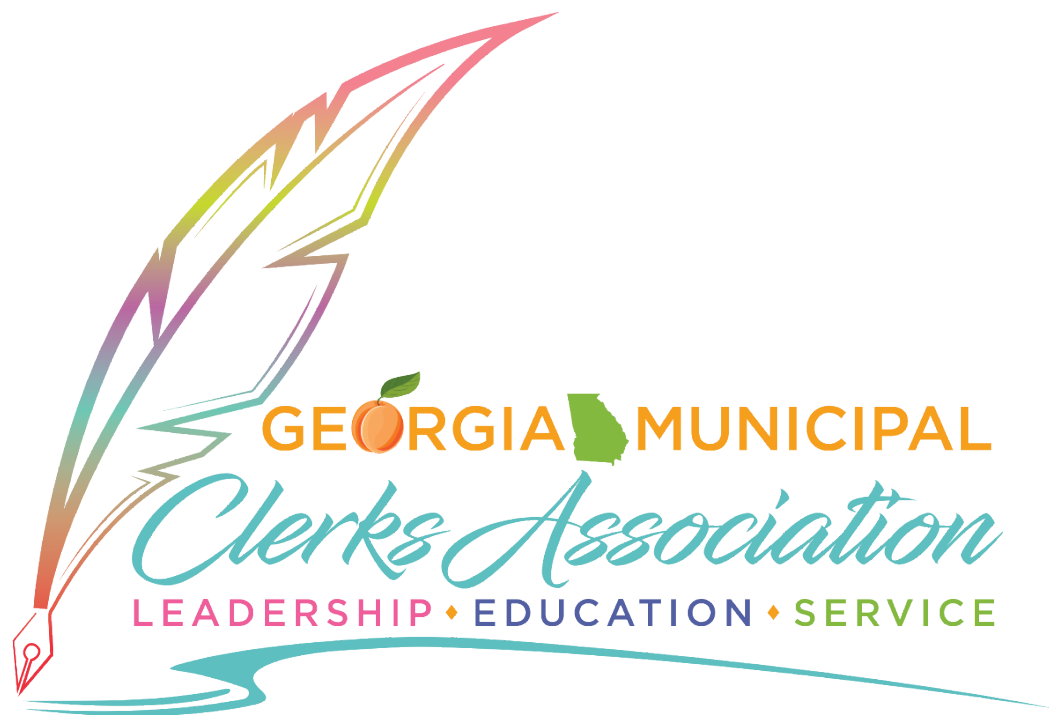


# GMCA POLICIES AND PROCEDURES MANUAL



**This manual includes the official policies and procedures for the four GMCA Standing Committees: Education, Elections, Finance and Nominations**

# **EDUCATION COMMITTEE**

## **COMPOSITION**

The composition of the GMCA Education Committee shall be as noted below.

Chairman: Immediate Past President or most recent Active Past President  
Vice Chair: President  
Members: Three additional members to be appointed by Chairman and include clerks in various levels of the certification process.  
Ex Officio Member: GMCA Business Manager  
CVIOG Director of Georgia Clerks Education Institute

## **PURPOSE**

State law (O.C.G.A. § 36-1-24 and § 36-45-20) requires anyone holding the title of clerk or performing the duties of a municipal or county clerk pursuant to the local charter, ordinance, or code shall attend and complete a course of training on matters pertaining to the basic performance of his or her official duties. Mandated training is offered at Georgia Clerks Education Institute programs, and the 15-hour mandated training course counts toward the 101 hours required for certification as a Georgia Certified Clerk.

The GMCA Education Committee works in partnership with the Carl Vinson Institute of Government (CVIOG), the Georgia Municipal Association (GMA) and the International Institute of Municipal Clerks (IIMC) to implement high quality educational programs to assist municipal clerks carry out their duties in an efficient and professional manner.

## **EDUCATION/CERTIFICATION PROGRAMS**

The purpose of the GMCA Education Committee is to promote educational and professional development certification through the Carl Vinson Institute of Government (CVIOG) or through the International Institute of Municipal Clerks (IIMC). The program is designed to train clerks in small and large municipalities. Certificates may be earned by completing the Certificate Program Curriculum outlined in the Georgia Clerks Education Institute Clerks Certification Guidelines.

Professional certification designations are earned by completing International Institute of Municipal Clerks education program requirements.

## **DUTIES/RESPONSIBILITIES**

1. All committee members shall attend either the Spring or the Fall Conference and shall be available to assist GMCA members with education related questions.

2. The Chairperson shall attend meetings and actively participate to successfully carry out the committee's duties as contained herein in a timely manner.
3. The Chairperson shall report committee activities to the Executive Board as requested by the President and at all regular GMCA business meetings. The Chair shall submit a written report to the President, in advance of the meeting, when unable to attend.
4. The Chairperson, Vice Chair and Past President or Treasurer shall serve on the Carl Vinson Institute of Government Georgia Clerks Education Institute Joint Advisory Committee.
5. Every even numbered year, the committee shall poll the membership to identify future courses and to gather any additional education related information needed at that time. The Chairperson shall determine when and how to poll the membership if not specified by the President at the Spring Board Meeting.
6. The committee shall recommend speakers and hot topics to the Georgia Clerks Education Institute Joint Advisory Committee.
7. The committee shall assist the Business Manager, as needed, with publication of educational opportunities, i.e., articles for the monthly newsletter, posting on the Clerk's list serve and postings on the GMCA website.
8. The committee shall receive and review conference evaluations/surveys and may choose to monitor courses at any time.
9. Every odd numbered year, the Committee shall, in conjunction with Carl Vinson Institute of Government (CVIOG), review and recommend updates to the recertification process.
10. For the purpose of recertification, the Committee shall review training records and recommend recertification to CVIOG when certification criteria has been met.
11. Every five to ten years, the committee shall work in conjunction with the Carl Vinson Institute of Government (CVIOG) and the Georgia County Clerks Association (GCCA) to review and update the education curriculum as needed.

## **Finance Committee**

### **COMPOSITION**

The composition of the GMCA Finance Committee shall be as noted below:

Chairperson:	Treasurer
Vice Chair:	Secretary
Members:	Vice President and Member at Large (appointed by Chair)
Ex Officio:	Business Manager

### **PURPOSE**

The Finance Committee shall serve as the financial advisory committee to the Board of Directors. The Finance Committee Chair or Vice Chair shall, along with the Business Manager present the annual budget to the Board, review monthly reports, review the audited financial statements and report to the Board of Director any areas of concerns.

### **DUTIES/RESPONSIBILITIES:**

1. Preparation and Adoption – The Finance Committee and Business Manager shall prepare the budget. All budget requests shall be compiled into a total “line item” budget by the Finance Committee/Business Manager for review and distribution to the GMCA Board of Directors prior to fall business meeting. (August).
2. The budget shall be adopted by the GMCA Board of Directors prior to the Business Meeting in September. The Finance Committee and Business Manager will provide the general membership with a copy of the Budget at the Business Meeting in September.
3. Preparation of the annual operating budget will begin at the Planning Retreat in March and be presented to the Board of Directors for review and adoption no later than August 31<sup>st</sup>.
4. Finance Committee Chair, Board of Directors, and all Committee Chairs shall submit to the Business Manager all budget requests no later than July 31<sup>st</sup>.
5. All current expenditures shall be financed with current revenues. GMCA shall avoid budgetary procedures that balance current expenditures through the obligation of future resources.

6. In accordance with State Law, the annual budget shall be balanced. Total anticipated revenues shall equal total anticipated expenditures. The annual budget shall be adopted on a basis of accounting consistent with generally accepted accounting principles.
7. GMCA may include in the budget a line item for contingency to be used for unforeseen emergencies.
8. Maintenance and Administration – The Treasurer and the GMCA Business Manager shall authorize all normal and regular expenditures as budgeted. In the absence of the Treasurer, the President can grant approval of expenditures. Expenditures outside the adopted budget in excess of \$1,000 will require an approved budget amendment by the Finance Committee.
9. No expenses will be incurred until the Business Manager has been advised that their funding request has been approved.

Deadlines:

July: Identify and submit budget justification requested (if any) necessary to accomplish the Committee's goals and objectives to the Business Manager. All requests will be reviewed by the Finance Committee no later than July 31<sup>st</sup>.

August: Proposed budget will be presented to the Finance Committee in mid- August for review and recommendation to the Board of Directors. A conference call between the Finance Committee and the Board of Directors will be held no later than August 31<sup>st</sup> for the purpose to review and discuss for proposed changes.

Prior to the September GMCA Board Meeting, the Business Manager shall post to the GMCA web site and in the monthly newsletter the proposed budget.

September: The GMCA Board of Directors shall adopt a **balanced** budget at the September GMCA Board Meeting. Once approved by the Board of Directors the annual adopted budget shall govern the financial affairs of the Association.

# ELECTIONS COMMITTEE

## COMPOSITION (revised 10.21)

The composition of the GMCA Elections Committee shall be as noted below:

Chairperson: Vice-President  
Co-Chair: Treasurer  
Members: (1) Past President  
(2) District Directors

GMCA Business Manager shall serve as an Ex-Officio Member

Committee Members shall be selected by the Chairperson.

## PURPOSE

To conduct and supervise all elections and other necessary voting by GMCA members.

## DUTIES AND RESPONSIBILITIES

The Board of Directors shall determine matters that require votes to be taken by the membership. When such matters are determined, the Elections Chair in conjunction with the Business Manager shall determine when to notify the membership via email and postings to the website what matters will be voted on. Work with Business Manager to identify votes to be taken by Members of the Body.

## ELECTION PROCEDURES

At the GMCA Business Meeting in February, the Vice President succeeds to President, the Treasurer succeeds to Vice President, the Secretary succeeds to Treasurer, and a new Secretary is added to Office. The President, Vice President, Treasurer, Secretary, and District Directors of the Association shall take office immediately upon taking the oath of office at the February Business Meeting.

### A. Election of Secretary to the Executive Board

1. Voting for the Secretary will be conducted electronically in January of each year (**see Nominations Committee Sect. A. 3**).
2. If there is only one candidate for Secretary, no election is held, If there are two or more candidates GMCA will conduct an election electronically the second week in January.

## VOTING PROCEDURE:

1. The Business Manager will provide a list of all paid active members. Each active member shall be entitled to one vote.
2. The Chair shall work with the Business Manager to prepare an electronic ballot to be emailed to each active member the second week of January. Active Members shall have five days to cast their ballots.
4. The decisions will be determined via plurality vote. In the event of a tie vote, an electronic ballot shall be prepared and a run-off election period shall be opened for 2 days in the third week of January.

5. The Committee shall meet no later than the third Friday in January to review and certify the results of the electronic vote.

6. Once the Elections Chair has certified the results of the vote, a letter will be sent via mail or electronically to the Nominations Committee Chair and to the President. The President will ask the Business Manager to notify the membership about the results of the elections via email.

**DEADLINES**

December: Work with Business Manager to prepare and send electronic ballots (2<sup>nd</sup> week in January)

January: Meet to Certify the results of electronic ballots (3<sup>rd</sup> week)

# NOMINATIONS COMMITTEE

(Revised 10.21)

The composition of the GMCA Nominations Committee shall be as noted below:

Chairperson: Immediate Past President  
Co-Chair: Treasurer  
Members: President  
Vice President  
Secretary  
(1) Active Past President  
(1) District Director

Business Manager shall serve as Ex-Officio member

## PURPOSE

The Nominations Committee is to prepare a slate of GMCA Officers and Directors from the GMCA membership for the ensuing term to be elected at the Board Meeting in February.

### A. DUTIES AND RESPONSIBILITIES – Nominations for Office of Secretary

1. The Business Manager will maintain and provide a list of current and past District Directors from the active GMCA membership for the office of Secretary. The Committee will solicit applications for candidates for the office of Secretary from current and past District Directors.
2. Determine if the candidate(s) meet(s) all qualifications. Selection shall be based on eligibility, experience, participation, demonstrated leadership, and diversity in membership, geographic location/size and other criteria as set forth in the **Constitution in Article VI - Officers, Section 6.5 - Qualifications**.
3. If there is more than one candidate, the Committee Chair will notify the Elections Committee to prepare the electronic ballot for submission to the membership for casting votes no later than the second week in January. The Committee will contact candidates to confirm.
4. If there is only one candidate who is determined to be unqualified for the office of Secretary, the Nominations Committee shall start the process over.
5. Once the Elections Chair has certified the results of the vote, a letter will be sent via mail or electronically to the Nominations Committee Chair and to the President. The President will ask the Business Manager to notify the membership about the results of the elections via email.
6. The successful candidate will assume the office of Secretary when the Oath of Office is administered at the February Business meeting-

### B. DUTIES AND RESPONSIBILITIES – Nominations for District Directors

1. Work with the Business Manager to send notice to each GMCA member notifying of an upcoming vacancy of the District Director within that District and work with the President to remind the membership of upcoming District vacancies.
2. Nominations should be received on or before December 1. The Chair shall compile the list of candidates and forward to the Business Manager to confirm active membership in GMCA. The Chairperson shall forward the list of confirmed candidates to Committee members.
3. A Committee meeting will then be called to discuss the list of proposed candidates for District Directors and determine if the candidate(s) meet all qualifications. Selection shall be based on eligibility, experience,



participation, demonstrated leadership, and diversity in membership, geographic location/size and other criteria as set forth in the **Constitution in Article VII - District Director, Section 7.3 - Qualifications.**

4. The Committee, if possible, shall select at least two choices for each position in the event one cannot serve. If there is more than one candidate for a District Director slot, the Committee will work with the Business Manager to review the Applications to ensure that each candidate is qualified. If there is only one candidate and he/she is determined to be unqualified for the District Director slot, the Nominations Committee shall start the process over.

5. When the slate is tentatively agreed upon by the Committee, the Chair shall contact the candidates for confirmation and advise the Committee of the findings. In the event additional candidates are needed, the Committee may suggest others to the Chair, and upon making contact the Committee will be advised when the proposed slate of District Directors is confirmed.

6. The work of the Nominations Committee should be complete on or before December 15th. The Committee will contact candidates to confirm.

7. When there is more than one candidate, the President will work with the Business Manager to distribute the proposed slate of District Directors and Officers to the membership for electronic vote no later than the second week in January; if there is only one candidate, that candidate will take office at the February Business Meeting. Electronic voting shall be open for five days. Following the close of the voting period, the Business Manager will notify the President and Board of Directors of the results.

8. The successful candidates for District Directors will assume office when the Oath of Office is administered at the February Business Meeting.

#### **DEADLINES – Office of Secretary**

September - November: Solicit applications **(see Sect. A.1 & 2)**

January: If more than one candidate **(see Sect. A. 3-5)** an electronic ballot will be prepared and submitted electronically for membership voting

#### **DEADLINES – District Directors**

September: Business Manager will send notice to membership of upcoming vacancy of District Director **(see Sect. B. 1-3)** Upcoming vacancies shall be announced at the September Business Meeting.

November: Nominations received before December 1, list of candidates compiled and forwarded to Business Manager to confirm active membership. **(see Sect. B. 2)**

December: Called Committee Meeting 1st week in December to discuss list of candidates. Select at least two choices for each Position. When slate is agreed upon, contact candidates for confirmation and complete process by December 15. **(see Sect. B. 5-6)**

January: Have slate of Officers and District Directors distributed to membership for electronic vote by the second week in January. Results should be certified no later than the third week in January.