

## **International Institute of Municipal Clerks Region IX Director Agreement**

### **Purpose:**

To affirm the policy that the IIMC Region IX Director position rotates among the states of Alaska, California, Oregon, and Washington; to establish a schedule for that rotation; to agree to a process for submitting the candidate's name to IIMC; and to agree to an assessment pool for Region IX Director travel costs.

### **Policy:**

1. The term of office for IIMC Region Directors is three years. Region IX is represented by two directors whose terms are staggered. Each time one director ends a term, the next director shall be selected from the state association next in the rotation schedule.
2. From the time of this agreement, Region IX Directors will rotate according to the following schedule:
  - a) California serves 2012 – 2015, term expires May 2015  
Washington elected May 2013
  - b) Washington serves 2013 – 2016; term expires May 2016  
Oregon elected May 2015
  - c) Oregon serves 2015-2018; term expires May 2018  
Alaska elected May 2016
  - d) Alaska serves 2016 – 2019; term expires 2019  
California elected May 2018


Rotation repeats beginning with a) above:

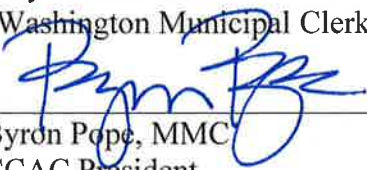
- a) California serves 2018 – 2021; term expires May 2021  
Washington elected May 2019
3. The candidate for Region IX Director must meet the qualifications for office as outlined by IIMC:
    - a. Served at least three years as a Municipal Clerk;
    - b. Been a member of IIMC for at least three years;
    - c. Attended at least three annual IIMC conferences;

- d. Be a full or additional full member of IIMC and if elected remain a full or additional full member during the term of office;
  - e. Provide written endorsement of candidacy from the candidate's governing body.
  - f. In addition to the IIMC criteria, the representative must:
    1. Have served on or chaired an IIMC Committee;
    2. Possess the CMC or MMC designation; and
    3. Meet any further criteria established by their individual state association.
4. Each Region IX State Association will select a single nominee through its selection process. Each state's selection of a nominee will occur with sufficient time to forward the name of the nominee to each of the other Region IX states for confirmation at least ninety (90) days prior to the deadline for it being submitted to IIMC.
  5. In the event that a state association has no eligible candidate for the Region IX Director position, that state association may pass on their turn and the next state association in line may put forth a candidate.
  6. Each Region IX State Association shall annually contribute no more than \$5.00 per member, beginning with the May 2013 billing invoices, into an assessment pool for travel costs for the Region IX Directors. Travel funds may be used by the Region IX Directors for:
    - Coach airline travel made at least 21-days in advance.
    - Hotel room and tax charges during the conference only.
    - Reasonable, actual meal expenses.
    - Mileage and parking.
    - Gifts not to exceed \$35 each. (i.e., incoming and outgoing presidents and one raffle or silent auction item)
    - No travel funds shall be used for IIMC conferences.
    - No travel funds shall be used for conference expenses held in the state that the Region IX Director is from, except for gifts.
  7. The City Clerks Association of California (CCAC), through its Treasurer, agrees to maintain and administer the Region IX Director Travel Fund (outlined in Article 6) beginning with the May 2015 billing invoices. The CCAC Treasurer shall:
    - Contact Region IX State President's in April of each year to determine each State's voting membership;
    - Prepare and send an invoice to each State President in May of each year;
    - Establish and maintain funds collected in a clearly identified account line;
    - Establish a reimbursement protocol with the Region IX Directors using the criteria set forth in Article 6 as a guide (Sample reimbursement form attached)

The undersigned hereby acknowledge Hawaii is part of Region IX however, currently has no dues paying IIMC members. At such time membership participation begins and is feasible, Hawaii will be invited to participate in the Region IX Director Agreement.

This agreement is adopted the 20<sup>th</sup> day of March, 2015, by agreement of the Presidents of the Alaska Association of Municipal Clerks, the City Clerks Association of California, the Oregon Association of Municipal Recorders, and the Washington Municipal Clerks Association.

  
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Lonnie R. McKechnie, CMC  
AAMC President

  
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Byron Pope, MMC  
CCAC President

  
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Amy Sowa, MMC  
OAMR President

  
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Diana Quinn, MMC  
WMCA President

Originally adopted: 01.12.2009  
Revised: 11.27.2012  
Revised: 10.2014  
Revised: 03.2015  
Signed: Electronically  
Next revision: 2016\*

\*Shall be reviewed every three (3) years.

\*Please attach copy to Organizational Policies and Procedures of each State Association.