

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS

Annual Business Meeting
Minneapolis, Minnesota
Wednesday, May 17, 2023

Call to order

President Pamela Smith called to order the Annual Business Meeting at the 77th Annual Conference of the International Institute of Municipal Clerks at 7:45 a.m. CDT on Wednesday, May 17, 2023.

Introductions and welcome

The executive committee members seated at the head table were introduced, and President Smith welcomed all delegates and thanked them for attending the conference.

Invocation

Past President Sharon Cassler provided the invocation.

Agenda

Without objection, the agenda was approved as distributed.

Minutes

President Smith explained that minutes of the 2022 annual meeting were approved by the Board of Directors at their mid-year meeting. Without objection, minutes of this annual meeting were referred to the Board of Directors for approval at the mid-year meeting.

IIMC Year in Review

President Smith provided an overview of the accomplishments made by IIMC and its members during the past year.

Financial Report

Budget Committee Chair Brenda Kay Young, MMC, was unable to attend due to illness. Vice Chair Terri Kowal, MMC, reviewed IIMC financial information for the Year Ended December 31, 2022, which was provided to the delegates at the meeting. It was noted that IIMC has ended each year in the positive for the past 15 years.

Foundation Update

President Mary Lynne Stratta, MMC, Bryan, Texas, stated that since 1984, the Foundation has provided \$1,313,352.29 to IIMC for education. She noted that expenses for the Foundation are minimal, as all board members pay their own expenses. The corpus of the Foundation is \$3,466,038.21 of which \$968,507.60 are restricted funds. Interest on the corpus is used for educational needs. Every scholarship request since 2010 has been funded.

President Stratta reported that \$13,579 was realized on the silent auction at this conference.

Constitutional Amendments

President Smith noted that because the proposed amendments were previously noticed, they will automatically come before the annual meeting for discussion and vote without first having to have a motion to approve.

Without objection, delegate debate on the constitutional amendments was limited to two minutes per delegate.

On behalf of the Constitution Task Force, Chair Mary Johnston moved that the IIMC staff, together with the parliamentarian, be authorized to correct article and section designations, punctuation, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of IIMC in connection with proposed amendments to the Constitution.

President Smith explained that during the course of the Constitution Task Force work, they recommended minor changes in punctuation and capitalization that did not warrant an amendment to the Constitution. Adoption of this resolution will allow those changes to be made. Resolution adopted.

Chair Johnston explained that 13 proposed constitutional amendments were noticed to membership for discussion and evaluation at the annual business meeting.

In accordance with the IIMC Constitution, if an amendment is approved at the annual business meeting by a majority vote, the proposed amendment will be distributed for a vote by the entire membership. Members will have 60 days following this meeting to vote on the proposed amendment. If adopted by two thirds of those voting, the effective date of the amendment will be the 61st day following the Annual Business Meeting.

President Smith explained that the amendments to the constitution will be considered en masse—that is, without discussion and with only one vote, much like a consent agenda.

Chair Johnston read the titles to the following proposed amendments:

1. ARTICLE 1. General, Section 3, Core Values, Professionalism

2. ARTICLE I. General, Section 3. Core Values, Communication
3. ARTICLE I. General, Section 6. Budget
4. ARTICLE I. General, Section 9. IIMC Constitution Review
5. ARTICLE II. Membership, Section 2A. Full Member
6. ARTICLE II. Membership, Section 2B. Additional Full Member
7. ARTICLE II. Membership, Section 2D. Honorary Member, Subsection 1
- 8a. ARTICLE V. Officers, Section 5. Oath of Office
- 8b. ARTICLE VI. Region Directors, Section 4. Oath of Office
9. ARTICLE IX. Board of Directors Meetings, Section 1. Regular Meetings
10. ARTICLE IX. Board of Directors Meetings, Section 2. Quorum
11. ARTICLE IX. Board of Directors Meetings, Section 4. Attendance at Board Meetings
12. ARTICLE XII. Amendments to the Constitution, Section 3. Membership Vote

Members were offered the opportunity to request that an individual amendment be removed and considered separately. Subsequently, Amendments 5, 6, and 11 were removed to be considered separately.

Amendments No. 1, 2, 3, 4, 7, 8a, 8b, 9, 10, and 12 were put to a single vote. There was a majority in the affirmative and Proposed Constitution Amendments 1, 2, 3, 4, 7, 8a, 8b, 9, 10 and 12 will be forwarded to the entire membership for a vote.

Proposed Constitution Amendment #5

Proposed Amendment #5 amends Article II. Membership, Section 2A, Full Member, by inserting “Local Government Clerk, Responsible Financial Officer” between “Recorder” and “Legislative Administrator.” so that the first paragraph will read: “A Full Member is a Municipal Clerk, City Secretary, Recorder, Local Government Clerk, Responsible Financial Officer, Legislative Administrator, Director of Corporate business or Administrative Services, and/or those with similar titles who serve legislative governmental bodies in administrative capacities with management responsibilities and duties....”

Following debate, President Smith put the question to a vote. There was a majority in the affirmative and Proposed Constitution Amendment #5 will be forwarded to the entire membership for a vote.

Proposed Constitution Amendment #6

Proposed Amendment #6 amends Article II. Membership, Section 2B. Additional Full Member, by inserting “in” between “serves” and “a” so that the section would read: An Additional Full Member is an individual who meets the Full Member criteria and serves in a legislative governmental body represented by a Full Member. There is no limit to the number of Additional Full Members there may be from a legislative governmental body.”

Following debate, President Smith put the question to a vote. Because the voice vote was inconclusive, a counted vote was ordered. There were 146 in favor and 145 opposed. Therefore, there was a

majority in the affirmative and Proposed Constitution Amendment #6 will be forwarded to the entire membership for a vote.

Proposed Constitution Amendments #11

Proposed Amendment #11 amends Article IX. Board of Directors. Meetings, Section 4, Attendance at Board Meetings by adding “unless there are mitigating circumstances.” so that the section would read “Board members are required to attend all Board of Directors meetings. A Board member may be excused from two regular meetings during a three-year term for a valid reason. The request to be excused must be in writing, approved by the President. The Board of Directors will excuse the absence of the President. A third absence is considered a resignation from the position unless there are mitigating circumstances.”

Following debate, President Smith put the question to a vote. There was a majority in the affirmative and Proposed Constitution Amendments #11 will be forwarded to the entire membership for a vote.

President Smith expressed her appreciation to the Constitution Task Force and to the delegates for their participation.

2023 Conference Resolutions

Mary Ann Hess, MMC, moved adoption of the Resolution recognizing the City of Minneapolis, Minnesota, for the 77th Annual Conference of the International Institute of Municipal Clerks. Resolution adopted.

Mary Ann Hess, MMC, moved adoption of the Resolution recognizing the Host Clerk for the 77th Annual Conference of the International Institute of Municipal Clerks. Resolution adopted.

Mary Ann Hess, MMC, moved adoption of the Resolution recognizing Host State of Minnesota for the 77th Annual Conference of the International Institute of Municipal Clerks. Resolution adopted.

President's Awards of Merit

President Smith presented special awards of merit to Mary Ann Hess, MMC, Brenda Kay Young, MMC; and Camilla Pitman, MMC.

Certificates of Appreciation – Outgoing IIMC 2022-2023 Committee Chairs

President Smith presented Certificates of Appreciation to Outgoing IIMC Committee Chairs:
Budget & Planning, Brenda Kay Young, MMC
Conference, Marie Turner, CMC

Education & Professional Development, Dawn Abrahamson, MMC
Elections, Beth Hickman, CMC
International Relations, Eelco Groenenboom, MMC
Membership/Mentoring, Lanelda D. Gaskins, MMC
Policy, Allan R. Susen, MMC
Public Relations/Marketing, Wilmetta Bolder, CMC
Records Management, Mary Johnston, MMC
Research & Resource, Debra Jermann, MMC

Certificate of Appreciation – Outgoing Region Directors

President Smith presented Certificates of Appreciation to the Outgoing IIMC Region Directors:

Region II Director Diane Pflugfelder, MMC, Liberty, NJ
Region IV Director Phyllis McGraw, MMC, Bosier, LA
Region VI Director Gloria Christensen, MMC, Humboldt, IA
Region VII Director Janet Gray, MMC, Ramtoul, IL
Region VIII Director LuAnn Holmes, MMC, Las Vegas, NV
Region X Director Stephen Huycke, CMC, Richmond Hills, Ontario, Canada

Certificate of Appreciation – Outgoing Past President

President Smith presented a certificate of appreciation to Past President Sheri Pierce, MMC, Valdez, Alaska.

Election Results

Elections Committee Chair Beth Hickman, CMC, reported that for the office of IIMC Vice President, 2,307 votes were cast. Dawn Abrahamson received 1,124, Janice Bates received 777, and Stephen Huycke received 232. President Smith declared Dawn Abrahamson elected as Vice President.

Oath of Office – Incoming Directors

President Smith administered the oath of office to the following incoming IIMC Region Directors:

Region II Director Awilda Hernandez, MMC, Bowie, MD
Region IV Director Sheri Gard, MMC, Fort Smith, AR
Region VI Director Elena Hilby, MMC, Sun Prairie, WI
Region VII Director Leesa Ross, MMC, Frontenac, MO
Region VIII East Director Julie Kamka, MMC, Evans, CO
Region VIII West Director Colleen Mulvey, MMC, Cedar Hills, UT
Region X Director Jaylene Knight, CMC, Cochrane, Alberta, Canada
Region XI Director Linda Larter, Sevenoaks, Kent, UK

Oath of Office – Incoming Executive Committee

The oath of office was administered to the following executive committee members:

Immediate Past President Pamela Smith, MMC, by Mary Johnston, MMC

Vice President Dawn Abrahamson, MMC, by Past President Sheri Pierce, MMC

President Elect Lisa Garcia, MMC, by Natasha Kennedy

President Mary Ann Hess, MMC, by Past President Mary Kayser, MMC.

President's Comments

President Hess expressed her thanks for the honor of serving as IIMC President, and she introduced family members present for the ceremony.

Invitation to 2024 IIMC Conference

A video highlighting the City of Calgary, Alberta, Canada was presented for the 78th Annual Convention in 2024, and Bonnie Hilford, CMC, Lethbridge, Alberta, invited delegates to attend next May.

Adjournment

With no further business, the meeting adjourned at 10:25 a.m. CDT.

Connie M. Deford

Recorder and Parliamentarian