RULES OF POLICY & PROCEDURE

**WASHINGTON ASSOCIATION OF**

**COUNTY COMMISSIONERS/COUNCIL CLERKS**

**(WACCCs)**

**ADOPTED JUNE 20, 1996**

**AMENDED JUNE 25, 1997**

**AMENDED JUNE 11, 1998**

**AMENDED JUNE 16, 1999**

**AMENDED JUNE 19, 2001**

# AMENDED JUNE 23, 2004

**AMENDED SEPTEMBER 28, 2006**

**AMENDED NOVEMBER 14, 2007**

**AMENDED MAY 2, 2014**

**AMENDED MAY 7, 2015**

**AMENDED MAY 6, 2016**

**AMENDED APRIL 28, 2017**

**AMENDED MAY 3, 2018**

**AMENDED MAY 2, 2019**

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**(WACCCs)**

1. TERMS OF OFFICERS/BOARD OF DIRECTORS. Per Article VI, Section 1 of the WACCCs Bylaws, officers shall serve one-year terms, except for the President, First Vice President and Treasurer who shall serve two-year terms, effective from certification of the election at the annual Association meeting, until certification of the next election.

2. ELIGIBILITY FOR OFFICE. Only members of the Association in good standing, as provided in Article II, Section 1 of the WACCCs Bylaws, shall be eligible to hold office.

3. LEGISLATIVE LIAISON. Per Article VI, Section 3-A of the WACCCs Bylaws, the Association President, or designee, shall act as Legislative Liaison. The Legislative Liaison may attend state legislative sessions, individual meetings with state officers, WSAC meetings, or other association meetings as directed by the Board to present the concerns and recommendations of the Association. The Legislative Liaison's travel expenses will be reimbursed by the Association, as provided in Section 7 of these rules.

4. ASSOCIATION DUES. The need to initiate Association dues will be reviewed on an annual basis, and if determined necessary, will require an amendment of these Rules of Policy & Procedure, as provided in Section 9-B.

5. NOTIFICATION OF MEETINGS/MINUTES.

A. Per Article V, Section 2 of the WACCCs Bylaws, notice of special meetings of the Board shall be emailed to each member of the board, setting forth the purpose of the special meeting and where it is to be held.

B. Per Article V, Section 4 of the WACCCs Bylaws, notice of each annual or special meeting of the Association shall be provided to each Association Member at least thirty (30) days prior to the meeting.

C. Notice of special and annual meetings of the Association shall include the date, time, and place of the meeting, an agenda of proposed issues, and any other pertinent information.

6. STORAGE OF ASSOCIATION RECORDS. Each current Association Officer shall maintain the most current three (3) years Association Records for her/his position in her/his respective county office and those records shall be passed on to each successor at the end of the Annual Conference. The Historical Committee shall maintain a copy of all Association Minutes, Resolutions, and other pertinent documents, including the Annual Financial Summary on the Google Shared drive. All expense receipts shall be stored by the Association Treasurer and available on the Google Shared drive.

7. BOARD TRAVEL EXPENSES. Per Article VII, Section 2 of the WACCCs Bylaws, "Members of the Board of Directors may be reimbursed for reasonable expenses related to Association business, other than for the Annual Conference. Allowed expenses shall be lodging, meals, airfare and/or mileage for use of personal cars." Expenses shall be submitted to the Association Treasurer within thirty (30) days on the WACCC Claim for Expense Form, and shall indicate the dates, place, and purpose of meetings attended; must itemize meals, lodging and mileage/airfare expenses being requested for reimbursement, and must include original receipts for these expenses. Mileage reimbursement will be paid at the business travel rate published by the Internal Revenue Service (IRS). This rate, which is periodically revised by the IRS, will change over time, it is the intent of this section that the mileage reimbursement allowed under this section will always be consistent with the published IRS rate.The Association Treasurer shall reimburse expenses for authorized travel after approval of at least two Association Board Members, excluding the member requesting the reimbursement.

8. BOARD OF DIRECTOR JOB DESCRIPTIONS:

A. PRESIDENT: The President of the Association shall serve as the Chair and preside over all meetings of the Association and the Board of Directors; act in an official capacity to represent the Association; act as liaison with the Washington State Association of Counties; and be named as an authorized signature on all banking documents. The President, together with all other Board Members, will oversee the organization of the Annual Conference which may include such things as coordinating with WSAC, preparing an agenda, arranging for educational speakers, and planning an auction.

B. FIRST VICE PRESIDENT: The First Vice President will act in the absence of the President as Chair of the Association and preside over all meetings of the Association and the Board of Directors; The First Vice President shall be named as an authorized signature on all banking documents.

C. SECOND VICE PRESIDENT: The Second Vice President will act in the absence of the First Vice President as Chair of the Association and preside over all meetings of the Association and the Board of Director's and be responsible for taking the official minutes in the absence of the Secretary at all official meetings of the Association and the Board of Directors.

D. SECRETARY: The Secretary will be responsible for the official records of the business of the Association and the Board of Directors.

E. TREASURER: The Treasurer will be responsible for the banking and financial affairs of the Association; maintain the official bank account and all financial records; and be responsible to provide a list of collected conference fees to the Executive Board prior to the annual conference, and then a complete audit list of members who have paid and collected to the Board of Directors after the annual conference.

F. TRUSTEES: The Trustees will be responsible to maintain liaison with the general membership of the Association for their respective sections; and for contacting each member of their section prior to the Annual Conference to encourage membership and attendance. The respective Trustee(s) located in the 2 - east side and 2 - west side of the state will be one of the official hostesses for the conference.

9. STANDING COMMITTEES. Per Article IX, Section 1 of the WACCCs Bylaws, the Association may create Standing Committees to assist in the conduct of Association business. Any Association Member who volunteers to serve on a Standing Committee will be accepted at the time the committee is established, or may join the committee at a later date by contacting the committee chair. After membership of each Standing Committee has been established, a Board liaison shall be designated to each committee; and each Standing Committee will elect a Chair.

Standing Committees will conduct their business by written, telephone, or electroniccommunications as much as possible. If a committee must meet in person, requests for reimbursement of travel expenses must be approved by a majority of the Board prior to incurring expenses for that meeting. If the committee members' expenses will be funded by their respective counties, no travel restrictions will be imposed by the Association. The Chair of each Standing Committee will present a report on the activities and progress of the committee to the Association at the annual business meeting. Established Standing Committees are as follows:

A. Audit: Reviews the financial records for the past year and certifies to the best of their knowledge that records are accurate and complete. A copy of the completed Financial Summary shall be provided to the entire Association Membership for approval at the Annual Meeting.

B. Bylaws/Rules of Policy and Procedure: Proposes amendments to the Bylaws and the Rules of Policy and Procedure for presentation to the general membership. Proposed Bylaws and Rules of Policy and Procedure amendments must be presented by mail or electronic meansto the entire Association Membership for comment no less than 30 days prior to the annual meeting, and adopted by a majority vote of those members present at the Annual Meeting.

C. Historical: Gathers and assembles photographs and information regarding personal and/or professional accomplishments of Association Members. Memorializes meetings and conferences of the Association for publication in a scrapbook format. Maintains a copy of all Association Minutes, Resolutions, and other pertinent documents, and the Annual Financial Summary on the Google shared drive.

D. Scholarship: Drafts Scholarship Application and Scholarship guidelines for approval by the Association Board. The purpose of the scholarship(s) will be to pay for registration, lodging and travel expenses associated with the annual conference as outlined in the Bylaws, Article VII, Expenses and Revenues, Section 3. The Association Board may provide the Scholarship Committee with general direction for the application eligibility and selection process. The Committee shall solicit scholarship applications and make recommendations to the Board in accordance with the scholarship guidelines as approved by the Board.

10. RECOGNITION AWARD: Pursuant to the June, 1994 Minutes of the WACCCs Annual Conference; and the Board of Directors meeting held on October 20, 1995, each retired clerk of Washington (RCW), who was a member in good standing of the WACCCs upon her/his retirement, will receive a certificate of recognition from the WACCCs Board of Directors.