipal Clerks (IIMC):

Section 1. **Certified Municipal Clerk (CMC) Program** - The Palm Beach County Municipal Clerks Association endorses the Certified Municipal Clerk (CMC) Certification Program and encourages every member of the association to become a Certified Municipal Clerk. The International Institute of Municipal Clerks (IIMC) certification program provides the criteria and requirements to complete the program, which includes attending a three (3) year Fall Academy that is provided through the Florida Association of City Clerks. The IIMC oversees the certification program and awards the CMC designation. Each member of the association who has completed all requirements of the three (3) year program and has received their CMC designation shall inform the President of the Association so as to be recognized before the membership at the next meeting.

Section 2. **Master Municipal Clerk (MMC) Program** - The Palm Beach County Municipal Clerks Association endorses the highest certification level, the Master Municipal Clerk (MMC) Program. The Association encourages every member to continue their educational endeavors to become a Master Municipal Clerk (MMC). The International Institute of Municipal Clerks (IIMC) provides the criteria and requirements to complete this program through educational opportunities offered by the Florida Association of City Clerks. The IIMC oversees the program and awards the MMC designation. Each member of the association who has completed all requirements of the program and has achieved their MMC Certification shall inform the President of the Association so as to be recognized before the membership at the next meeting.

ARTICLE XI: MEETINGS

Section 1. Regular meetings of this Association shall be held every other month on the fourth (4th) Thursday of said month at 11:45 a.m., except the December meeting shall be determined by a majority vote of the membership.

Section 2. Special meetings may be called by the President or by written request of three (3) members of the Association, provided notice stating the purpose of the meeting shall be given to the membership at least seven (7) working days prior the date of the special meeting.

Section 3. An annual meeting shall be held on the regular meeting date in October each year at which time there shall be an installation of the officers of the Association and such other business that may properly come before this meeting.

Section 4. Only those members in attendance at a meeting shall have a vote, except a written ballot question in which case it shall be mailed to every paid member.

Section5. A quorum shall consist of representative attendance from twenty-five percent (25) of the member municipalities, plus at least one (1) officer of this association.

Section 6. The fiscal year shall be October 1st through September 30th.

ARTICLE XII: PARLIAMENTARY AUTHORITY

Section 1. The rules contained in Roberts Rules of Order, Revised, Current Edition, shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with the by-laws of this Association.

ARTICLE XIII: AMENDMENTS

Section 1. In Addition, these by-laws may be amended at any regular meeting of the Association by a two-thirds (2/3) vote of the membership present, providing the amendment(s) shall have been presented to the membership at least 45 days prior to the meeting.

The foregoing by-laws were drafted at an organizational meeting held on May 18, 1989 for presentation and adoption at the regular meeting held on July 27, 1989.

Amendments to the By-Laws of the Palm Beach County Municipal Clerks' Association as follows:

- An amendment was read for the first time and approved on June 23,1994.
- Amendments were read for the second time and adopted on August 25,1994.
- Amendments were read for the first time and approved on August 24,2000.
- Amendments were read for the second time and adopted on October 26,2000.
- Amendments were read for the first time and approved on August 22,2002.
- Amendments were read for the second time and adopted on October 24,2002.
- Amendments were read for the first time on August 28,2003.
- Amendments were read for the second time on October 23,2003.
- Additional amendments to the By-Laws listed were read for the third time on February 23, 2004.
- Reviewed amendments at the April 22, 2004 meeting, without approval for the Certification Programs.
- Reviewed at the April 28, 2005 meeting; all revisions were unanimously approved including Certification Programs.
- Revised Article X re: CMC and MMC recognition and presentation at member's Council meeting.
- Amendments were read for the first time on August 24,2006.
- Amendments were read for the second time and adopted on October 26,2006.
- Amendments were read for the first time on October 23,2008.
- Amendments were read for the second time and adopted on December 12,2008.
- Amendments were read for the first time on April 22,2010.
- Amendments were read for the second time and adopted on June 24,2010.
- Reviewed at August 27, 2010 meeting; revisions suggested for Article IX, Section 4 Elections Committee and Article XIII, Section 1.
- Amendments to be read for the first time October 28,2010.
- Amendments were read for the first time and approved on October 28,2010.
- Amendments to be read for the second time on December 17,2010.
- Amendments were read for the second time and approved on December 17,2010.
- Amendments to be read for the first time August 25,2011.
- Amendments were read for the second time and adopted on October 20,2011.
- Amendments were read for the first time and adopted on August 23,2012.
- Amendments were read for the second time and adopted on October 25,2012.
- Amendments were read for the first time on August 22,2013.
- Amendments were read for the second time and adopted on October 24,2013.
- Amendments were read for the first time on February 27,2014.
- Amendments were read for the second time and adopted on April 24,2014.
- Amendments were read for the first time on August 28,2014.
- Amendments were read for the second time and adopted on October 23,2014.

- Amendments were read for the first time on April 23, 2015.
- Amendments were read for the second time and adopted on June 25, 2015.
- Amendments were read for the first time on August 27, 2015.
- Amendments were read for the second time and adopted on October 22, 2015.
- Amendments were read and adopted on April 28, 2016.
- Amendments were read and adopted on October 27, 2016
- Amendments were read and adopted on December 15, 2016
- Amendments were read and adopted on February 23, 2017
- Amendments were read and adopted on October 29, 2020
- Amendments were read and adopted on August 26, 2021

- Revised 09/09/2021
- Amendments were read for the first time on April 27, 2023
- Amendments were read for the second time on June 30, 2023
- Amendments were read for the first time on August 22, 2024
- Amendments were presented and adopted on October 24, 2024
- Amendments were read for the first time on August 28, 2025.
- Amendments were read for the second time and adopted on October 23, 2025.