



MoCCFOA

Missouri City Clerks and Finance Officers Association

moccfoa.org

**Notice of Executive Board Meeting
Semi-Annual General Business Meeting
Holiday Inn Columbia
Tuesday, March 15, 2022
12:00 PM**

TO: All Members of the Missouri City Clerks and Finance Officers Association

In accordance with the Association Bylaws, please accept this as official notification of the Semi-Annual Business Meeting of the Missouri City Clerks and Finance Officers Association to be held Tuesday, March 15, 2022 at 12:00 PM at the Holiday Inn Columbia, Missouri. You may also attend this meeting virtually.

Instructions to Join the Meeting:

Dial: 1+312 626 6799

Meeting ID: 870 8129 1132

Passcode: 645673

<https://us06web.zoom.us/j/87081291132?pwd=SEV2MjdPenMxc2ZDdjltTE9sUGhsQT09>

Enclosed you will find the agenda and materials for the meeting. I look forward to seeing everyone.

Sincerely,

Octavia Pittman

Octavia Pittman, CMC/MPCC
President



MoCCFOA

Missouri City Clerks and Finance Officers Association

moccfoa.org

Semi-Annual General Business Meeting Holiday Inn Columbia Tuesday, March 15, 2022 12:00 PM

Agenda

- I. **Determine a Quorum Present (35)**
- II. **Call to Order**
- III. **Introduction of Officers**
- IV. **Approval of Minutes**
 - a. September 27, 2021
- V. **Treasurer/Budget Report**
 - a. Budget Report 2021-2022, Deanna Jones
 - b. Proposed Budget 2022-2023, Deanna Jones
- VI. **Committee Reports**
 - a. Audit Committee (Attached) – Khianna Ward DeGarmo
 - b. Bylaws and Rules of Procedure Committee (Verbal) – Jeff Faust
 - Consideration of Amendments
 - c. Certification Committee (Attached) – Leesa Ross
 - d. Division Directors (Attached) – Jodi Schneider
 - e. Education Committee (Verbal) – JoAnn Cova/Bill Hanks
 - f. Life Member/Circle of Friends (Attached) – Helen Ingold
 - g. Membership/Mentoring (Verbal) – Corey Sned/Bev Baker
 - h. Newsletter Committee (Attached) – Brooke Bell
 - i. Nominating Committee (Verbal) – Deletra Hudson
 - Consideration of Slate of Officers 2022-2023
 - j. Outstanding City Clerk (Attached) – Karen Robinson
 - k. Oversight Committee (Attached) – LaRette Reese

- l. Scholarship Committee (Attached) – Melissa Ziemianin
- m. Silent Auction (Attached) – JoAnn Cova/Savanna Burton
- n. Strategic Plan (Attached) – Leesa Ross
- o. Technology committee (Attached) – Melissa Stradt

VII. IIMC Report

- a. Helen Ingold - No Report

VIII. MML Director

- a. Sheryl Morgan (Verbal)

IX. Unfinished Business

X. New Business

- a. Executive Board Meeting Update
- b. Certification Presentation
- c. IIMC 2025 (Hosted in St. Louis) – Karen Goodwin

XI. Announcements

- a. Retreat – May 1-2, 2022
- b. IIMC Conference – May 22-25, 2022, Little Rock, Arkansas
- c. Regionals – October/November 2022
- d. 2023 Spring Institute – March 2023, Holiday Inn, Columbia, MO
 - o Hospitality Room hosted by Southwest/South Central

XII. Adjourn

**MISSOURI CIY CLERKS AND FINANCE OFFICERS ASSOCIATION
MISSOURI MUNICIPAL LEAGUE CONFERENCE SEMI-ANNUAL
GENERAL MEMBERSHIP BUSINESS MEETING
Union Station, Midway 5
St. Louis, Missouri
Monday, September 27, 2021
7:30 a.m.**

President Pitman called the meeting to order at 7:45 a.m. and declared a quorum was present (35).

OFFICERS

Octavia Pittman, President
Melissa Burton, President-Elect
Amy Edwards, Secretary
Deanna Jones, Treasurer
Renee Kingston, Immediate Past President

PRESIDENTS REPORT

Report from the Executive Board Meeting September 26, 2021

President Pittman provided a brief report from the Executive Board Meeting.

APPROVAL OF MINUTES

The minutes of the March 9, 2021, General Membership Meeting were presented for approval. A motion was made by Savannah Burton, Florissant, and seconded by Karen Goodwin, Florissant, to approve the minutes of March 9, 2021, business meeting. Unanimous vote in favor taken; **MOTION PASSED.**

TREASURER'S / BUDGET REPORT

Budget Report 2021-2022

Deanna Jones, MoCCFOA Treasurer, presented the budget report as the MoCCFOA Treasurer/Chairman of the Budget Committee. The following fund balances as of July 31, 2021, were reported:

Checking Account	\$ 11,575.94
Money Market Account	\$120,416.06
<u>2020 IIMC Account</u>	<u>\$ 68,742.09</u>
Total	\$200,734.09

Treasurer Jones advised that there were expenses related to Spring Institute and Scholarships from the FY20-21 expenses paid in the current budget year in the amount of \$9,176.35 and will need a budget amendment.

There are currently 551 regular members that have renewed their membership and 549 if those renewed in the first 30 days.

A motion was made by Savannah Burton, Florissant, and seconded by Shellie Blades, Cameron, to approve the Treasurer's Report. Unanimous vote in favor taken; **MOTION PASSED.**

COMMITTEE REPORTS

Budget and Finance Committee, Deanna Jones, Chair

The budget and finance committee and the executive board approved online purchase of quick books. This program is easier to use and looks more like the excel spreadsheet. The budget

committee is recommending that the budget include an expense line item for the president-elect for expenses for banquet, currently the expenses go into the flowers line item.

Audit Committee, Khianna Ward, Chair

Audit committee has all files and will report at the next meeting.

Bylaws Committee, Jeff Faust, Chair- No Report

Certification Committee, Leesa Ross, Chair – written report attached.

Circle of Friends Committee, Helen Ingold, Chair – written report attached

Education Committee, Joann Cova/Bill Hanks, Co-Chairs

Education has met several times via zoom, survey's show that everyone enjoyed the education sessions. Regionals will be held virtually on Cybercrime and Media Relations. Master Academy will be an Athenian Dialogue in December.

Historian Committee, Tammy Casey, Chair - No Report

Mentoring/Membership, Corey Snead/Bev Baker, Co-Chairs – written report attached

Newsletter, Brooke Bell, Chairman – No Report

Nominating Committee, Deletra Hudson, Chair – written report attached

Outstanding City Clerk Committee, Karen Robinson, Chair – written report attached

Oversight Committee, LaRette Reese, chair – No Report

Public Relations Committee, Justin Klocker, Chair – No Report

Scholarship Committee, Melissa Ziemianin, Chair – written report attached

Silent Auction, JoAnn Cova/Savanna Burton, Co-Chairs – No Report

Technology Committee, Melissa Stradt, Chair – No Report

IIMC Report- Missouri, Illinois and Kansas takes turns and Missouri currently is on their rotation out a new director will be elected

MML Director Report- Sheryl Morgan, Survey has been sent and another one will go out on Sunshine Law,

UNFINISHED BUSINESS – Karen Goodwin provided a reminder of 2025 IIMC Conference is around the corner.

NEW BUSINESS

Executive Board Meeting Update

President Pittman provided an update regarding adding reporting deadlines, for the treasurer, audit and education director.

The directors committee will continue review of incorporating the association.

Funds are being set aside on a contingency of the cancellation of the Spring Institute.

The Bylaws committee will also review adding a retired clerk as a

ANNOUNCEMENTS

- Regionals – November 9, 2021 Media and Cyber Security- Virtual
- Athenian Dialogue December 3, 2021 with Encouraging the Heart- Virtual
- Spring Institute – March 13-17, 2022, Holiday Inn, Columbia, MO
 - Hospitality Room hosted by Eastern and East/Central Divisions
- IIMC Conference- May 22-25, 2022 Little Rock, Arkansas

ADJOURNMENT

Upon a motion by Karen Robertson, Black Jack, and second by LaRette Reese, University City, President Pittman declared the meeting adjourned at 8:05 a.m. Unanimous vote in favor taken;
MOTION PASSED.

Respectfully Submitted

A handwritten signature in blue ink that reads "Amy Edwards". The signature is written in a cursive, flowing style.

Amy Edwards, MRCC/CMC
MoCCFOA Secretary

Date: 02/04/2022
To: President Octavia Pittman
From: Deanna L. Jones, Treasurer
RE: Budget Report

The budget report for FY2021-2022 up to 02/04/2022 is included with this report. The proposed FY2022-2023 budget report is attached. Justifications are listed below.

Income

- Transfer From – To Reserves = To Balance the Budget
- MSU/Outreach = Payback from Conferences/Institutes (MSU summary report was not received at the time of this report)
- Miscellaneous
 - Refund FY2020-2021 expenses paid in the FY2021-2022 budget

Expenses

- Director Meeting = Lunch at Spring Institute
- Leadership Retreat = Paid thru MSU contract: Committee chairmen to attend retreat if needed (1/2 of hotel for 8 members) \$60/each
- MML – Silent Auction = Booth, 3 tables, vendor registration, startup money
- Membership Pins, Plaques, Awards = Yearly MoCCFOA pins, outgoing Pres & officers' plaque, new Pres. Gavel, flowers, sponsor awards/gifts
- Printing, Office Supplies = Certificates/covers for committee chairs; paper, envelopes
- President Travel MML Lodging = Lake of the Ozarks Sept 11-14, 2022
- Scholarship Spring Institute (10)
 - Lodging – ½ cost of room rate (3 nights @ \$100/night est.)
 - Registration - \$205 per scholarship-paid to MSU
 - Travel – Up to \$50 per scholarship-paid to recipients
- New Clerks Conference (10)
 - Lodging – ½ cost of room rate (1 night/\$100 est.)
 - Registration - \$125 per scholarship-paid to MSU
 - Travel – Up to \$50 per Scholarship-paid to recipients
- Regional Conference (6) 2 per division
 - Lodging – ½ cost of room (1 night/\$100 est.)
 - Registration - \$165 per scholarship-paid to MSU
 - Travel – Up to \$50 per scholarship-paid to recipients
- Budget Committee Expenses = Intuit Online QuickBooks Software Annual Fee
- Historian Committee Expenses = Dropbox Storage Annual Fee
- Membership Committee Expenses = Welcome Cards/Certificates/Postage
- Mentoring Committee Expenses = Dinner for New Clerks Mixer
- Outstanding City Clerk Committee Expenses = Postage/supplies to mail letters to Mayors/Admin; Engraving/Awards
- Photographer Committee Expenses = Includes 3-night stay for Spring Institute
- Circle of Friends Committee Expenses = Invitations/Postage/Banquet tickets @ \$40/each for Retired Clerks
- Technology Committee Expenses = MemberClicks website / Conference App; Domain Name every 2 years
- Bank Charges / SOS Registration = Secretary of State (\$12); Federal Tax Filing (\$30)
- President's Expenses = President's Lunch and gifts for Committee Chairs, Division Directors, Education Director and Officers.
- President Elect Expenses = SI Banquet Directors
- Processing Fees = Credit Card Processing Fees for Website

- Contractual Obligation Reserve = Hotel Contractual Reserve for Cancellation 50% 180-365 Days (\$123,532.00 Contract Amount 2022, 2023, 2024) Must show in budget per contract.

Budget Adjustments

- President Travel Spring Institute Registration - \$205 expenses paid for 2021 SI in FY2021-2022
- Scholarships Spring Institute Lodging - \$2,570.32 expenses paid for 2021 SI in FY2021-2022
- Scholarships Spring Institute Registration - \$2,050.00 expenses paid for 2021 SI in FY2021-2022
- Scholarships Spring Institute Travel - \$150.00 expenses paid for 2021 SI in FY2021-2022
- New Clerks Registration - \$125.00 expenses paid for 2021 SI in FY2021-2022
- Budget Committee Expense - \$521.32 to start Intuit Online Software FY2021-2022
- Hospitality Suite Committee Expense - \$1,910.38 expenses paid for 2021 SI in FY2021-2022
- Photographer Committee Expense - \$900.00 expenses paid for 2021 SI in FY2021-2022
- Circle of Friends Committee Expense - \$200.65 expenses paid for 2021 SI in FY2021-2022
- Outstanding Clerk Banquet Tickets - \$240.00 expenses paid for 2021 SI in FY2021-2022
- President Elect Banquet Tickets - \$160 expenses paid for 2021 SI in FY 2021-2022

Total \$9,032.67

Missouri City Clerks and Finance Officers Association

Budget Overview: FY_2022_2023 P&L

May 2022 - April 2023

	TOTAL
Income	
20000 Transfer from Reserves	24,500.00
30100 Membership Dues	14,500.00
30125 MSU Outreach	5,000.00
30175 CD/Money Market Interest	12.24
30300 MML Silent Auction Revenue	1,000.00
Total Income	\$45,012.24
GROSS PROFIT	\$45,012.24
Expenses	
40000 Conferences/Meetings	
Directors Meeting	250.00
Leadership Retreat	480.00
MML Silent Auction	2,000.00
Total 40000 Conferences/Meetings	2,730.00
40100 Membership Pin, & Awards	3,150.00
40300 Printing & Office Supplies	200.00
40400 President's Travel	
40410 IIMC Conference	
Lodging	2,400.00
Meals	500.00
Miscellaneous Travel	300.00
Registration	1,200.00
Travel/Mileage	1,000.00
Total 40410 IIMC Conference	5,400.00
40420 Spring Institute	
Meals	120.00
Mileage	132.00
Registration	205.00
Total 40420 Spring Institute	457.00
40430 MML	
Lodging	800.00
Meals	120.00
Mileage	420.00
Registration	475.00
Total 40430 MML	1,815.00
40450 Summer Leadership Retreat	
Lodging	140.00
Meals	25.00
Mileage	132.00
Total 40450 Summer Leadership Retreat	297.00
40460 Region VII	
Lodging	140.00

Missouri City Clerks and Finance Officers Association

Budget Overview: FY_2022_2023 P&L

May 2022 - April 2023

	TOTAL
Meals	100.00
Mileage	600.00
Registration	150.00
Total 40460 Region VII	990.00
40470 Division Meetings	400.00
Total 40400 President's Travel	9,359.00
40600 Region VII Director	500.00
40700 MML Director Travel	500.00
40800 Scholarships	
40810 Spring Institute	
Lodging	1,500.00
Registration	2,050.00
Travel	500.00
Total 40810 Spring Institute	4,050.00
40820 New Clerk Conference	
Lodging	500.00
Registration	1,250.00
Travel	500.00
Total 40820 New Clerk Conference	2,250.00
40830 Regional Conference	
Lodging	300.00
Registration	990.00
Travel	300.00
Total 40830 Regional Conference	1,590.00
Total 40800 Scholarships	7,890.00
40900 Committee Expenses	
Budget/Finance	860.00
Certification	100.00
Education	200.00
Historian	750.00
Hospitality Suite	2,000.00
Membership	500.00
Mentoring	800.00
Outstanding City Clerk	150.00
Photographer	900.00
Public Relations	100.00
Retirement/Circle of Friends	800.00
Scholarship	50.00
Technology	8,000.00
Total 40900 Committee Expenses	15,210.00
40975 Miscellaneous	
Bank Fees & Secretary of State	45.00

Missouri City Clerks and Finance Officers Association

Budget Overview: FY_2022_2023 P&L

May 2022 - April 2023

	TOTAL
Flowers & Gifts	600.00
Liability Insurance	300.00
Officer's Bond	1,293.00
Outstanding City Clerk	320.00
President Elect Banquet Tickets	320.00
President Elect SI Expenses	750.00
President's Expenses	1,000.00
Processing Fees (Credit Cards)	350.00
Total 40975 Miscellaneous	4,978.00
51000 Money Mkt Reserve Fund	61,766.00
Total Expenses	\$106,283.00
NET OPERATING INCOME	\$ -61,270.76
NET INCOME	\$ -61,270.76

Missouri City Clerks and Finance Officers Association

Budget vs. Actuals: FY_2021_2022 P&L

May 2021 - April 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	REMAINING
Income				
20000 Transfer from Reserves		-28,000.00	28,000.00	-28,000.00
30100 Membership Dues	10,567.50	14,500.00	-3,932.50	3,932.50
30125 MSU Outreach	13,575.35	5,000.00	8,575.35	-8,575.35
30175 CD/Money Market Interest	9.06		9.06	-9.06
30200 Other Types of Income				
30215 Transfer from IIMC 2020 Actt	50,000.00	50,000.00	0.00	0.00
30230 Miscellaneous Revenue	1,386.72		1,386.72	-1,386.72
Total 30200 Other Types of Income	51,386.72	50,000.00	1,386.72	-1,386.72
30300 MML Silent Auction Revenue	3,617.48	1,000.00	2,617.48	-2,617.48
Total Income	\$79,156.11	\$42,500.00	\$36,656.11	\$ -36,656.11
GROSS PROFIT	\$79,156.11	\$42,500.00	\$36,656.11	\$ -36,656.11
Expenses				
40000 Conferences/Meetings				
Directors Meeting		250.00	-250.00	250.00
Leadership Retreat		300.00	-300.00	300.00
MML Silent Auction	2,430.07	2,000.00	430.07	-430.07
Total 40000 Conferences/Meetings	2,430.07	2,550.00	-119.93	119.93
40100 Membership Pin, & Awards	989.99	3,150.00	-2,160.01	2,160.01
40200 Postage		100.00	-100.00	100.00
40300 Printing & Office Supplies		200.00	-200.00	200.00
40400 President's Travel				
40410 IIMC Conference				
Lodging	2,074.60	2,400.00	-325.40	325.40
Meals	274.43	500.00	-225.57	225.57
Miscellaneous Travel	138.96	300.00	-161.04	161.04
Registration	625.00	1,200.00	-575.00	575.00
Travel/Mileage	122.00	1,200.00	-1,078.00	1,078.00
Total 40410 IIMC Conference	3,234.99	5,600.00	-2,365.01	2,365.01
40420 Spring Institute				
Meals		120.00	-120.00	120.00
Mileage		130.00	-130.00	130.00
Registration	205.00		205.00	-205.00
Total 40420 Spring Institute	205.00	250.00	-45.00	45.00
40430 MML				
Lodging	453.66	560.00	-106.34	106.34
Meals	68.68	120.00	-51.32	51.32
Mileage	20.61	68.00	-47.39	47.39
Registration	473.00	400.00	73.00	-73.00
Total 40430 MML	1,015.95	1,148.00	-132.05	132.05
40440 Regionals				

Missouri City Clerks and Finance Officers Association

Budget vs. Actuals: FY_2021_2022 P&L

May 2021 - April 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	REMAINING
Mileage		50.00	-50.00	50.00
Registration		200.00	-200.00	200.00
Total 40440 Regionals		250.00	-250.00	250.00
40450 Summer Leadership Retreat				
Lodging		140.00	-140.00	140.00
Meals		25.00	-25.00	25.00
Mileage		150.00	-150.00	150.00
Total 40450 Summer Leadership Retreat		315.00	-315.00	315.00
40460 Region VII				
Lodging		140.00	-140.00	140.00
Meals		100.00	-100.00	100.00
Mileage		600.00	-600.00	600.00
Registration		150.00	-150.00	150.00
Total 40460 Region VII		990.00	-990.00	990.00
40470 Division Meetings		400.00	-400.00	400.00
Total 40400 President's Travel	4,455.94	8,953.00	-4,497.06	4,497.06
40600 Region VII Director		500.00	-500.00	500.00
40700 MML Director Travel		500.00	-500.00	500.00
40800 Scholarships				
40810 Spring Institute				
Lodging	2,570.32	1,500.00	1,070.32	-1,070.32
Registration	2,050.00	2,050.00	0.00	0.00
Travel	100.00	500.00	-400.00	400.00
Total 40810 Spring Institute	4,720.32	4,050.00	670.32	-670.32
40820 New Clerk Conference				
Lodging		500.00	-500.00	500.00
Registration	125.00	1,250.00	-1,125.00	1,125.00
Travel		500.00	-500.00	500.00
Total 40820 New Clerk Conference	125.00	2,250.00	-2,125.00	2,125.00
40830 Regional Conference				
Lodging		300.00	-300.00	300.00
Registration		990.00	-990.00	990.00
Travel		300.00	-300.00	300.00
Total 40830 Regional Conference		1,590.00	-1,590.00	1,590.00
Total 40800 Scholarships	4,845.32	7,890.00	-3,044.68	3,044.68
40900 Committee Expenses				
Budget/Finance	521.32		521.32	-521.32
Certification		100.00	-100.00	100.00
Education		200.00	-200.00	200.00
Historian	750.00	750.00	0.00	0.00
Hospitality Suite	1,910.38	2,000.00	-89.62	89.62

Missouri City Clerks and Finance Officers Association

Budget vs. Actuals: FY_2021_2022 P&L

May 2021 - April 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	REMAINING
Mentoring		800.00	-800.00	800.00
Outstanding City Clerk		150.00	-150.00	150.00
Photographer	900.00	1,325.00	-425.00	425.00
Public Relations		100.00	-100.00	100.00
Retirement/Circle of Friends	208.30	800.00	-591.70	591.70
Scholarship		50.00	-50.00	50.00
Technology	7,942.38	7,680.00	262.38	-262.38
Total 40900 Committee Expenses	12,232.38	13,955.00	-1,722.62	1,722.62
40975 Miscellaneous				
Bank Fees & Secretary of State	262.76	45.00	217.76	-217.76
Flowers & Gifts	750.89	600.00	150.89	-150.89
Liability Insurance		300.00	-300.00	300.00
Officer's Bond	1,292.50	1,293.00	-0.50	0.50
Outstanding City Clerk	240.00	320.00	-80.00	80.00
President Elect Banquet Tickets	160.00	320.00	-160.00	160.00
President's Expenses		1,000.00	-1,000.00	1,000.00
Processing Fees (Credit Cards)	35.82	350.00	-314.18	314.18
Refunds	25.00		25.00	-25.00
Total 40975 Miscellaneous	2,766.97	4,228.00	-1,461.03	1,461.03
49000 IIMC 2020				
Other Miscellaneous Service Cost	50,000.00		50,000.00	-50,000.00
Total 49000 IIMC 2020	50,000.00		50,000.00	-50,000.00
51000 Money Mkt Reserve Fund		61,766.00	-61,766.00	61,766.00
Total Expenses	\$77,720.67	\$103,792.00	\$ -26,071.33	\$26,071.33
NET OPERATING INCOME	\$1,435.44	\$ -61,292.00	\$62,727.44	\$ -62,727.44
NET INCOME	\$1,435.44	\$ -61,292.00	\$62,727.44	\$ -62,727.44



Audit Committee Report
2021-2022

MoCCFOA

To: Madam President Octavia Pittman, Executive Board, and MoCCFOA Members

From: Khianna Ward DeGarmo, Audit Committee Chairperson

Date: January 24, 2022

Re: Audit Committee Report

The Audit Committee has not met since our appointment. An introductory email was sent out in May 2021 and in September 2021, an email guide went out with instructions on how to review the bank reconciliations and where to find the files on the MoCCFOA website.

The Audit Committee has reviewed the monthly bank reconciliations from February 2021 to December 2021. The monthly bank reconciliations were received on time and appear to be accurate.

If you have any questions or concerns for the Audit Committee, please contact me at deputycityclerk@cityofjennings.org or 314-388-1164.

Committee Members:

Cindy Bowman | City of Clarence
Amanda Hurley | City of Des Peres
Rachel Anderson | City of Holts Summit
Sarah Wheeler | City of St. James
Mandy Brown | City of Winona
Devon Bell | City of La Plata
Lauran Kurtz | City of Lake Lotawana

Best Regards,

Khianna Ward DeGarmo, Chairperson
MoCCFOA Audit Committee



Bylaws Committee Report
2021-2022

MoCCFOA

To: Madam President Octavia Pittman, Executive Board, and MoCCFOA Members

From: Jeff Faust, Bylaws Committee

Date: February 3, 2021

Re: Bylaws Committee Report, 2021-22

Madam President,

The Bylaws Committee of MoCCFOA has communicated via email on various occasions to discuss the Bylaws and Rules of Procedure changes proposed to the membership for the 2022 Spring Institute business meeting.

Currently there are five (5) proposed changes to the Association Bylaws as well as three (3) proposed changes to the Rules of Procedures. Additionally, there are a handful of minor editorial changes/suggestions – which do not change the scope of either document, but should in my opinion be presented to the membership as a whole. The redlined copy of both documents will be sent via e-mail to the membership.

Attached to this memo are the proposed changes with some additional comment and context from the Bylaws Committee, as to the need for the change. In those changes, **Blue** is for additions and **Red** is for subtractions.

These changes will be forwarded to the Association next week for approval at the 2022 Spring Institute Meeting in March. For any questions, members may forward them back to the Committee for review.

Committee Members:

Laurie Asche, Kirkwood
Kimberly Sansegraw, Kirkwood
Lisa Westfall, Branson

Respectfully Submitted,

Jeff Faust
City of Crestwood

MoCCFOA Bylaws - 2022

1. Article V, Dues

Changing: the dues payable date from **May** 1 to **June** 1 of each year.

This is based off the idea that the new treasurer officially starts on April 30 and dues are already past due two days later; this will allow members to send checks to the proper treasurer.

2. Article V, Dues

Changing: **If a member is six (6) months delinquent in payment of dues, written notification shall be sent to him/her by the Treasurer and if payment is not then made, the member shall be suspended...**, to **If a member has not paid their dues by November 1, written notification shall be sent to him/her by the Treasurer and if payment is not made within thirty (30) days, the member shall be suspended...**

This change is designed to make the language less ambiguous for members. It clearly spells out dates instead of doing calculations.

3. Article VII, Officers, Directors, Executive Board, IIMC and MML Directors

Addition of language: **If for any reason an Officer or Director of the Association cannot fulfill their duties, the Executive Board can vote, by a minimum two-thirds (2/3) majority, to take action for/against said individual. These actions include but are not limited to, temporary replacement of office, issuing a letter of reprimand, or permanent removal from office, if deemed necessary. If removal from office is deemed necessary, the immediate past president or another appropriate member of the Association would be asked to serve until an election for said position could be held.**

This change allows for the Executive Board to take action for/against any officer or director. Currently there is no written action that the Executive Board can take. This will also require that a minimum of a 2/3 majority must deem the option appropriate. Finally, this would ask the immediate past president, the division president or another appropriate member of the Association to serve until an election could be held by the entire membership.

4. Article XI, Committees

Addition of language: **All Committee Chairs are to be selected by the President of the Association, unless otherwise noted in the Bylaws. Each committee chair shall complete a transition memo due to the Executive Board before April 30. If for any reason, the Chairperson of a Committee cannot fulfill their duties, the President – in consultation with the Executive Board – can replace the Chairperson by executive action, if deemed necessary.**

This language formally adds three aspects. 1, a reminder that committee chairs are appointed by the Presidents; 2, that committee chairs must complete a transition memo before they leave office; and 3, that the President and Executive Board can replace a chairperson that is not fulfilling their duties.

5. Article XI, Section “Life Member”

Addition of language: **As a matter of practice, upon approval of the Chairperson, any Life Member wanting to participate on the Circle of Friends Committee as a liaison to the Committee shall be allowed to do so, on a non-permanent basis.**

This language allows for life members to participate with Circle of Friends on a volunteer basis, but in a non-permanent capacity should there be years with 1, 2, or 0 volunteers.

Article VII, Section “The Executive Board shall”

Removal of entire section.

This language is already now in the Rules of Procedures and does not need to be in two locations.

General Change; multiple locations

Changing: **Chairman** to **Chairperson**

This is just updating to more modern language.

MoCCFOA Rules of Procedures - 2022

1 A-G. Article IV, Duties of Officers, Directors, IIMC and MML Directors and Executive Board

The President Shall, No. 3

Adding the language: Assign committee chairs prior to committees being announced, with the exception of the Budget Committee, which is chaired by the Treasurer, **within sixty (60) days of taking office on May 1.**

The Secretary Shall, No. 3

Adding the language: Maintain a list of all committees and a listing of any Standing or Special Rules adopted by the Association as well as a current copy of the Association Bylaws **and Rules of Procedures. Association Bylaws and Rules of Procedures shall be sent to the Executive Board and the chair of the technology committee to be posted to the website within thirty (30) days of any approved changes by the members and/or Board.**

The Secretary Shall, No. 6

Adding the language: Prepare minutes of the proceedings of each business meeting of the Association and Executive Board to be duplicated and distributed to the members for approval at the next meeting of each body. **Draft minutes of a meeting should be sent to the Executive Board within thirty (30) days of the past meeting.**

The Secretary Shall, No. 7

Changing the language: Maintain the official calendar of the Association. All scheduled events, deadlines, etc. should be sent to the Secretary. The Secretary should **quarterly bi-monthly** publish the calendar on the Listserv and keep it updated on the website as well as publish the calendar in the newsletter, **based on deadlines as determined by the Newsletter Committee.**

The Treasurer Shall, No. 3

Adding the language: Review bank card transaction receipts for appropriateness and reconcile with bank statements on a monthly basis. **This should occur and be sent to the Executive Board and Audit Committee by the 10th of every month.**

The Treasurer Shall, No. 4

Adding the language: Pay all properly approved Association bills and invoices [by the date due or within thirty \(30\) days of receipt, unless approval is required.](#)

The Treasurer Shall, No. 9

Adding the language: Maintain a roster of all members and provide the names of updated members to the Membership Committee, the Secretary, [Division Directors](#), and Technology Committee, [on a bi-monthly basis, starting on May 30.](#)

These seven Officer-based changes have been bundled together, due to the fact they are all concerning timeline-driven matters. These changes are designed to add dates to any action items of Officers that were missing from previous versions of the Rules of Procedures. None of the actions are new, they are now just quantifiable.

2. Article V, Committees

Adding the language: [Work with the Secretary to ensure that the current Association Bylaws and Rules of Procedures are posted to the website within thirty \(30\) days of any approved changes by the members and/or Board.](#)

This is the second half of the change added in Article IV. This just helps ensure that .pdf and .doc versions of the Bylaws and Rules are kept for the Association and thus uploaded to the website so all members are made aware, whether they were in attendance at the business meeting or not.

3. Article XI, Education Director

Adding the entire Article language: [ARTICLE XI: EDUCATION DIRECTOR](#)

[The Education Director shall be contracted through an accredited university, as noted in Article VI, Division 2 of the Association Bylaws. Per the contract signed between the Association and the accredited university, they shall be responsible for all education services of the MoCCFOA each year, including but not limited to:](#)

[1. Certification and Certification Management. Oversight of the MRCC and IIMC Certifications to include tracking of attendance and certification hours, creation of awards of certification, maintaining a brochure explaining the MoCCFOA certification program and working with the Certification Committee to process certification applications.](#)

[In conjunction with certification, certificates of attendance and hours should be sent to the Association members within sixty \(60\) days of attendance.](#)

[2. Marketing. Design of all brochures and flyers to promote all events. All marketing materials shall be distributed to members no later than sixty \(60\) days prior to the event, excluding the MML Conference, which is distributed by the MML.](#)

[3. Registration. Coordination of registration, processing all registration fees \(including refunds and scholarships\) and on-site representation for all events.](#)

[4. Conference Coordination. Working with the Education Committee and Executive Board for developing an event schedule, serving as liaison for the venue, speakers, vendors and more, and any other duties, as assigned.](#)

5. Budgetary Accountability/Responsibility. Reporting on all income and expenditures shall be categorized by event, which should be reported back to the Executive Board and Oversight Committee within sixty (60) days of said event. All year end reporting (May 1 through April 30) must be submitted to the Association by June 30 of said year.

6. IIMC Institute Attendance. MoCCFOA reserves the right to request that the Educational Director assigned to the Association attend the IIMC Institute at least one (1) time.

This language is completely new to the MoCCFOA and based around the same language of the most recent contract with our current educational director, through Missouri State University. There are also an addition of dates to their Article based on deadlines of the education director, such as 60 days reporting and certificates of attendance and year end reporting due to the Association by June 30 of each year.

General Changes, multiple locations

These changes include clarifying, for “hours only” in Article VIII, Section 2 and changing Retirement to Life Member in Article IV, The Directors shall, Section 4.

**MISSOURI CITY CLERKS
AND FINANCE OFFICERS ASSOCIATION
BYLAWS**

LAST AMENDED MARCH 2020

ARTICLE I: NAME

The name of this organization shall be “Missouri City Clerk and Finance Officers Association” and it shall be known as the “Missouri CCFOA or MoCCFOA.”

ARTICLE II: LOGO

The logo of the Missouri City Clerks and Finance Officers Association shall be substantially in the form as designed and approved by the members of the Association.

ARTICLE III: PURPOSE

The Missouri City Clerks and Finance Officers Association shall operate pursuant to said Bylaws in conjunction with its established Rules of Procedures. The purpose of the Association shall be to promote the general welfare of the municipalities and to strive toward ever improving administrative techniques used in the operation of municipal governments by:

1. Cooperating with the Missouri Municipal League in carrying out the purposes set forth in the League’s Constitution and Bylaws.
2. Promoting and developing the Association as an agency for the professional benefit of Municipal Clerks, Finance Officers and other officials or persons with the same and similar powers and duties.
3. Establishing and improving methods and procedures in governmental record keeping and finance in Missouri as developed and recommended by the International Institute of Municipal Clerks, the Government Finance Officers Association and other recognized authorities in the field of municipal administration.
4. Developing a better understanding by the members of their duties, obligations and responsibilities.

5. Promoting mutual cooperation and assistance between municipal officials and all other persons involved in governmental administration.
6. Promoting the cause of good government in municipalities by performing services which may best meet the interests and needs of the public as efficiently and effectively as possible.

ARTICLE IV: MEMBERSHIP

The following types of Association membership and eligibility requirements are hereby established.

1. Active Member

Municipal Clerks, Finance Officers and such other municipal officials or persons with the same or similar powers and duties who are actively affiliated with a municipality located in the State of Missouri. Members of a municipal governing body are not eligible unless they also hold the office of clerk, finance officer, or other such official with similar powers or duties in that or another municipality.

2. Life Member

Municipal Clerks and Finance Officers who served in that capacity at least ten (10) years and held active membership in the Associations for at least ten (10) years from the end of active professional service. Upon renewed employment in municipal service, the member shall be reinstated to active member status.

3. Affiliate Member

Former Municipal Clerks, Finance Officers and such other municipal officials who no longer hold office but who did not retire while in such position and desire to maintain an interest in the Association. Upon renewed employment in municipal service, the member shall be reinstated to active member status.

4. Associate Member

Representatives of businesses, public utilities, governmental agencies, educational institutions, and other political jurisdictions interested in the welfare of this Association.

5. Honorary Member

Honorary membership may be bestowed by the President with the approval of the Board of Directors and should only be proposed for those persons who have served the Association in a special way and are not eligible for another form of membership. The honorary membership shall only be good as long as the person is associated with the MoCCFOA.

ARTICLE V: DUES

The fiscal and membership year of the Association shall be May 1 through April 30. Dues shall be payable by ~~May~~ June 1 of each year in the amount set forth herein:

Comment [JF1]: Amend 1

1. Active Member – Based upon the population of the member’s municipality as established by the most recent federal census, the annual dues shall be as follows:

<u>POPULATION</u>	<u>AMOUNT OF DUES</u>
Less than 10,000	\$25.00
10,000 – 30,000	\$35.00
Over 30,000	\$50.00

When there is more than one (1) Active Member from a municipality, a fee of \$15.00 per year shall be paid for each additional member.

2. Life Member – No annual dues shall be assessed
3. Affiliate Member – \$25.00 annually
4. Associate Member – \$35.00 annually
5. Honorary Member – No annual dues shall be assessed

Should an Active Member leave his or her respective city of employment for any reason, the paid membership shall remain with the Active Member’s said city, not with the Active Member. Exception: any current paid membership may transfer with the Active Member to a new city, upon documentation being provided to the Treasurer that such dues were paid personally by the Active Member with no subsequent reimbursement by said city.

If a member ~~is six (6) months delinquent in payment of dues~~ has not paid their dues by November 1, written notification shall be sent to him/her by the Treasurer and if payment is not then made within thirty (30) days, the member shall be suspended from the Association including suspended access from the website and listserv.

Comment [JF2]: Amend 2

Upon written request received, the Treasurer may, with the advice and consent of the Officers, waive the dues equivalent to a one year membership, for members whose cities have experienced a disaster. As referenced herein, disaster is defined as any event for which the State or Federal government issued a formal disaster declaration including the city, for the period of May 1 of the previous membership year through October 1 of the current membership year. Such waiver, if granted, shall be noted in the official record of membership for the membership year to which it pertains. Any action by the Treasurer in waiving membership dues as provided in this section shall be submitted for ratification by the Executive Board at its next meeting.

ARTICLE VI: PRIVILEGES OF MEMBERSHIP AND CERTIFICATION OPTIONS

Division 1. Membership

Active Member

- Attend all meetings
- Attend all training/educational sessions
- Speak at all meetings
- Serve on Committees
- Serve as Chair of Committees
- Hold Officer position
- Serve as Division Director
- Receive Association Newsletter
- Make motions and vote at meetings
- Have Access to Website/Discussion Forums

Life Member

- Attend all meetings
- Attend all training/educational sessions
- Speak at all meetings
- Receive Association Newsletter (by request only)
- Access to Website Life Member Discussion Group

Affiliate Member

- Attend all meetings
- Attend all training/educational sessions
- Speak at all meetings
- Receive Association Newsletter (by request only)

Associate Member

- Attend all meetings
- Attend all training/education sessions as an observer (no speaking privileges unless called upon)
- Receive Association Newsletter

Honorary Member

- Attend all meetings
- Speak at all meetings
- Attend all training/educational sessions (no speaking privileges unless called upon)
- Serve on Committees
- Receive Association Newsletter (by request only)

Division 2. Certification

1. The Missouri City Clerks and Finance Officers Association shall maintain a certification program.
2. The educational hours of members shall be managed by the Associations' Education Director, contracted through an accredited university.
3. The Certification Commission shall review and approve all applications for certification.
4. Levels of certification shall be:
 - Missouri Registered City Clerk (MRCC)
 - Missouri Registered City Clerk – Continuing (MRCC-C)
 - Missouri Registered City Clerk – Sustaining (MRCC-S)
 - Missouri Professional City Clerk (MPCC)

ARTICLE VII: OFFICERS, DIRECTORS, EXECUTIVE BOARD, IIMC AND MML DIRECTORS

All Officers and Directors shall be Active Members of the Association during their full term of office and shall serve without remuneration.

If for any reason an Officer or Director of the Association cannot fulfill their duties, the Executive Board can vote, by a minimum two-thirds (2/3) majority, to take action for/against said individual. These actions include but are not limited to, temporary replacement of office, issuing a letter of reprimand, or permanent removal from office, if deemed necessary. If removal from office is deemed necessary, the immediate past president or another appropriate member of the Association would be asked to serve until an election for said position could be held.

Comment [JF3]: Amend 3

Officers

1. The officers of the Association shall be: President, President-Elect, Secretary and Treasurer.
2. The term of office shall be one (1) year. Term of office shall be from May 1 through April 30.
3. The Officers shall have attained the Missouri Registered City Clerk (MRCC) or the IIMC Certified Municipal Clerk (CMC) designation.
4. The Officers shall have completed at least one of the following:
 - a. Attended at least four (4) MoCCFOA Spring Institutes
 - b. Be or have been an officer in a local Division
 - c. Previously held the position of Director
5. Candidates for the position of Treasurer are required to have served at least one year on the Budget Committee.

Directors

There shall be one (1) Director from each of the following nine (9) geographic areas of the State: Northeast, Eastern, Southeast, Central, South Central, Northwest, Western, Southwest, and East Central; each serving a term of two (2) years. Terms of office shall be from May 1 until April 30.

Following is the schedule for elections of Directors by Division:

Even Years:

Central	Northwestern
East Central	Southeast
Eastern	

Odd Years:

Northeast	Southwest
South Central	Western

Division Directors shall have attained the Missouri Registered City Clerk (MRCC) or the IIMC Certified Municipal Clerk (CMC) designation and shall have attended at least one Spring Institute and be an active member of the division they represent for a minimum of two (2) years.

In the event of a vacancy of a Division Director, due to resignation or lack of an appointee, the President of that Division shall serve as interim Division Director until

a successor can be appointed by the Division members. An interim Division Director shall not be required to meet the requirements of Article VII of the Bylaws.

Executive Board

1. The Executive Board shall consist of the four (4) elected officers, nine (9) Directors and the Immediate Past President.
2. Active Past Presidents shall serve as ex-officio members of the Executive Board.

MML Director

There shall be one (1) Director elected by the membership to serve up to two (2), two (2)-year terms.

IIMC Director

There shall be one (1) Director elected by the membership to serve a three (3)-year term on a rotating basis with the other Region VII states – Illinois and Kansas.

~~The Executive Board shall:~~

- ~~1. Attend to the affairs of the Association and perform such other duties as may be specified in the Rules or by order of the majority of the Association.~~
- ~~2. Designate the time and place of each regular meeting of the Association.~~
- ~~3. Fill any vacancy, except President, and appoint the Nominating Committee as set forth in Article X.~~
- ~~4. Invite Past Presidents of the Association, who are active in the Association, to participate, without vote, in Executive Board meetings.~~

Comment [JF4]: Amend 4

ARTICLE IX: MEETINGS AND QUORUMS

The Association shall hold two (2) regular business meetings per year, one (1) in the Spring and one (1) in the Fall, at a time and place to be designated by the Executive Board. Notice shall be emailed to each member by the Secretary at least thirty (30) days in advance of each regular meeting. If a member has specified on the dues notice or by telephone to the Secretary that said member does not have email, the notice will be mailed. Thirty-five (35) members of the Association shall constitute a quorum.

The Executive Board shall meet at least twice a year in conjunction with the regular meetings of the Association. Eight (8) members of the Executive Board shall constitute a quorum, provided at least two (2) officers are present.

- Special Meetings of the Association or Executive Board may be called by the President or by three (3) members of the Executive Board, provided written notice is received by the members at least fifteen (15) days in advance. Upon annual approval by each Board member, notification of Executive Board meetings via email to those members, shall qualify as written notice. At special meetings, only those matters specified in the notice may be considered unless a revised agenda is adopted by the majority present at the special meeting. Special meetings of the Executive Board are permitted to be held electronically or via telephone.
- Emergency meetings of the Executive Board may be called by the President or by three (3) members with no less than twenty-four (24) hour notice. The emergency meetings of the Executive board are permitted to be held electronically or via telephone.

ARTICLE X: NOMINATIONS AND ELECTIONS

The Nominating Committee shall consist of ten (10) members, one Director from each Division and a ~~Chairman~~Chairperson, designated by the President, who shall be someone other than the Directors and shall be a non-voting member of the Committee. The President shall designate the ~~Chairman~~Chairperson, prior to the Officers and Committees Retreat. This committee usually meets by email. If a Division Director files a Statement of Interest to be an officer of the Association, his/her division will appoint a member meeting the qualifications for Division Director to serve as that division's voting member of the Nominating Committee.

Comment [JF5]: Amend 5

The Nominating Committee shall:

1. Solicit nominations and letters of interest from the membership of active members, with at least the MRCC/CMC designation, for the positions of President-Elect, Secretary, and Treasurer; a letter of interest is only needed for the position of President in the event the President-Elect is unable to serve.
2. Accept and review nominations from members. Nominations without applications may also be accepted.

3. Notify all candidates of the results of the final slate of officers being nominated to the Board before the Spring Institute. Verify qualifications and assure nominee is willing to serve.
4. Nominate at least one (1) person who has consented to serve, if elected, for each office to be filled.
5. Provide the President with their report to be included in the notice of meeting sent to the members prior to the Spring meeting.

Nominations may be made from the floor provided the consent of the nominee has been obtained and the nominee has attained at least the MRCC/CMC designation.

The election of Officers and Directors shall take place during the regular Association meeting held in the Spring.

ARTICLE XI: COMMITTEES

The President shall appoint all committees needed for the effective execution of the programs of the Association, except as set forth in Article X of the Bylaws, relative to the Nominating Committee.

All Committee Chairs are to be selected by the President of the Association, unless otherwise noted in the Bylaws. Each committee chair shall complete a transition memo due to the Executive Board before April 30. If for any reason, the Chairperson of a Committee cannot fulfill their duties, the President – in consultation with the Executive Board – can replace the Chairperson by executive action, if deemed necessary.

Comment [JF6]: Amend 6

In addition to any committee deemed appropriate and necessary, committees appointed shall include the following:

Audit: The Audit Committee is responsible for making sure all monies received are properly recorded and deposited, all expenditures are accurate and properly recorded, bank statements are reconciled with the treasurer's records, appropriate bonding for all officers and assuring that all financial records are kept in a neat and orderly manner.

The Audit Committee shall perform quarterly reconciliation of the Association's bank statements to assure accurate record keeping.

Budget and Finance: Chaired by the MoCCFOA Treasurer, duties consist of preparing a balanced budget for the next fiscal year that runs from May 1 through April 30. The completed budget is submitted to the President with a written statement. At the Spring Institute, the proposed budget is submitted to the members for approval.

Bylaws and Rules of Procedures: The objective of this committee is to review the bylaws and Rules of Procedures for potential problems or changes. Recommendations for Bylaws are submitted to the full membership for approval. Recommendations for Rules of Procedures are submitted to the Executive Board. The approved amendments are presented to the Members at the next meeting.

Certification: The Certification Committee is a stand-alone committee consisting of clerks with a minimum of ~~“Continuing MRCC”~~ MRCC-Continuing designation and a minimum of five (5) years of service in the organization. Members must have served either on the Education Committee or Executive Board prior to appointment to the committee. The committee shall consist of seven (7) members, one of which shall serve as the Committee Chairman and must be a Missouri Professional City Clerk (MPCC); each serving a term of three (3) years.

The role of the Certification Committee is to review and approve applications and award certification.

Education: This committee shall plan, coordinate and implement the training sessions for the MoCCFOA at the annual Spring Institute, the Fall MML Conference, the Fall Regional Conference and Region VII Conferences, in conjunction with the liaisons from the Missouri Municipal League and an IIMC-approved university.

Historian Committee: Responsible for all historical records of the Association. This committee shall obtain articles and/or pictures regarding the organization and its members and keep records of minutes and other hard copy documents as appropriate.

Membership: This committee contacts new clerks and clerks that are not members and encourages them to join the association by giving them information about the benefits of membership. The committee works with the Treasurer to track non-renewals, retiree replacements and encourages them to renew their membership. They maintain a comprehensive list of all cities in Missouri and work with the Division Directors to contact non-member cities, city clerks and other eligible employees and invite them to join MoCCFOA.

Mentoring: The objective of this committee is to welcome, give assistance and mentor new city clerks and new members throughout the year along with planning activities for first time attendees at the Spring Institute. The committee develops ways to welcome new members such as: contacting new members by phone or email

periodically, along with creating and distributing welcome packets. They introduce them to MoCCFOA and what it has to offer. In conjunction with the Division Directors, they work to inform them of and meet with them at various training sessions, meetings and conferences.

Newsletter: This committee is responsible for gathering news, preparing and distributing the quarterly newsletter to all members of the Association in the months of January, April, July and October, and to forward to the Technology Committee to post the newsletter on the Association's website.

Outstanding City Clerk: Committee duties include promotion and appropriate publicity of the award, to encourage nominations and distribution of nomination forms upon request. The committee is responsible for reviewing nominations to verify that nominees have met the minimum requirements.

Oversight Committee: This committee is comprised of one representative from each Division, whose name is to be submitted by the Division to the President for consideration and appointment by May 1st of each year. ~~T and the~~ MoCCFOA Treasurer will be a permanent position on the Oversight Committee. The main responsibility of the committee is to verify that the organization is receiving services from the University as outlined in the approved contract. At the conclusion of each conference the committee will audit the University's accounting by reviewing the bills (for the hotel, speakers, supplies, etc.) as well as the money received for registration and sponsorships. The President and Oversight Committee ~~Chairman~~ Chairperson will not sign off for payments until the committee is satisfied that all obligations have been met. In order to preserve continuity with the Oversight Committee, the ~~Chairman~~ Chairperson of this committee shall not be limited to a one (1) year term. The choice of the Chair is solely the responsibility of the President. Members of the Oversight Committee must be able to commit to attend the Spring Institute and MML Conference.

Public Relations Committee: This committee shall consist of at least two (2) members from each Division. It will be the duty of the Committee to assign members to attend Board/Council meetings to present City Clerk's with their certification designation in the presence of the elected officials. Responsible for keeping open communications with IIMC and increasing elected officials' awareness of the Association's educational programs and work ethic within the organization.

Life Member "A Circle of Friends": The objective of this committee is to keep in contact with individuals who have been awarded life membership in the Association and to invite them to the annual conference banquet at the Spring Institute. Division Directors will be responsible for notifying the committee and the President of any prospective life members. The committee shall determine if a member is qualified to

receive a Life Membership Certificate and Circle of Friends pin. The committee shall make the appropriate arrangements for the presentation of the pin and Life Membership Certificate to the member. This may be done by one of the committee members or another member of the MoCCFOA, as deemed appropriate.

As a matter of practice, upon approval of the Chairperson, any Life Member wanting to participate on the Circle of Friends Committee as a liaison to the Committee shall be allowed to do so, on a non-permanent basis.

Comment [JF7]: Amend 7

Scholarship Committee: It shall be the responsibility of this committee to award scholarships to qualified applicants to attend the MoCCFOA Spring Institute, New Clerk's Conference, Regional Conferences and other conferences and/or training opportunities approved by the members of the Association or as established in the Rules of Procedure.

Strategic Plan Committee: The objective of this committee is to provide direction to the organization and the membership within the Strategic Plan document. The Plan should contain the purpose and mission statement, identify the organization's measurable goals and future planning areas.

Technology Committee: Responsible for all technological facets of the organization including, but not limited to, creation and maintenance of a website, updating the membership directory and making technical assistance available to members.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The latest edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for all matters of procedure for the Association, Executive Board and Committees in all cases not specifically covered by these Bylaws.

ARTICLE XIII: AMENDMENTS

The Bylaws may be amended at any regular or special meeting of the Association by a majority vote of the members present and voting, provided a copy of the proposed amendment has been sent to all members at least thirty (30) days before the meeting; or by a two-thirds (2/3) vote of the members present and voting without the thirty (30) day notice.

Amendments to the Bylaws shall be in full force and effect from and after the date of their passage.

**MISSOURI CITY CLERKS
AND FINANCE OFFICERS ASSOCIATION
RULES OF PROCEDURE**

Adopted September 2020

ARTICLE I: PURPOSE

This document is drafted for the Missouri City Clerks and Finance Officers Association (MoCCFOA) to provide standard operating rules and procedures for consistent and efficient operations of said Association. This document is to be used in conjunction with the MoCCFOA Bylaws.

ARTICLE II: RECORD RETENTION

The MoCCFOA shall follow the Missouri Secretary of State Record Retention guidelines for the retention of permanent records. If it is determined that the retention of a record(s) is not necessary, a written report of said record(s) to be destroyed shall be presented to the Association at the Annual Spring Business Meeting.

ARTICLE III: PARLIAMENTARY PROCEDURE

The proceedings of the MoCCFOA shall be controlled by the latest edition of Robert's Rules of Order, Newly Revised. The President, or President-Elect in his/her absence, shall preserve decorum and shall decide all questions of order.

**ARTICLE IV: DUTIES OF OFFICERS, DIRECTORS, IIMC AND MML DIRECTORS
AND EXECUTIVE BOARD**

The Executive Board shall:

1. Attend to the affairs of the Association and perform such other duties as specified in the Bylaws, Rules of Procedures or by order of the majority of the Association.
2. Designate the time and place of each regular meeting of the Association.
3. Fill any vacancy, except President, and appoint the Nominating Committee as set forth in Article X of the Association Bylaws.
4. Invite Past Presidents of the Association, who are active in the Association, to participate, without vote, in Executive Board meetings.

The President shall:

1. Preside at all duly called meetings of the Association and Executive Board.
2. Appoint members of all standing and special committees needed to carry out the goals, objectives and programs of the Association, except the Nominating Committee.

3. Assign committee ~~chairmen-chairpersons~~ prior to committees being announced, with the exception of the Budget Committee, which is chaired by the Treasurer, within sixty (60) days of taking office on May 1.
4. Serve as ex-officio officer of all committees, except the Nominating Committee.
5. Call special meetings as provided in Article IX of the Association Bylaws.
6. Announce position vacancies and/or openings in the Association at Business Meetings.
7. Perform all other administrative duties as directed by the Executive Board or the membership of the Association.

Comment [JF1]: Amend 1

Expenses for President attending IIMC, Spring Institute, MML, Regionals and Summer Retreat.

If the President attends the IIMC Conference (or the GFOA Annual Conference), Spring Institute, MML, Regionals and/or the Summer Retreat, the CCFOA will pay the registration fee; the published conference rate for the hotel if not paid by the President's City; meals (minus the cost of the meals included with the registration fee) at the GSA U.S. General Services Administration Domestic Per Diem Rates; and mileage will be paid at the prevailing IRS per mile or air fare. Expense receipts shall be submitted to the Treasurer for review and payment.

The President-Elect shall:

1. In the absence of, or at the expressed request of the President, preside and perform the duties of the President.
2. Perform any administrative duties assigned by the President.
 - a. State Pins – A state pin which represents the entire state shall be chosen by the President-Elect, if included in the annual budget. The design will be presented to the Executive Board at the semi-annual fall meeting for approval. Once approved, the pin will be ordered and made available for Spring Institute and IIMC.
 - b. Funeral Flowers – Serve as point of contact to order funeral flowers/plant for any retired or currently serving clerk which passes away during the year. Cards from the Association will also be sent in cases of serious illness or other issues as deemed appropriate by the Officers.
3. Automatically become President for the unexpired term in the event the President is unable to fulfill the obligations of the office.
4. Assist the President with program planning and execution for the Spring and Fall business meetings and the annual Spring Institute.

5. Arrange the installation of incoming officers during the annual banquet and arrange for an appropriate plaque and gift for the retiring President.
6. Automatically ascend to the position of President effective May 1, following installation of the office.

The Secretary shall:

1. Keep a permanent record of all business meetings of the Association and meetings of the Executive Board.
2. Prepare and send notices of all meetings in good standing at least thirty (30) days in advance of the date of the meeting. Notices and minutes will be emailed to each member unless specified on the dues notice or by telephone to the Secretary that the member does not have email, in which case the notice and minutes will be mailed.
3. Maintain a list of all committees and a listing of any Standing or Special Rules adopted by the Association as well as a current copy of the Association Bylaws and Rules of Procedures. Association Bylaws and Rules of Procedures shall be sent to the Executive Board and the chair of the technology committee to be posted to the website within thirty (30) days of any approved changes by the members and/or Board.
4. In the absence of the President and President-Elect, call the meeting to order and proceed with the election of a chair pro tem.
5. Process the correspondence for the Association.
6. Prepare minutes of the proceedings of each business meeting of the Association and Executive Board to be duplicated and distributed to the members for approval at the next meeting of each body. Draft minutes of a meeting should be sent to the Executive Board within thirty (30) days of the past meeting.
7. Maintain the official calendar of the Association. All scheduled events, deadlines, etc. should be sent to the Secretary. The Secretary should quarterly/bi-monthly publish the calendar on the Listserv and keep it updated on the website as well as publish the calendar in the newsletter, based on deadlines as determined by the Newsletter Committee.

Comment [JF2]: Amend 2

Comment [JF3]: Amend 3

Comment [JF4]: Amend 4

The Treasurer shall:

1. Send annual statement of dues payable to all members of the Association and reminders when necessary, as set forth in Article V of the Association Bylaws.
2. Collect all dues and fees receivable and provide official membership cards to new members, upon request, and to members requesting cards within thirty (30) days after receipt of their dues.
3. Review bank card transaction receipts for appropriateness and reconcile with monthly bank statements on a monthly basis. This should occur and be sent to the Executive Board and Audit Committee by the 10th of every month.

Comment [JF5]: Amend 5

4. Pay all properly approved Association bills and invoices by the date due or within thirty (30) days of receipt, unless approval is required.
5. Prepare biannual financial reports of all income and expenditures to be duplicated and distributed to the members prior at each regular meeting of the Association.
6. Serve as ~~Chairman~~ Chairperson of the Budget and Finance Committee which shall prepare a proposed budget for the following fiscal year to be submitted to the Association membership for their approval at the regular Spring meeting.
7. Serve on the Oversight Committee which shall audit the University's accounting at the conclusion of each conference to ensure that the organization is receiving services from the University as outlined in the approved contract.
8. Provide the Audit Committee with current and complete financial documents to perform the annual audit. Records should be submitted by May 31.
9. Maintain a roster of all members and provide the names of updated members to the Membership Committee, the Secretary, and Technology Committee, on a bi-monthly basis, starting on May 30.
10. Track Convenience Fees. Convenience fees may be charged as reimbursement of fees the Association may encounter. The convenience fee shall be \$2.00 per transaction.

Comment [JF6]: Amend 6

Comment [JF7]: Amend 7

The Directors shall:

1. Prepare reports on happenings in their area, at least quarterly, to be included in the Association's Quarterly Newsletter, based on the deadlines determined by the Newsletter Committee.
2. Participate actively in Executive Board, Association, and Divisional meetings to the extent possible. At the Division meetings, Directors shall share information on proposed State Bylaws amendments, committee updates reported at the Executive Board meetings, including the Strategic Plan as well as upcoming training and scholarship opportunities.
3. Serve as the members of the Nominating Committee.
4. Notify the ~~Retirement~~ Life Member "Circle of Friends" Committee and the President of any pending retirements. Attend "Circle of Friends" gathering at the Spring Institute, if possible.
5. Send welcome cards to new clerks, and attend the New Clerks Mixer at Spring Institute, if possible.
6. Perform any administrative duties assigned by the President, including:

- a. Coordinate with Division Board and Committee members to update the MoCCFOA website with Division meeting dates, current Division Officers and committee members, and other Division records, as appropriate.
 - b. Promote and coordinate donations for silent auction for Divisions.
7. Notify the President-Elect of any retired or currently serving clerk from their Division which passes away so that the funeral/flowers/plant may be ordered from the Association. Directors may also request cards be sent in cases of serious illness or other issues as will be deemed appropriate by the Officers.
8. Participate in the Division Directors Committee meetings annually and discuss goals and transition information to newly elected Directors at the Spring Institute.
9. Division Directors shall encourage Division members to become involved in Division and State committees.
10. Serve as champion to support teamwork and unity for Division Municipal Clerks by:
 - a. Encouraging member participation in certification recognition events
 - b. Serve as Division members' source for submitting ideas or concerns to the Executive Board
11. Develop and maintain Division Directors' Handbook with resources such as Executive Board meeting dates, Bylaws, Rules of Procedure, membership lists, etc. Each Director shall also update the Handbook periodically to include their Division calendar, Bylaws, Rules of Procedure, Membership and Committee lists, and other relevant division information. The updated Handbook shall be shared with successor Directors at the time of their appointment. A copy of the Division Director Handbook shall be submitted to the MoCCFOA Secretary for retention.

MML Director

The MML Director is elected by the membership and serves up to two (2), two-year terms. In even-numbered years, at the Fall business meeting, and in the Newsletter, the announcement shall be made that nominations must be submitted for a candidate to the Municipal League Board of Directors. Interested individuals shall send their resumes to the Missouri CCFOA President by December 1st, and this information will be published in the Winter Newsletter. Vote will be taken at the intervening Spring Institute Business Meeting. Upon selection of a candidate, the President will direct the Secretary to prepare a resolution announcing the support of the Missouri CCFOA to this candidate, in which the resolution will be forwarded to the Nominating Committee of the Missouri Municipal League.

Qualifications:

1. Have attained the Missouri Registered City Clerk (MRCC) or the IIMC Certified Municipal Clerk (CMC) designation.

2. Have been a Municipal Clerk for three (3) years.
3. Have been a member of the MoCCFOA for three (3) years.

Duties and Responsibilities:

1. Represent MoCCFOA at regular and special meetings of the Missouri Municipal League Board of Directors.
2. Attend MML conferences.
3. Report MML activities to the membership at MoCCFOA semi-annual business meetings.

IIMC Director

The IIMC Director is elected by the membership and serves a three (3) year term on a rotating basis with other Region VII states (Missouri, Illinois, and Kansas) as each state has all agreed. When the appropriate time comes for our State to nominate a candidate for IIMC Director, it shall be announced at the Spring Business Meeting and in the Newsletter. Interested individuals will send resumes to the MoCCFOA President by June 1st; this information will be published in the Summer Newsletter. Vote will be taken at the Fall business meeting. Upon selection of a candidate, the President will direct the Secretary to prepare a resolution announcing the support of this candidate by the MoCCFOA, in which the resolution will be forwarded to the IIMC Nominating Committee.

Qualifications:

1. Have attained the IIMC Certified Municipal Clerk (CMC) designation.
2. Have been a Municipal Clerk for three (3) years.
3. Have been a member of IIMC for three (3) years.
4. Have attended at least two (2) IIMC Annual Conferences.

Duties and Responsibilities:

1. Must attend all meetings of the IIMC Board of Directors – after two (2) absences, will be replaced.
2. Must be an active participant at the IIMC Board meetings – having read the packet prior to arriving at the meeting.
3. Be able to participate in teleconference meetings as needed.
4. Ensure that the opinions, desires, and wishes of the Clerks in Region VII are fully represented to IIMC.
5. Ensure that the decisions made by IIMC and the actions of the Board of Directors are communicated to the members of Region VII.

6. Represent IIMC on behalf of the President, the Executive Committee, and the Board of Directors at State and Region meetings, if required.
7. Assist in conducting a Region VII Conference each year.
8. Assist in organizing a Region VII Dinner at the IIMC Annual Conference.
9. Be available to answer questions regarding IIMC and Certification.
10. Travel is required. Must be able to attend the IIMC Annual Conference, the Mid-Year Board meeting and the IIMC Region meeting.

ARTICLE V: COMMITTEES

Committee Chairs

The Committee Chairs shall contact committee members and involve them in the committee. Each committee member shall be given a certificate of participation, only if they have participated on the committee. This shall be at the discretion of the Committee Chair.

The Nominating Committee shall:

1. Solicit nominations and letters of interest from the membership of active members, with at least the MRCC or CMC designation, for the positions of President-Elect, Secretary and Treasurer. The Chair of the Nominating Committee shall send an email to all MoCCFOA members with the Letter of Interest form on the last Monday in November that will include the deadline for submittals, which shall be the third Friday in December.
2. Include in Letter of Interest form, the time commitment needed to be an Officer especially for the Treasurer's position
3. The Chair will notify each Division President if their Division Director's term is expiring.
4. Accept and review nominations from members. The Nominating Committee will vote on nominations received. In a case of a tie, the Chair will resend the tied names back out to the committee for their vote to break the tie.
5. Nominations may be made from the floor, without application, provided the consent of the nominee has been obtained and the nominee meets all of the necessary requirements.
6. Verify qualifications and assure nominee is willing to serve in the first week of January. Notify all candidates of the results of the final slate of officers being nominated to the Board before the Spring Institute.
7. Nominate at least one (1) person who has consented to serve, if elected, for each office to be filled, in the first week of February.

8. Provide the President with their report, to be included in the notice of meeting sent to the members prior to the annual Spring meeting, in the first week of February.

The Strategic Plan Committee shall:

1. Be comprised of active members assigned by the President.
2. Following appointment ~~by member~~ to the committee, the Chair is encouraged to attend the annual retreat to hear goals and future plans of the organization.
3. Complete a comprehensive review every five (5) years (beginning in 2024) which shall be presented to the Executive Board and membership at the following fall business meeting held during the MML conference.
4. During review, incorporate new goals of the organization, identify goals that have been satisfactorily completed, and incorporate any future planning needs.

The Technology Committee shall:

1. Update the MoCCFOA website, which includes member information, information regarding officers, committees, Divisions, the quarterly newsletter and other pages.
- ~~1-2.~~ Work with the Secretary to ensure that the current Association Bylaws and Rules of Procedures are posted to the website within thirty (30) days of any approved changes by the members and/or Board.
- ~~2-3.~~ Provide updates to the membership listserv as members join, resign, or make changes throughout the year. Remove members' cities delinquent in dues ~~for six (6) months or more~~ from active rolls, upon notification by the Treasurer.

Comment [JF8]: Amend 8

ARTICLE VI: BUDGET AND FINANCE

A balanced budget of the Association's finances is prepared annually by the Budget Committee and submitted to the President with a written statement for proposal to the membership for adoption by a majority vote at the Spring Business Meeting.

If at any time during the fiscal year it is necessary to transfer part or all of any unencumbered appropriated balance that impacts the overall budget of the fiscal year, a request shall be made of the Executive Board for approval and a special meeting shall be called, if necessary. Notification of said transfer shall also be made to the membership at its next business meeting. If sixty (60) days shall lapse before the next business meeting, notification shall be sent to the membership via email, or their agreed upon communication method, within thirty (30) days.

Banking Procedures

Following the Annual Spring Institute, the elected Treasurer shall accompany the Association's officers to the financial institution to be added as a signatory of the

Association's account effective May 1st. The outgoing Immediate Past President shall also accompany the Association's officers to the financial institution to be removed from the account as a signatory effective May 1st.

Also following the Annual Spring Institute, the Treasurer shall obtain a certificate of insurance issued by some surety company authorized to issue surety and fidelity bonds in the State of Missouri for the President, President-Elect, Secretary and Treasurer, in such sums as may be appropriate for the faithful and proper performance of their duties and for the prompt accounting of the Association's funds

The Association may issue a bank (credit and/or debit) card for official use by the Officers at the onset of the term of Treasurer. Upon completion of the term of President, the card should be destroyed and surrendered to the Association's Treasurer. Only expenditures directly related to the conduct of their office may be charged to the Association's bank card. The cardholder is responsible for maintaining receipts of all transactions that should be forwarded to the Treasurer within ten (10) days.

Expenses for President and President-Elect

1. The President, or in the absence of the President, the President-Elect, shall be reimbursed by the Association if not paid by the President's (or President-Elect's) city, for the following expenses incurred while traveling on behalf of or representing the Association at meetings and events, e.g.; division meetings, legislative testimony, award ceremonies, etc.; hotel and meals based on actual receipts; mileage at the prevailing IRS per mile rate or air fare, whichever is lower. The Association shall reimburse for up to four (4) of these Association related trips per fiscal year. Expense receipts shall be submitted to the Treasurer for review and payment. The President or President-Elect may also use the bank card issued by the Association for applicable expenses.
2. The Association will pay up to eight (8) Spring Banquet meals for guests of the incoming President.

Expenses for Executive Board Officers Attending Spring Institute and/or MML

1. If any of the Executive Board Officers (President, Vice-President, Secretary and Treasurer) would not be able to attend the Spring Institute and/or MML, because of financial constraints, MoCCFOA will consider paying expenses not being reimbursed by the City for attendance. Expenses that would be paid by MoCCFOA would be the registration fee paid directly to the educational institution, the published conference rate for the hotel for single occupancy and up to \$50.00 for mileage and/or other necessary expenses.
2. If the case of need arises, a letter from the City Administrator, City Manager or Mayor and a copy of that section of the City's budget showing that training/travel expenses have been reduced or cut and city funds are not available for the Executive Board Officer to attend the Spring Institute and/or MML. This information must be forwarded to the MoCCFOA President at least thirty (30) days prior to the Conference. The President will review the information and submit a recommendation via email, phone or fax to the Executive Board for approval, then to the Treasurer for payment, if funds are available. The President will submit to the Secretary in writing the results of the request for record keeping. The

Comment [JF9]: Amend 10

Executive Board Officer applying for assistance shall not be included in the decision to approve or deny the request.

Expenses for the IIMC Director

The Association will pay up to \$500 per year for travel expenses for the IIMC Director. Expense receipts shall be submitted to the Treasurer for review and payment. Reimbursement may include the registration fee; the published conference rate for the hotel; meals (minus the cost of the meals included with the registration fee) at the GSA (U.S. General Services Administration) Domestic Per Diem Rates; Board meeting expenses; and mileage will be paid at the prevailing IRS per mile or air fare.

Expenses for the MML Director

The Association will pay up to \$500 per year for travel expenses for the MML Director. Expense receipts shall be submitted to the Treasurer for review and payment. Reimbursement may include the registration fee; the published conference rate for the hotel; meals (minus the cost of the meals included with the registration fee) at the GSA (U.S. General Services Administration) Domestic Per Diem Rates; Board meeting expenses; and mileage will be paid at the prevailing IRS per mile or air fare.

Expenses for Executive Board Members and Committee Chairs Attending Retreat

The Association will reimburse 50% of the hotel room expenses for the Executive Board members and Committee Chairs attending the retreat if the City will not cover the hotel room expense for these attendees and the City provides a letter stating that they will not pay for the room. If one of these attendees are not able to attend the retreat and someone attends in their place, the same consideration will be made for the person attending.

ARTICLE VII: TRAINING AND OTHER SPONSORED SESSIONS

Only registered attendees, sponsors and paid adult guests shall be allowed in MoCCFOA sponsored sessions, banquets, hospitality rooms and other events.

ARTICLE VIII: CERTIFICATION PROGRAM

The MoCCFOA certification program was established in 2003. Active and affiliate members of the Association may apply to the program upon attaining the required levels of education and experience provided through the administering University.

1. Any clerk working toward any level of certification must complete the Certification Progress Plan (CPP). This must be submitted to the education director within ~~one month~~thirty (30) days of the end of each educational event in order to receive certification hours. Once a clerk has achieved the status of MPCC, no CPP is required.
2. If a Certification Progress Plan (CPP) is not submitted, the participant shall receive credit for "hours only," which are not applicable to certification.

3. Requirements for each level of certification are included in the appropriate application. Once a member has obtained the required number of Education and Experience points, an application must be filled out and filed with the University, along with the required payment.

a. New Clerks Institute:

PURPOSE: To introduce clerks to the legal aspects and core requirements of the position and to help them become familiar with various offices and contacts in Jefferson City. This Institute is mandatory for all clerks entering the program and participants will receive eight (8) credit hours.

b. Missouri Registered City Clerk (MRCC):

PURPOSE: The MRCC certification is tailored to the needs of Missouri Clerks. Clerks receive credits applicable to either the MRCC program or the Certified Municipal Clerk (CMC) program from the International Institute of Municipal Clerks (IIMC), with the exception that only the MRCC designation requires attendance at the New Clerks Institute.

c. Missouri Registered City Clerk Continuing and Sustaining:

PURPOSE: Continuing and Sustaining levels of certification combine learning experiences as well as professional and personal development. These steps were included to recognize those clerks who are resolute in their professional development, continuing to grow and expand knowledge and experience.

d. Missouri Professional City Clerk:

PURPOSE: This is the highest level of certification through the State organization. Once this designation is received, no additional hours are required. However, MoCCFOA encourages clerks to continue attending educational sessions due to the importance of remaining updated on new State Statutes, new methods of technology and the importance of networking with other clerks throughout the state.

4. All applications for certification shall be reviewed by the Certification Committee.

a. In the event of a discrepancy, irregularity or other issue on an application, the Certification Committee ~~Chairman~~ Chairperson may consult with the Certification Committee before making a determination on the application.

b. An applicant may appeal an adverse determination on their application to the Executive Board.

c. After review and approval of participant's certification, the results should be communicated to the participant along with the organization's President, the Education Director, and the Public Relations Committee.

d. After approval or denial of an application, the Certification Committee Chairman is to retain the application for one year. After that time, all applications shall be destroyed. After review of an application by the members of the certification committee, all applications shall be destroyed.

5. Refer to the International Institute of Municipal Clerks (IIMC) website for the International Certification Program.

6. No applications for certifications will be processed between February 15 and March 31.

ARTICLE IX: OUTSTANDING CLERK AWARD

The Outstanding City Clerk Award is designed to recognize a City Clerk or Finance Officer that has demonstrated outstanding service and commitment to their municipality, community, and professional organizations.

Minimum Requirements

1. City Clerk or Finance Officer for a municipality in the State of Missouri, serving at least five (5) years.
2. Active, participating member of the Missouri City Clerks and Finance Officers Association for at least five (5) years.
3. Have attained the Missouri Registered City Clerk (MRCC) or the IIMC Certified Municipal Clerk (CMC) designation.

Guidelines

1. Confidential nominations may be submitted by any “active” MoCCFOA City Clerk or Finance Officer, Mayor, Council Member, City Manager/Administrator, or fellow employee.
2. Nomination forms may be obtained from the Committee Chair, Committee members or the President. Application forms will be available at MML registration desk and silent auction booth in September at the Annual MML Conference. Notices will be sent to Division Presidents and Directors, appear in the MML monthly newsletter, MoCCFOA newsletter and the Technology Committee shall post them on the MoCCFOA website.
3. Completed nomination forms must be received by the Committee Chairman no later than January 15 each year. Application will be accepted electronically and must be received by the Committee prior to the deadline.
4. The nominations will be reviewed by the Outstanding City Clerk Committee for verification of qualifications (i.e. membership, years of service, etc.).
5. The Committee will forward the qualifying nominations to five judges (Kansas CCFOA President, Illinois CCFOA President, MML Representative and the past two recipients of the award), to make the final selection. The names and cities of all nominees will be removed from forms when submitted to judges. The judges will select by a point system totaling 100 points.
6. The name of the nominees and the successful candidate will remain confidential. All nomination materials will be destroyed immediately upon adjournment of the Spring Institute.

7. A short biography will be read, announcing the name of the “Outstanding City Clerk” at the Spring Institute in March.
8. An award will be presented having the inscription “Outstanding City Clerk, respective year and the name of the recipient” at the Spring Institute in March of each year. Notify nominator to invite Mayor, Council (Board, Commissioners, etc.), Administrator/Manager and other guests, up to eight (8). The Association will pay for banquet meals for up to eight (8) guests.
9. The President or President-Elect shall appear before the Board/Council of the successful nominee recognizing the achievement of their clerk by making a formal presentation.
10. Following the Spring Institute, letters of acknowledgement shall be sent to whoever nominated the clerk, inviting them to submit an application next year.
11. In the case of a tie, the Committee members shall review the judges’ ratings on those candidates and cast a secret ballot for the winner.
12. The Chairman shall prepare information for publicity to the Missouri Municipal League Review, State Newsletter and the International Institute of Municipal Clerks News Digest.
13. Once a clerk has been selected as “Outstanding City Clerk of the Year” she/he would be ineligible for future nominations.

ARTICLE X: SCHOLARSHIPS

The purpose of the Scholarship Program is to encourage professionalism of Missouri City Clerks and Finance Officers by establishment of a scholarship program to reimburse expenses for those who may not otherwise be reimbursed by the city for attendance at Missouri City Clerks and Finance Officers Association educational sessions.

The MoCCFOA may award up to twenty-six (26) scholarships, ten (10) for the Annual Spring Institute, ten (10) for the New Clerks Conference and two (2) each for the three (3) Regional Conferences. Regional Conference Scholarships, not awarded due to lack of applications, may be awarded for one of the other Regional Conferences, where more than two applications are received.

The Scholarship encompasses registration fee paid directly to the educational institution, half of single/double occupancy of the hotel cost and up to \$50.00 paid to the applicant for mileage and/or other necessary expenses. If applicant should receive two (2) scholarships (i.e. New Clerks Conference and Spring Institute) and they are at the same location and the conferences are consecutive dates, the applicant will receive only up to \$50 for mileage and/or other expenses to cover both conferences.

The Scholarship Chairman:

1. Shall send information regarding the scholarship processed to be published in the MoCCFOA Newsletter and the MML to include in its publication.

2. Shall send the MoCCFOA guidelines for scholarships and the applications to all of the Division Presidents and Directors requesting they encourage their Division members to apply if they meet the applicable guidelines.
3. Shall send the applications received to all members of the Scholarship Committee and schedule a meeting, generally held via email, for review.
4. Shall notify the applicants, the contracted educational institution and MoCCFOA President and Treasurer of the recipients of the scholarships.

Scholarships to be awarded are:

1. Jay Bell Scholarship – To be given to an applicant who will be attending the Spring Institute for the first time.
2. Robert Karsch Scholarship – May be given to a first-time attendee of the Spring Institute or to one (1) applicant for multiple years.
3. Cheri Middaugh Scholarship – May be given to a first-time attendee of the Spring Institute or to one (1) applicant for multiple years.
4. At Large Scholarships – Up to twenty-three (23) at large scholarships – seven (7) for Spring Institute, ten (10) New Clerks Conference and six (6) for Regional Conference may be awarded to first time attendees, return attendees and given to the same person more than one (1) year if the need is proven. In the event that any category of at large scholarships are not awarded due to lack of applications, consideration may be given to award additional scholarships to those categories that have an excess of applicants.

Guidelines

The following criteria shall be considered by the Scholarship Committee and judged according to the information provided. Applications must be submitted and reviewed on a year-to-year basis.

1. Applicant must be a member in good standing of the Missouri City Clerks and Finance Officers Association and an active participating member.
2. Applicant must be a City Clerk, City Treasurer, City Collector, Finance Officer, Deputy and/or Assistant to these positions or hold a similar position.
3. The Scholarship Chairman ~~man~~ person must receive completed applications and all required documentation no later than August 31st for Regional Conferences and December 31st for the Spring Institute and the New Clerks Conference.
4. Applicant must have requested his/her municipality to underwrite schooling financially and must submit a letter from the Mayor, City Manager, City Administrator or Council expressing support of the application and indicating a commitment to grant time off to attend the educational institute.
5. Attach a statement giving reasons for attendance and what it will mean to work toward certification, participating in a continuing education program.

6. All MoCCFOA Scholarship recipients shall provide conference receipts to the Treasurer of the MoCCFOA no later than thirty (30) days from the close of the conference in order to be reimbursed for approved expenses. Any receipts submitted for reimbursement after the thirty (30) days from the close of the conference will not be considered for payment.

ARTICLE XI: EDUCATION DIRECTOR

Comment [JF10]: Amend 11

The Education Director shall be contracted through an accredited university, as noted in Article VI, Division 2 of the Association Bylaws. Per the contract signed between the Association and the accredited university, they shall be responsible for all education services of the MoCCFOA each year, including but not limited to:

1. Certification and Certification Management. Oversight of the MRCC and IIMC Certifications to include tracking of attendance and certification hours, creation of awards of certification, maintaining a brochure explaining the MoCCFOA certification program and working with the Certification Committee to process certification applications.

In conjunction with certification, certificates of attendance and hours should be sent to the Association members within sixty (60) days of receiving their CPP.

2. Marketing. Design of all brochures and flyers to promote all events. All marketing materials shall be distributed to members no later than sixty (60) days prior to the event, excluding the MML Conference, which is distributed by the MML.
3. Registration. Coordination of registration, processing all registration fees (including refunds and scholarships) and on-site representation for all events.
4. Conference Coordination. Working with the Education Committee and Executive Board for developing an event schedule, serving as liaison for the venue, speakers, vendors and more, and any other duties, as assigned.
5. Budgetary Accountability/Responsibility. Reporting on all income and expenditures shall be categorized by event, which should be reported back to the Executive Board and Oversight Committee within sixty (60) days of said event. All year end reporting (May 1 through April 30) must be submitted to the Association by June 30 of said year.
6. IIMC Institute Attendance. MoCCFOA reserves the right to request that the Educational Director assigned to the Association attend the IIMC Institute at least one (1) time.

ARTICLE XII: ADDITIONS AND AMENDMENTS

The Executive Board shall have the authority to make amendments; however, said amendment shall be presented to the Association at its next meeting. Any rule of procedure may also be repealed, suspended, altered or amended by a majority vote of the Association's members.



*Strategic Plan Committee Report
2021-2022*

MoCCFOA

To: Madam President Octavia Pittman, Executive Board, and MoCCFOA Members

From: Leesa Ross, Certification Committee Chairperson

Date: February 4, 2022

Re: Annual Report

The Certification Committee meets frequently via email. Currently we have approved 24 applications for certification since April 1. We will continue to review applications received by February 15, as stated in the Rules and Procedures Manual.

Applications approved:

MRCC Applications – 15
MRCC-Continuing Applications – 1
MRCC-Sustaining Applications – 5
MPCC Applications – 3

The Committee is continuing with the review of the certification application, to make sure the instructions on the application are clear, as we have had some questions regarding different sections of the application.

The committee also came up with new guidelines for certification, which will be passed out to all Spring and New Clerks Institute attendees, and will be posted on the moccfoa.org website. We hope the updated guidelines will help clerks who are seeking certification.

I would like to thank the certification committee members for their hard work and dedication, serving on the committee.

Gayle Conrad, City of Cape Girardeau
JoAnn Cova, City of Maryland Heights
Renee' Kingston, City of Camdenton
Melissa Mattson, City of Albany
Jodi Schneider, City of Troy
Beth Anne West, City of Battlefield

Certification Guidelines for the Missouri City Clerks and Finance Officers Association

MoCCFOA established our own certification program 20 years ago to assist clerks who are not members of IIMC – International Institute of Municipal Clerks.

There are four certification levels:

Missouri Registered City Clerk – MRCC

Missouri Registered City Clerk – Continuing, MRCC – Continuing

Missouri Registered City Clerk – Sustaining, MRCC – Sustaining

Missouri Professional City Clerk – MPCC

Annual education opportunities include Spring Institute held in March of each year; the Missouri Municipal League Conference held in September of each year; and three fall regional conferences held in November or December of the year, held in the Kansas City, Springfield and St. Louis areas.

MoCCFOA Certification Progress Plan must be completed and sent to our education director within 30 days of attending a conference. This is a “testing” process implemented for certification. Once the plans are received, a certificate is forwarded to clerks to keep for your records.

For all certification applications, documents must be submitted with the applications. The certification committee would prefer to see certificates however transcripts are acceptable. Also for college degrees noted, the certification committee requests transcripts; and for previous employment a letter from your previous employer is requested or a resume submitted.

Missouri Registered City Clerk

To obtain an MRCC Certification you must be a member of MoCCFOA for two years, complete 100 hours of education from MoCCFOA or IIMC and new clerks; or submit a bachelor’s degree and new clerks; or an associate degree, 67 education hours and new clerks. You then will have to submit 50 hours of experience points; which includes years as a clerk or other municipal employment; prior employment (with resume submitted or a letter from a previous employer) attendance at conferences; activities in MoCCFOA; IIMC participation or additional education experience.

Missouri Registered City Clerk – Continuing, MRCC – Continuing

This certification can be applied two years after receiving your MRCC. This will require 25 points up to 40 hours of advanced education (1 point for every two hours of education) and up to 10 points for professional and community contributions. Total of 25 points is needed.

Missouri Registered City Clerk – Sustaining, MRCC – Sustaining

This certification can be applied two years after receiving your MRCC-Continuing status. This will require 25 points up to 40 hours of advanced education (1 point for every two hours of education) and up to 10 points for professional and community contributions. Total of 25 points is needed.

Missouri Professional City Clerk – MPCC

This certification can be applied two years after receiving your MRCC-Sustaining status. This will require 25 points up to 40 hours of advanced education (1 point for every two hours of education) and up to 10 points for professional and community contributions. Total of 25 points is needed along with submission of a one-page essay on the on the meaning and value of the MRCC and MPCC Program.

The cost for certification levels are:

MRCC, \$50, for certificate and pin

MRCC-Continuing, \$40, for designation and certificate

MRCC-Sustaining, \$40, for designation and certificate

MPCC, \$125 for plaque and pin; \$60 for certificate and pin



*Division Directors Committee Report
2021-2022*

MoCCFOA

To: Madam President Octavia Pittman, Executive Board, and MoCCFOA Members

From: Jodi Schneider, Division Directors Chairperson

Date: February 1, 2022

Re: Division Directors Committee

The Division Directors Committee held two meetings virtually on August 19, 2021 and December 9, 2021.

Previous Committee Meeting Minutes of March 4, 2021 and April 12, 2021 were approved.

A Division Welcome Packet was distributed by Southwest Division at the committee meeting. Discussion ensued on the brochure for new members which presented division and state information in a clear and concise manner. There was consensus to distribute the brochure to each division through its director as a template to use for new members if the division so opted.

The Committee reviewed the Division Director Handbook and discussed each Director's responsibility for continuously updating the handbook, including each Division's respective Bylaws, Member lists, etc. in addition to the MOCCFOA documentation.

No new budget requests were proposed. No amendments to the Bylaws affecting the Division Director roles and responsibilities were proposed.

A Division Director's meeting will be held on March 13, 2022 at Spring Institute to welcome new division directors and transition information to new Directors.

Respectfully submitted,

Jodi L. Schneider, MPCC
City of Troy
Division Directors Chairperson 2020-2021



MoCCFOA

MoCCFOA Life Member/Circle of Friends Report Spring 2022 Business Meeting

The MoCCFOA Circle of Friends has been very busy the past year. Here is a list of those joining our Circle of Friends during the 2021/2022 term:

Mary Happel
Angela Newman
Beth Murphy
Mallory Snodgrass
Peggy Eoff
Pam Clement
MaryLou Rainwater
Laura Rider
Dana Louderbaugh
Bobbi Limberg
Diane Eftink
Adell Jonas
Barbara Gollhofer
Maribeth Matney

The master list continues to be monitored throughout the year in an effort to keep the membership and contact information current. The Chair sincerely appreciate updates from the Division Directors.

Respectfully submitted,

Helen Ingold, Committee Chair



Newsletter Committee Report
2021-2022

MoCCFOA

To: Madam President Octavia Pittman, Executive Board, and MoCCFOA Members

From: Brooke Bell, Newsletter Committee Chair

Date: 2/14/2022

Re: Executive Board Meeting

This year the Newsletter Committee has produced 3 newsletters (4th to be published after Spring Institute)

I have had issues with receiving articles for the newsletter. It was suggested to look at our forum on our website and maybe cover some Frequently Asked Questions. I did include City Spotlights last newsletter on 2 cities that had something unique. I'd love to hear more about your city and what it has going on!

I'm open to other ideas as well, so that we have a wonderful newsletter! Please send to me at brookebell@savannahmo.net

Brooke



MoCCFOA

Missouri City Clerks and Finance Officers Association

moccfoa.org

February 7, 2022

To: Octavia Pittman
MoCCFOA President

RE: Committee Report for Outstanding City Clerk

Dear Madame President Pittman:

An Outstanding Clerk has been chosen by the judges and will be announced at Spring Institute in March. The committee has responded through email over the past several months.

Thank you for allowing me to serve as your Chairman on the Outstanding City Clerk committee.

If you have any questions, please feel free to contact me.

Respectfully,

Karen E. Robinson
City of Bridgeton
(314) 373-3853
krobinson@bridgetonmo.com



Missouri City Clerks and Finance Officers Association

moccfoa.org

MoCCFOA

January 18, 2022

MoCCFOA President Octavia Pittman
City of Ferguson
110 Church Street
Ferguson, MO 63135

Madam President Octavia Pittman:

The Oversight Committee has been communicating via email exchange over the past month to review the University's accounting of bills and receipts as provided by Belinda Pearson. The Committee met virtually on Thursday, January 12, 2022 at 9:00 am to further review and discuss items needing clarification.

Belinda Pearson supplied the Committee with documentation for the months of February-June 2021 months prior to the meeting which allowed us to review the details in advance of the virtual meeting. Belinda Pearson was not able to attend this meeting due to illness. The Committee will schedule a subsequent meeting with Ms. Pearson in the coming weeks to obtain an update and to address any outstanding questions. There were only a few items needed clarification from Belinda. The Committee will be making one recommendation to highlight which items belong in what category on larger invoices where multiple accounts are to be charged. Otherwise, the Oversight Committee expressed no concerns during our meeting.

As with last year, the inability to meet in person during MML was a bit challenging. The good news is Belinda Pearson was able and willing to provide the documentation electronically ahead of our virtual meeting. Most people have gotten accustomed to meeting in the virtual environment, so it worked fine.

The Oversight Committee is planning to meet in person at Spring Institute to do a review of the University's accounting of bills and receipts. I will provide an update after our next meeting with Belinda Pearson.

Respectfully submitted:

LaRette Reese
MoCCFOA Oversight Committee Chairman
City Clerk, City of University City



*Scholarship Committee Report
2021-2022*

MoCCFOA

To: Madam President Octavia Pittman, Executive Board, and MoCCFOA Members

From: Melissa Ziemianin, MoCCFOA Scholarship Chair

Date: January 2022

Re: MoCCFOA (State Level) Scholarships

It is with great pleasure that the Scholarship Committee announces the Scholarship Winners.

Spring Institute:

1. Donna Tucker- W
2. Julia Porter- W
3. Sally Ellis- SW
4. Georgia Holtz- SW
5. Erin Ford- W
6. Sylvia Deering-SW
7. Wendee Seaton- W
8. Patricia Lam- W

New Clerks:

1. Donna Tucker- W
2. Michelle Beckwith-W
3. Sally Ellis-SW
4. Erin Ford-W
5. Ashley Baudendistel- SE

Regional Scholarship Winner: Laurie Oakes- W

My appreciation to the Scholarship Committee Members:

Bill Hanks, Debbie Ryan, Kathy Ray, Lori Lemons, Cyndi Jennings, Sylvia Deering, Gayle Conrad and Marcy LeCount.

Congratulations to all the 2021-2022 Scholarship Winners!
Glad to be a part in helping you reach your Goals to Greatness.



MEMORANDUM

MoCCFOA

TO: President Octavia Pittman and MOCCFOA Executive Board
FROM: JoAnn Cova – Co-Chair
Savanna Burton – Co-Chair
Silent Auction Committee
DATE: January 19, 2022
SUBJ: MML Silent Auction

The MOCCFOA Silent Auction was held at the Missouri Municipal League Conference in St. Louis at Union Station. There were many items to bid on and some on consignment. We were at a great advantage as the booth was located just as you entered the Exhibit Hall from the outside.

This year we introduced an on-line auction app. Bidders were able to watch the items they were interested in, bid on them, and receive alerts when they were outbid. This provided a greater opportunity to increase bids and remain socially distant.

We also received a number of monetary donations from General Code, Missouri Rural Services and Lager Retirement which offset the cost of booth set-up and table rental expenses.

When the silent auction ended and the proceeds were reconciled by the association treasurer, the booth generated \$3160.10 to be used toward scholarships. Going forward, we recommend we continue with the on-line auction app, we great reviews on this process.

Respectfully submitted,

JoAnn M. Cova – Co-Chair
Savanna Burton – Co Chair



*Strategic Plan Committee Report
2021-2022*

MoCCFOA

To: Madam President Octavia Pittman, Executive Board, and MoCCFOA Members

From: Leesa Ross, Chairperson Strategic Plan

Date: February 4, 2022

Re: Annual Report

The Strategic Plan Committee met via email. The plan is not set for a comprehensive review until 2024, per the Rules of Procedures. There were a few suggestions made by the committee and updates made, to be consistent with the current operations of MoCCFOA.

The minor updates are below:

Removed Section 1 of Rules of Procedure, which stated a time frame of a biannual review (once every two years), however the Rules of Procedures state a comprehensive review every five years beginning in 2024.

In Communications Section 2C-removed List Serve, as we now communicate through the "community forum" on the moccfoa website.

In Communications #2C-added "to begin using social media outlets to promote MoCCFOA".

Communications #4, City Clerk Manual, updated the information, as it was incorrect.

One member of the committee, Past President, Maribeth Matney retired, effective January 31.

The officers, directors and committee member pages were updated and should be updated annually.

Thank you to the members of the Strategic Plan Committee:

Gayle Conrad, City of Cape Girardeau

Lisa Westfall, City of Branson

Renee' Kingston, City of Camdenton

Missouri City Clerks and Finance Officers Association



STRATEGIC PLAN

As revised by:

MoCCFOA Strategic Plan Committee

<p><u>Strategic Plan</u></p>	<p><u>MISSION STATEMENT:</u></p> <p>The Missouri City Clerks and Finance Officers Association (MoCCFOA) is a professional organization, providing opportunities and resources for professional development and continuing education.</p> <p><u>PURPOSE:</u></p> <p>The purpose of the Association shall be to promote the general welfare of municipalities and to strive toward ever improving administrative techniques used in the operation of municipal governments by: Cooperating with the Missouri Municipal League in carrying out the purposes set forth in the League's Constitution and Bylaws. Promoting and developing the Association as an agency for the professional benefit of Municipal Clerks, Finance Officers and other officials or persons with the same or similar powers and duties. Establishing and improving methods and procedures in governmental record keeping and finance in Missouri as developed and recommended by the International Institute of Municipal Clerks, the Government Finance Officers Association and other recognized authorities in the field of municipal administration. Developing a better understanding by the members of their duties, obligations and responsibilities. Promoting mutual cooperation and assistance between municipal officials and all other persons involved in governmental administration. Promoting the cause of good government in municipalities by performing services which may best meet the interests and needs of the public as efficiently and effectively as possible.</p>
-------------------------------------	---

KEY FOCUS AREAS

Organization:

1. Membership
 - A. Provide promotional tools to Divisions and Mentoring Committee to reach out to potential new members.
 - Produce professional documents and brochures that are kept current to reflect a high level of professionalism.
 - B. Press release and recognition by the Public Relations Committee when member achieves certification.
2. Communication among members.
 - A. The Association shall commit to open communication and transparency with members.
 - B. Provide information to members regarding the importance of committees and member participation in committees.
 - C. Committee chairs must understand the importance of Committees and functions of Committees.

3. The Strategic Plan shall be reviewed at least every five (5) years by the Committee assigned by the State President. The configuration of the Committee shall be established in the Association bylaws and the Committee's functions outlined in the Rules of Procedure.

Bylaws:

The Bylaws Committee shall perform a comprehensive review of the MoCCFOA Bylaws.

- A. Bylaws shall be general.
 - ▶ Outline the foundation of the organization, i.e., the Executive Board, Division Directors, Committee structure, including a summary of each Committee.
 - ▶ Specifically define the authority of the Executive Board, Directors, Committees, Training Manager, and Membership.
 - ▶ Include a summary of each Committee.

Rules of Procedure (ROP):

1. The ROP shall be called "Rules of Procedure" and shall:
 - A. Include the Committee structure.
 - B. Specifically detail how the organization is to function.
 - C. Specifically define the Scope of Services of the Committees.
 - D. Complete a comprehensive review every five (5) years (beginning in 2024) which shall be presented to the Executive Board and membership at the following fall business meeting held during the MML conference.

Committees:

1. Maintain and review "Scope of Service" for each Committee, to be included in the Rules of Procedure.
2. Committee Chairs shall make every effort to attend the annual Retreat and provide ideas and input for any improvements or areas of concern encountered during the year.
3. Committee chairs:
 - A. Must be cognizant of and dedicated to the Scope of the Committee.
 - B. Must be willing to commit to the responsibility associated with the position.
If unable to attend the annual Retreat, the chair shall appoint another Committee member to attend the Retreat.
4. The annual Retreat should:
 - A. Encourage attendance of outgoing and incoming Committee chairs as well as Committee members.
 - B. Evaluate successes, improvements and changes.

Education :

1. Commitment to quality speakers.
2. Continue offering Master Academy prior to Spring Institute and Missouri Municipal League's annual conference.
3. Encourage members to seek additional educational opportunities with IIMC such as webinars, annual conference attendance, and participation in Athenian Dialogues.

Communication:

1. The promotion of MoCCFOA is incumbent on the members of the organization.
 - A. Branding and Marketing of the organization should be reviewed every five (5) years.
 - B. Division Directors shall be engaged with other Directors as well as their division members.
 - C. Division Directors shall collaborate and develop a Director's Manual to be used as a reference tool for incoming Division Directors.
2. Continue with current efforts:
 - A. Web Site – Continue to review and maintain website.
 - ▶ Continue to keep information and documents updated.
 - B. Quarterly Newsletter.
 - C. To begin using Social media outlets to promote MoCCFOA.
3. Improve communication with:
 - A. MML (Missouri Municipal League).
 - B. IIMC (International Institute of Municipal Clerks Association).
 - C. MMAA (Missouri Municipal Attorneys Association).
 - D. MCMA (Missouri City Managers Association).
 - E. GFOA (Government Finance Officers Association).
 - F. MACA (Missouri Association for Court Administration).
 - G. Other professional organizations.
4. The "City Clerks Manual"
 - A. The Manual was most recently updated by the Western Division and turned over to the Missouri Municipal League who did a legal review and has published it. No time table has been set for future reviews.
 - B. Copies are available for members on the moccfoa website.

Certification

The Association realizes and supports the importance of the State and IIMC certification levels. The Certification Committee shall:

1. Communicate processes and procedures through the New Clerks training and aid applicants and members at Spring Institute.
2. The Certification Committee shall reach out to Division Directors and Presidents offering their assistance to members striving to reach certification levels.
3. Review the application format and contents every five (5) years.

2022 MISSOURI CITY CLERKS AND FINANCE OFFICERS ASSOCIATION

Officers

Octavia Pittman, President

City of Ferguson

Melissa Burton, President-Elect

City of Overland

Amy Edwards, Secretary

City of Platte City

Deanna Jones, Treasurer

City of Berkeley

**Renee' Kingston, Immediate Past
President**

City of Camdenton

Division Directors

Jodi Schneider, Chair/Liaison

Becky Schimmel

Laina Starnes

Brooke Bell

VACANT

Ashley Bischoff, Interim

Suzanne Welch

Beth Anne West

Danette Henderson

Eastern Division

Western Division

Central Division

Northwest Division

East Central Director

Southeast Division

South Central Division

Southwest Division

Northeast Division

2022 Strategic Planning Committee:

Leesa Ross, Chair

City of Frontenac

Gayle Conrad

City of Cape Girardeau

Lisa Westfall

City of Branson

Renee' Kingston

City of Camdenon



MoCCFOA



General Membership Business
Meeting March 2022

MoCCFOA

Technology Committee Update

We are seeing good participation numbers with Memberclicks. If you have not done so, please update your profiles with pictures and interact with others in the Discussion Forum.

Please do not hesitate to reach out to myself or any of the committee members with any questions. If we do not know the answer we will find the answer and get back with you. Thank you for the support and allowing us to serve you!

Melissa Stradt
Technology Chair

Committee Members:

Helen Ingold, Crestwood
Khianna Ward, Jennings
Shelly Todd, Ladue