



BY-LAWS

MIAMI-DADE COUNTY MUNICIPAL CLERKS ASSOCIATION

ARTICLE I **NAME**

Section 1. The name of this organization shall be the Miami-Dade County Municipal Clerk's Association.

ARTICLE II **ORDER OF BUSINESS**

Section 1. Order of Business to include, but not limited to the following:

- A. Call to Order
- B. Approval of Minutes
- C. Program
- D. Business Meeting
 1. Correspondence
 2. Treasurer's Report
 3. Committee Report
 4. President's Report
 5. Old/New Business
 6. Questions and Answers
- E. Adjournment

ARTICLE III **OBJECTIVES**

1. To promote Municipal Clerks as professionals;
2. To promote improvement and efficiency in the operation and administration of the Municipal Clerk's Office of the municipalities within Miami-Dade County, Florida;
3. To promote cooperation between Municipal Clerks by the interchange of experience and methods of conducting their offices, to the end that they may professionally and personally profit from the experience of others;
4. To promote a better understanding of the official duties and obligations of its members;
5. To develop, insofar as is possible, uniform methods of procedures in the municipalities located throughout Miami-Dade County, Florida consistent with applicable general special laws;
6. To cooperate with municipal and higher authorities in administering the provisions of law;

7. To strive for greater educational standards and recognition for Municipal Clerks;
and
8. To be informed of new legislation.
9. To discuss issues pertinent to the municipalities in Miami-Dade County.

ARTICLE IV **MEMBERSHIP**

Section 1.

1. Active Membership: Any Municipal Clerk, Deputy Municipal Clerk, or Assistant Municipal Clerk, regardless of title, duly elected or appointed to said office, or serving in the capacity of said position, in any municipality in Miami-Dade County, is eligible for membership.
2. Associate Membership: Any person having served as a Municipal Clerk for a term of one year and is no longer serving, or an employee who works in a Municipal Clerk's office or municipality. Associate members are not entitled to a vote.
3. Honorary Membership: Any retired Municipal Clerk who has been a member of the Association. Honorary members are not entitled to vote.

Section 2.

Payment of dues shall constitute membership; however, each municipality will only be entitled to one (1) vote. Items to be voted on will require current Board approval to be sent out for vote. Members will be able to vote electronically or at a regular meeting for items decided on for voting.

ARTICLE V **DUES**

Section 1.

Annual dues for membership shall be \$75.00 for Active Membership and \$50.00 for Associate Membership. Dues for honorary members will be absorbed by the Association.

ARTICLE VI **OFFICERS AND THEIR ELECTION**

Section 1.

The Officers of this organization shall be: President, Vice President, Secretary, Treasurer, Immediate Past President, and a Board of Directors consisting of no more than the total number of municipalities in Miami-Dade County, with each member municipality entitled to one vote.

Section 2. All Officers shall be active Municipal Clerks or Deputy Clerks, with membership fees current. The term of office for all Officers shall be two (2) years or until their successors have been elected. An Officer who has not been re-appointed or re-elected in their municipality as Municipal Clerk or Deputy Clerk, shall continue to fill their organizational office until a successor has been elected. Vacancies shall be filled by a majority vote of the member municipalities. If an officer shall cease to possess qualifications during his/her term of office, for a period in excess of 90 days, he/she shall forfeit the office.

To be eligible to hold office as President, Vice-President, Secretary, or Treasurer, one must: (1) be an active member of MDCMCA and (2) have not missed more than two MDCMCA meetings in one year.

Section 3. No Officer shall hold the same office for more than two (2) consecutive terms.

Section 4. In August, nominations for Officers shall be accepted from each membership municipality, for the upcoming fiscal year. Said nominations shall be solicited by the President via email or other electronic method. If there is only one candidate for an Officer position, then no election is held, and the solo candidate is declared elected, provided that candidate has previously served in the capacity of an Officer position. If the solo candidate has not previously served as an Officer of the Association, or if there are two or more candidates for an Officer position, the President will conduct an election, via email or other electronic method, prior to the October meeting. A majority vote of the member municipalities shall elect. Election results will be provided to the candidates and the membership, prior to the October meeting.

ARTICLE VII **DUTIES OF OFFICERS**

Section 1. The President shall preside at all meetings of the Association and conduct the annual election of the Officers. The President may act as the representative or spokesperson of the Association upon reaching a consensus of the Officers and shall perform all other duties usually pertaining to the office, including the preparation and distribution of the meeting agenda.

Section 2. The Vice President shall serve as assistant to the President and in the absence or inability of the President, shall perform the duties of that office. Additionally, the Vice President will review the Association By-Laws annually and solicit input from the membership for any proposed

amendments, via email or other electronic method. A report will be provided at the October meeting signifying whether or not there are any proposed amendments. Procedures for the consideration of any amendments will be followed, as indicated in Article XI. The Vice President shall chair the Committees, or in the absence of Committees arrange for appropriate speakers to speak at Association meetings and arrange for the purchase of the ceremonial plaque to be given to the outgoing President.

Section 3. The Secretary shall keep an accurate record of the proceedings of all meetings of the Association; shall notify all appointees of their duties; shall, under the direction of the President, carry on all official correspondence of the Association, publish an annual roster of the Association's membership and update Association stationary, and shall perform such other duties as usually pertain to the office. In the absence of the Secretary, the Treasurer shall record the proceedings.

Section 4. The Treasurer shall receive all monies of the Association and shall be custodian of all funds. These funds shall be deposited, within fourteen (14) days of receipt, in a financial institution with branch offices located throughout Miami-Dade County and approved by the Officers. The Treasurer shall pay out only such funds as are authorized by the member municipalities and shall provide a quarterly report at each meeting. The books of the Treasurer shall always be open for inspection. The Treasurer shall also email invoices for the annual dues to each member in September. It shall be the responsibility of the Treasurer to follow up to ensure payment of dues by the members. The President and Treasurer shall be signatories on the Association Account. In the absence or inability of the Treasurer to perform the duties of that office, the President or Vice President shall be authorized to transact business.

ARTICLE VIII **MEETINGS**

Section 1. Regular meetings of this Association shall be held in the months of February, April, July, October, and December on the last Friday of the month, at 12:00 p.m. and at a location to be determined by a consensus of the Officers. Special Meetings of the Association may be called by the President upon reaching a consensus of the Officers.

Section 2. At the meeting held in October of each election year, the results of the election of the Officers of the Association will be announced and the elected Officers will be sworn in.

Section 3. A quorum shall consist of representative attendance from twenty five percent (25%) of the member municipalities and at least two Officers.

Section 4. The fiscal year shall be October 1st through September 30th of each year.

ARTICLE IX **COMMITTEES**

Section 1. The Executive Committee shall consist of the Officers as defined in Article VII.

Section 2. The Education and Membership Committee shall consist of three (3) active Members appointed by the President at the February Meeting and shall have as its primary function the responsibility to maintain and increase the membership of the Association. The Committee shall keep the organization informed of all ongoing educational opportunities that enhance the municipal clerk profession. The committee shall review all applications received by the Association for scholarships and recommend the recipient of the award at the meeting immediately following the deadline imposed for such event. This committee is chaired by the Vice President.

Section 3. If the membership so chooses, a Program Committee may be appointed, the Chair of which shall be the Vice President. If formed, it will be the responsibility of the Program Committee to propose speakers and topics to be heard at the Association meetings.

ARTICLE X **PARLIAMENTARY AUTHORITY**

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

ARTICLE XI **AMENDMENTS**

Section 1. These By-Laws may be amended at any meeting of the Association by a two-thirds (2/3) vote of the members present, provided that the proposed amendment(s) have been distributed to the membership via email or other electronic means, at least 14 days prior to the next meeting. Any changes to the Association's By-Laws shall have a First Reading and Second Reading for adoption.

ARTICLE XII
THE DANIEL F. DELOACH
ANNUAL SCHOLARSHIP PROGRAM
CAREER DEVELOPMENT INSTITUTE

Section 1. **Purpose.**

The Daniel F. DeLoach Miami-Dade County Municipal Clerks' Association Scholarship Program (the "Program") has been established to provide continuing education and to encourage professionalism of Miami-Dade County municipal clerks and/or deputy clerks (or related positions).

By establishing the Program, the Association is committed to provide assistance to qualified applicants whose municipality cannot fully pay the cost of participation in an International Institute of Municipal Clerks (IIMC) Government Career Development Institute or for qualified candidates seeking continuing education opportunities by participate in an International Institute of Municipal Clerks (IIMC) Government Career Development Institute.

Each year, the Association awards two Miami-Dade County municipal or deputy clerks a scholarship to attend an IIMC recognized Career Development Institute*. A scholarship recipient must attend an approved Institute program in Florida or forfeit the award. Applicants should read the scholarship criteria thoroughly and complete the application carefully. All sections of the application must be completed.

To be considered for the scholarship for a Summer IIMC Government Career Development Institute, which will be announced at the Association's April meeting, a scholarship application must be postmarked no later than March 31. To be considered for the scholarship for a Fall IIMC Government Career Development Institute, which will be announced at the Association's October meeting, a scholarship application must be postmarked no later than September.

**Should there be no applications received, the scholarship may be awarded to a Miami-Dade County municipal clerk and/or deputy clerk (or related position) to attend the Academy for Advanced Education. All criteria must be followed.*

Section 2.

Eligibility and Award Criteria

1. The applicant must be a member in good standing of the Miami-Dade County Municipal Clerks' Association, the Florida Association of City Clerks and the IIMC.
2. Only one application may be submitted from a municipality.
3. The applicant must submit a letter from the Mayor, Council or Manager that (1) express support for the application, (2) indicates a commitment to grant time off to attend a Career Development Institute program and (3) further indicates the portion of the Institute costs and related expenses that the municipality will fund.
4. Strong preference in selection will be shown to those applicants seeking scholarship support for first-year Institutes or any applicants seeking support due to financial hardship.
5. Applications for support for second- or third-year Institutes must be accompanied by evidence from an earlier Institute(s) that the applicant participated and must clearly demonstrate financial need.
6. The applicant must complete all sections of the application. Failure to do so may result in disqualification.
7. A recommendation of scholarship award shall be made by the Education and Membership Committee to the MDCMCA Membership. The award shall be determined by the majority vote of the membership at the April meeting.

Section 3.

Disbursement of Award

Scholarships will be paid directly to the Institute for the registration fee. The balance will be paid directly for accommodations.

ARTICLE XIII
GUIDO H. INGUANZO JR. PRESIDENT'S AWARD

Section 1. **Background**

Guido H. Inguanzo, Jr., CMC, was appointed by the Village Council to serve as the first Village Clerk of the Village of Pinecrest on June 25, 1996. He previously served as the first Village Clerk of the Village of Key Biscayne from 1992 to 1996.

Mr. Inguanzo Jr. founded the Miami-Dade County Municipal Clerks Association back in 1995, with the hopes to create a professional organization of municipal clerks in Miami-Dade County. He was recognized by the Florida Association of City Clerks with the City Clerk of the Year honor in 2010.

Section 1. **Purpose**

The Guido H. Inguanzo Jr. President's Award has been established with the hopes to commemorate his memory. The award is presented at the October Meeting of an election year by the outgoing president, to an individual who has given outstanding support to the MDCMCA and has contributed to the Clerk profession during the preceding two years.

