

**International Institute of Municipal Clerks**  
**Board of Directors ~ Annual Meeting Agenda**  
**May 12, 2011**  
**Gaylord Opryland Hotel ~ Nashville, Tennessee**  
**2:30 p.m. to 3:30 p.m.**  
**Room: Lincoln A – Level M**

1. Call to order
2. Roll call and Introductions
3. Agenda approval
4. Reports Requiring Action
  - a. Ad Hoc Legislative Committee - Attached
  - b. Budget & Planning confirmation/incoming Vice Chair – verbal Lemoine/Shalby
5. November 2011 Mid Year Meeting – California –
6. Upcoming Presidential/EC/Executive Director Travels
  - a. IMASA – South Africa – September 2011 - President
  - b. SLCC – United Kingdom – October 2011 – President/ED
  - c. ADSO – United Kingdom – TBD – President
  - d. VVG – The Netherlands – TBD – President
  - e. ASAE – St. Louis – TBD – ED Shalby
  - f. 2015 Conference – Site Visits – TBD – ED Shalby

# INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

**To:** **PRESIDENT NICOL AND MEMBERS OF THE BOARD**  
**From:** **RANDI JOHL, CCAC PRESIDENT**  
**Date:** **MAY 12, 2011**  
**Subject:** **CREATION OF AN AD HOC LEGISLATIVE COMMITTEE**

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## Background

Several state associations throughout the country, including the City Clerks Association of California (“CCAC”), have Legislative Committees that monitor and provide input on legislation at their respective state levels. The focus is on legislation that directly pertains to the municipal clerk profession and can include items related to elections, records management, public records requests, etc. In addition to providing feedback to their respective boards and/or members through informational articles, members of Legislative Committees may also testify at hearings and serve as liaisons to other governmental agencies, including the Registrars of Voters. Generally speaking, this activity occurs at the state level only and there is no mechanism in place for monitoring key legislation at the federal level (i.e., Voting Rights Act of 1965, etc.).

## Discussion

The primary purpose of the proposed ad hoc IIMC Legislative Committee is to monitor and review federal legislation pertinent to the municipal clerk profession, identify trends in state and international legislation affecting the profession, and when appropriate provide relevant written reports regarding the same. Position papers and articles may be provided to staff on a regular basis for consideration by the Board of Directors and dissemination to the membership.

It is recommended that the Committee consist of eleven members – one Legislative Director from each IIMC Region. The Committee would meet on a monthly basis via conference call to review federal legislation, discuss legislative happenings in the regions, and consider items of relevance to be forwarded to the Board of Directors and/or the membership.

The creation of an IIMC Legislative Committee has many benefits. First and foremost, the Committee would provide the new and ongoing benefit of federal legislation review to IIMC members. As discussed in the background, currently most legislation monitoring occurs at the individual state levels. Federal legislation monitoring is needed because it also directly impacts the profession, especially in the area of elections. Second, the Committee would serve as an additional unifying link bringing all eleven regions together to share and discuss legislative items of mutual concern. Finally, the Committee will serve as an important tool to continue promoting awareness of and elevating the profession. Through many of our state Legislative Committees, our associations and members have successfully connected with local representatives and state legislators. Our input is valued and sought for local impact purposes. The same benefit can be realized at the federal level also.

## **Financial**

There is no financial impact anticipated for IIMC and/or its members with the creation of a Legislative Committee as the committee is volunteer-based.

## **Summary**

An IIMC Legislative Committee is needed and desired. The eleven-member committee, consisting of one Legislative Director from each region, will monitor and review federal legislation pertinent to the municipal clerk profession, identify trends in state and international legislation affecting the profession, and when appropriate provide relevant written reports regarding the same. The Committee will complete its work through monthly conference calls. As discussed above, the benefits of creating an IIMC Legislative Committee are numerous and ongoing.

## **Recommendation**

It is respectfully requested that the Board of Directors consider creating an ad hoc Legislative Committee as outlined above.

### **MANAGEMENT'S RECOMMENDATION:**

Approximately 15 years ago, IIMC had a Legislative Committee that was involved in staying abreast of federal and/or state legislation relevant to the Clerk's profession. This committee also was in tune with legislation affecting elections and contributed periodical articles to the News Digest.

Management also believes that this Committee should be developed in year one as an Ad Hoc with the strong possibility of becoming a standing committee in the future should there be an increase in interest. It will be imperative to select members who have the time, inclination and contacts to remain vigilant of these topics.

Management believes IIMC members will appreciate all information regarding these topics, whether or not it directly affects them, it's good to be cognizant of new legislation.