

**MARYLAND  
MUNICIPAL CLERKS  
ASSOCIATION BYLAWS**

**ARTICLE I - NAME AND CREATION**

**SECTION 1**

The name of the organization shall be the Maryland Municipal Clerks Association (MMCA).

**SECTION 2**

The MMCA shall be an unincorporated non-profit association. By the adoption of these Bylaws, MMCA is hereby created and shall function as an affiliated Department of the Maryland Municipal League. The League may perform such services for the Association as may from time to time be mutually agreed upon by the MMCA and the League.

**ARTICLE II - PURPOSE**

**SECTION 1**

To increase the proficiency and professional development of Municipal Clerks by providing education and networking opportunities to improve local government services.

- a. Promoting cooperation among Municipal and County Clerks through the MMCA, through the interchange of experiences and methods of conducting their offices, to the end that each may profit from the experiences of others; and
- b. Promoting periodic conferences or meetings of Municipal and County Clerks through the MMCA for discussion of problems, and by research to find solutions for same.

**ARTICLE III - MEMBERSHIP**

**SECTION 1**

Every Municipal or County Clerk, or other Executive or Senior level administrative staff member – by whatever title known, who performs similar duties and has similar responsibilities – may become a member by notifying the MMCA Treasurer and by paying membership dues for the current year.

## **SECTION 2**

Membership dues shall be set for the ensuing year by a majority vote of the membership in attendance at the Annual Meeting held in June.

## **SECTION 3**

Only members in attendance shall be allowed to vote. Each member shall have only one vote on all matters.

## **SECTION 4**

Honorary membership may be awarded, at a regular meeting by a 2/3 vote of all members present, to any person who has rendered conspicuous service for the improvement of the MMCA and who is not qualified to be a member or to an ex-member of the MMCA who no longer qualifies for membership because of change of job, retirement or some other similar reason. Honorary members shall not pay dues or have any voting rights.

## **ARTICLE IV - OFFICERS**

### **SECTION 1**

The Officers of the MMCA shall be a President, Vice President, Secretary, and Treasurer. Any member in good standing who has attended at least 50% of the MMCA's meetings within a year of the election of officers shall be eligible to seek and hold an office of the MMCA. The term of office shall be two (2) years. There is no limit on the number of terms a member may serve as an officer. Any officer who misses two meetings – not necessarily consecutive – may be removed from office.

### **SECTION 2**

The President shall, appoint a Nominating Committee, who shall submit nominees for the MMCA Officers. Additional nominations may be made from the floor at the meeting at which the election is held.

### **SECTION 3**

The election of officers shall take place at the quarterly meeting in March by the members in attendance. The nominees receiving the highest number of votes cast for the respective office for which nominations are made shall be declared duly elected thereto.

### **SECTION 4**

The Officers-Elect shall begin their terms of office at the Annual Meeting held in June.

## **SECTION 5**

In the event a vacancy should occur in the office of President, the Vice President shall automatically succeed to the office of President. In the event a vacancy should occur in the office of Vice President, Secretary, or Treasurer, the remaining Officers shall appoint a member to fill such vacancy for the remainder of the regular term.

## **SECTION 6**

The Executive Committee shall be the President, Vice President, Secretary, Treasurer and the immediate Past President. The Officers-Elect may attend meetings of the Executive Committee held from March through June of an election year. The Executive Committee shall meet at least twice per year, or at the request of any Officer.

Between regular meetings of the MMCA, the government and management of the Association shall be entrusted to the Executive Committee.

The Executive Committee shall be authorized to make decisions on behalf of the MMCA between quarterly membership meetings, to include the authorization to expend funds, not to exceed \$1,000.

## **ARTICLE V - DUTIES OF OFFICERS**

### **SECTION 1**

The President shall be the chief executive officer of the MMCA and shall:

- a. Preside at all meetings of the MMCA;
- b. Issue the call for regular or special meetings of the MMCA;
- c. Appoint all committees and may act as an ex-officio member of all committees;
- d. Represent the MMCA on the Board of Directors of the Maryland Municipal League, or appoint such a representative;
- e. And other duties as described in the MMCA handbook.

### **SECTION 2**

The Vice President shall occupy the position and perform the duties of the President if for any reason the President is absent or unable to attend to the duties of the office. The Vice President shall:

- a. Succeed to the office of President in the event of a vacancy in the office;
- b. Coordinate the annual Clerk of the Year selection process;
- c. Oversee the functioning of the various committees.

### **SECTION 3**

The Secretary shall:

- a. Keep all records and proceedings of the MMCA in a book maintained for that purpose.

### **SECTION 4**

The Treasurer shall:

- a. Keep an accurate record of all monies received by the MMCA; and
- b. Report the status of all financial accounts to the MMCA at each meeting.

## **ARTICLE VI - MEETINGS**

### **SECTION 1**

Meetings shall be conducted at least quarterly, in September, December, March and June. The meeting held in June shall be considered the Annual Meeting. Special meetings may be held at any time or place as determined by the President or upon request to the President by any member of the MMCA.

### **SECTION 2**

The MMCA Secretary shall send meeting notices to all members and shall inform the Maryland Municipal League office. Meeting notices shall include an agenda.

### **SECTION 3**

Actions taken on the vote of the members present at any regular meeting of the MMCA shall be effective immediately.

## **ARTICLE VII - COMMITTEES**

### **SECTION 1**

Standing Committees of the MMCA shall be: Booth, Clerk of the Year, Education, Outreach and Scholarship.

### **SECTION 2**

Duties and responsibilities of all standing committees shall be delineated in the MMCA's Procedures and Guidelines.

### **SECTION 3**

The President shall have the authority to establish such "Ad Hoc" or "Special" committees from time to time as may be deemed necessary for the proper transaction of business.

### **SECTION 4**

All members of the MMCA shall be eligible to serve on a Standing Committee or Ad Hoc Committee and shall be appointed for a one-year term.

## **ARTICLE VIII - AMENDMENTS**

### **SECTION 1**

Amendments to the Bylaws may be made by the members of the MMCA at any regular meeting thereof, or at any special meeting called for the purpose; provided, however that no such amendment shall be voted upon unless and until a copy of the proposed amendment has been distributed to each member of the MMCA at least thirty days (30) prior to the meeting at which time the same is acted upon. An affirmative vote of the majority of the members present shall be sufficient to adopt such amendment. Any amendments are subject to the approval of the Maryland Municipal League Board of Directors.

Amended this date: March 17, 2016

Approved by the Maryland Municipal League Board of Directors on April 30, 2016