

Title 7

ANNUAL CONFERENCE

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Chapter 7.05

CONFERENCE PLANNING MANUAL

Sections:

- 7.05.010 Purpose.
- 7.05.020 Scope.
- 7.05.030 Policy.

7.05.010

Purpose.

To establish a policy for the conduct of the IIMC Annual Conference. [June 30, 2006; May 2002. Policy C-2].

7.05.020

Scope.

General. [June 30, 2006; May 2002. Policy C-2].

7.05.030

Policy.

- A. IIMC shall develop and maintain a conference-planning manual.
- B. The Conference committee shall conduct an annual review of the Conference-planning manual and shall make recommendations to the Board of Directors. [June 30, 2006; May 2002. Policy C-2].

Chapter 7.10

RULES OF CONDUCT – CONFERENCE SITE SELECTION PROCESS

Sections:

- 7.10.010 Purpose.
- 7.10.020 Scope.
- 7.10.030 Policy.

7.10.010

Purpose.

To establish rules of conduct for Board of Directors members during the conference site selection process. [May 2009; December 4, 2004; September 2004. Policy B-12].

7.10.020

Scope.

All Board members. [May 2009; December 4, 2004; September 2004. Policy B-12].

7.10.030

Policy.

A. It is the goal of IIMC to select conference sites that provide the following benefits to the association:

1. Provide the best opportunity for IIMC to generate a financial surplus, bearing in mind cost of doing business in particular city, location, facilities, host state/region support, and miscellaneous sources of nonregistration revenue.

B. To achieve the above-mentioned goals, the following rules of conduct are hereby adopted for Board of Directors during the site selection process.

1. Board members shall conduct themselves in an ethical manner.

2. Board members shall reserve judgment on any potential conference site pending receipt of the bid information and management's evaluation.

3. Board members will refrain from attempting to influence other Board members by offering incentives or making informal agreements in exchange for support of a particular site.

4. Any Board member who is directly or indirectly involved with the preparation and/or submission of a bid package shall declare a conflict of interest at the Board meeting where the vote is to take place and shall remove themselves from the room. A letter of support shall not be construed as being directly or indirectly involved.

5. Board members are free to support bids from their state, province, region or country; however, said support shall be conducted in an ethical manner and reserved to the meeting at which the vote will be taken.

6. At no time shall a Board member attempt to modify or amend a bid during the Board meeting at which the vote is to take place.

C. Failure to comply with the above rules of conduct will result in the bid being disqualified.

D. Any Board member who feels that there has been a violation of the above rules shall duly report said violation to the president, who shall conduct an investigation to determine the merits of the allegations.

E. The president may at his/her total discretion bring the matter to the full Board and recommend appropriate action. [May 2009; December 4, 2004; September 2004. Policy B-12].

Chapter 7.15

REQUEST FOR PROPOSAL (RFP)

Sections:

- 7.15.010 Purpose.
- 7.15.020 Scope.
- 7.15.030 Policy.
- 7.15.040 Mid-year Board meeting.

7.15.010

Purpose.

To establish a policy for the solicitation and awarding of the IIMC Annual Conference and mid-year Board meeting. [May 2009; May 2002. Policy C-6].

7.15.020

Scope.

General. [May 2009; May 2002. Policy C-6].

7.15.030

Policy

A. IIMC shall develop and maintain a detailed request for proposal (RFP) for the purpose of soliciting proposals to host the IIMC Annual Conference held in Regions I through X. See Chapter 7.20 IIMC for conferences outside the United States and Canada.

B. The request for proposal document shall contain the award criteria used to award the Annual Conference:

Eligible bidders may be any city, City Clerk, hotel property or conference center regardless of IIMC Membership.

Staff shall prepare a preliminary anonymous short list of no more than five (5) received and completed RFPs using the following criteria:

1. Requirements met as listed in this RFP
2. Physical ability to host a Conference (sleeping rooms, meeting space, appropriate venues to accommodate 800 to 1,000 attendees)
 - ~ Preference shall be given to bidders that provide housing in a single hotel close to meeting space
 - ~ Where multiple hotels are specified, preference shall be given to cities where hotels are within a 5-10-minute walk of meeting space.
 - ~ Preference shall be given to non-casino/hotel venues over casino/hotel venues when all else is equal)
- Local Support -- Preference shall be given to bidders that demonstrate a high level of support from:
 - ~ The Host City
 - ~ The Host City Clerk
 - ~ The Convention and Visitor's Bureau (CVB)
 - ~ The State, Provincial or National Association and/or Municipal League
3. The net cost of meeting space, audio/visual, food and beverage, off-site venues, transportation and hotel sleeping rooms

4. Financial Support - Preference shall be given to bidders that offer financial support by way of venue waivers, sponsorship of Conference events, in-kind services, low or no attrition and minimum or no food and beverage requirements.
5. Date Availability - IIMC's first preference is to hold its Conference from Saturday through Wednesday within the three-week period prior to the traditional U.S. Memorial Day weekend.
6. Regional Rotation - Preference will be given to bidders that are not located within a Region that has hosted a Conference in the past five (5) years

After conducting a site visit of all short-listed proposals, Staff will present a minimum of two (2) but no more than five (5) anonymous potential sites to the Board along with a recommendation from staff and the IIMC Conference Committee.

The final short list with staff and IIMC's Conference Committee's recommendation shall be based upon the following criteria:

1. Items 1-6 above
2. Results of the site visit
3. The proposed off-site programs/events
4. The estimated budget

C. The Conference committee shall conduct an annual review of the request for proposal document and make recommendations to the Board of Directors. [(May 16, 2015; November 22, 2014; November 23, 2013; May 2009; May 2002. Policy C-6)].

7.15.040

Mid-year Board meeting

A. IIMC shall submit informal proposals and receive quotes for the purpose of hosting the mid-year Board meeting.

B. The President, in conjunction with the Executive Director, shall select the lowest and best informal quote for hosting the mid-year Board meeting. [May 2017; May 2009; May 2002. Policy C-6].

Chapter 7.20 **CONFERENCES OUTSIDE USA AND CANADA**

Sections:

- 7.20.010 Purpose.
- 7.20.020 Scope.
- 7.20.030 Timeframe.
- 7.20.040 Locations eligible for consideration.
- 7.20.050 Bidding process.
- 7.20.060 Sole bidding process.
- 7.20.070 Written commitment.

7.20.010

Purpose.

To establish a policy to hold the Annual Conference outside of the USA or Canada. [May 2008; May 2002. Policy C-1].

7.20.020

Scope. General. [May 2008; May 2002. Policy C-1].

7.20.030

Timeframe

The optimum timeframe for an IIMC Conference outside the USA and Canada is every 10 years. The Board of Directors shall make the final determination as to when a conference shall be held outside of the USA and Canada. [May 2008; May 2002. Policy C-1].

7.20.040

Locations eligible for consideration

Locations appropriate for consideration would be cities representing governmental units in countries other than the USA and Canada. [May 2008; May 2002. Policy C-1].

7.20.050

Bidding process.

Consistent with current practice, the Board reserves the right to reject any proposals submitted. The Executive Director shall solicit interest and pursue venue options that indicate opportunity to provide an Annual Conference taking into consideration the following principles: fiscally sound, solid educational experience, affordable to the membership, potential for membership growth and local support. As part of the annual budget process, the Board shall consider setting aside funds to support future conferences outside the USA and Canada. [May 2008; May 2002. Policy C-1].

7.20.060

Sole bidding process

The Board of Directors shall determine the appropriate year targeted for a conference outside the USA and Canada. [May 2008; May 2002. Policy C-1].

7.20.070**Written commitment**

A written commitment shall be submitted from an acceptable local sponsor group and from the host city. [May 2008; May 2002. Policy C-1].

Chapter 7.25

CLASSES OF REGISTRATION

Sections:

- 7.25.010 Purpose
- 7.25.020 Scope
- 7.25.030 Policy

7.25.010

Purpose

To establish classes of registration for the Annual Conference. [December 4, 2004; December 1988. Policy C-5].

7.25.020

Scope

General. [December 4, 2004; December 1988. Policy C-5].

7.25.030

Policy

A. IIMC offers the following classes of registration for the Annual Conference:

- 1. IIMC member – Full.
- 2. IIMC member – Early bird.
- 3. IIMC retired member – Full.
- 4. IIMC retired member – Early bird.
- 5. Nonmember – Full.
- 6. Nonmember – Early bird.
- 7. Guest package – Full.
- 8. Guest package – Early bird.

B. Single day, single event and optional event tickets shall also be offered.

C. The Budget and Planning Committee, in discussion with staff, shall establish the fees in the various classes as part of the budget process. [December 4, 2004; December 1988. Policy C-5].

Chapter 7.30

DISCOUNT PROGRAM

Sections:

- 7.30.010 Purpose.
- 7.30.020 Scope.
- 7.30.030 Policy.

7.30.010

Purpose

To establish a discount program for the Annual Conference. [May 2008; October 2000. Policy C-3].

7.30.020

Scope

General. [May 2008; October 2000. Policy C-3].

7.30.030

Policy

A. The following discount program shall be offered to IIMC members attending the Annual Conference on the following basis:

- 1. Fifty-Dollar Discount for First-Timers.
 - a. A first-timer is an IIMC member who has never attended an IIMC Conference.
 - b. The discount may be deducted at the time of registration.

- 2. Fifty-Dollar Discount for Host State/Region/Province.

- a. A member from the state, region or province hosting the conference.
 - b. The discount may be deducted at the time of registration.

The maximum discount available to any member from Regions I through IX is \$100.00 from the published registration rate.

3. A \$115.00 Discount off of the Conference Registration Cost for Region X delegates. No other discounts apply.

4. A \$180.00 Discount off of the Conference Registration Cost for Region XI delegates. No other discounts apply.

B. Discounts apply only to the full conference Delegate registration fee and not to any other conference category or area. Discounts do not apply to retirees, guests, Institute Directors, exhibitors, single-day registration, individual tickets, and study tours.

C. Other discounts (i.e., Academy sessions, Multiple attendees, etc.) may be instituted annually on a case-by-case basis depending on conference location and budget and will need Board of Directors approval to be implemented.

D. Incoming and Outgoing IIMC Presidents may purchase event tickets (All Conference Event, Annual Business Meeting, Annual Banquet) at 50% of the published cost.

E. The Executive Director shall provide an annual analysis of the program to the Board of Directors at its mid-year meeting. (May 16, 2015; May 2008; October 2000)

Chapter 7.35

CONFERENCE CANCELLATIONS

Sections:

- 7.35.010 Purpose.
- 7.35.020 Scope.
- 7.35.030 Policy.

7.35.010

Purpose

To establish a policy for conference cancellation and refunds. [May 2009. Policy C-8].

7.35.020

Scope

General. [May 2009. Policy C-8].

7.35.030

Policy – Cancellations and refunds -- Members

All requests for cancellations must be in writing to IIMC headquarters by mail or fax. Telephone cancellations will not be accepted. Cancellations received postmarked on or after (date) are nonrefundable.

If written notice is received by (date) regardless of what is cancelled (academy, conference registration or all), a full refund minus a US\$40.00 handling and processing charge will be received. If written notice is received between (date) and (date) 75 percent of the fee will be refunded. No refunds will be made after (date). Cash refunds are not available at the conference.

Refunds will not be issued for late arrivals or early departure. No refunds will be made for skipped events. Registrants that do not attend the conference and did not cancel by the deadline forfeit all registration fees paid, unless the inability to attend was due to verifiable personal or family medical emergency. In this instance, the postmarked deadline to receive the documented written request for a refund less US\$40.00 is (date). Regretfully, no considerations will be made after this date.

IIMC headquarters will process any refund due within 30 days after the end of the conference.

Any IIMC member canceling membership within 60 days of the conference and desiring to attend shall pay the nonmember registration fee. Carry-over of paid conference fees to a future conference is not permitted.

Current IIMC members must attend the Annual Conference as full delegates. Current IIMC members cannot attend the Annual Conference as a guest or an exhibitor. [May 2009. Policy C-8].

7.35.040

Conference Cancellation – Reimbursements/Refunds

IIMC is a non-profit Organization that relies on the financial support of its members through their annual dues and conference registration fees to provide year-long services to the membership.

IIMC Annual Conferences are the Organization's largest source of revenues outside of membership dues. In the event it is necessary to cancel a conference, it is important to note that IIMC incurs numerous contractual obligations long before the opening ceremonies and as such is financially committed to expenditures that may not be refundable to the Organization. Should it be necessary to cancel the Annual Conference, every effort will be made to return registration fees to our attendees. However, it is vital to understand that the contractual commitments to third parties may make it impossible for the Association to refund 100% of the registration fee. IIMC may limit the refund available to registrants. Therefore, the amount of a refund (if any) will be determined by IIMC in its sole discretion. (**May 7, 2011**)

Chapter 7.40

FUNDRAISING AT CONFERENCE

Sections:

- 7.40.010 Purpose.
- 7.40.020 Scope.
- 7.40.030 Policy.

7.40.010

Purpose

To establish guidelines for fundraising at the Annual Conference. **[September 30, 1994. Policy C-4].**

7.40.020

Scope

General. **[September 30, 1994. Policy C-4].**

7.40.030

Policy

A. Fundraising at the Annual Conference is restricted to the IIMC Foundation, and the next year's Conference host group. IIMC's Board of Directors must approve any other groups.

B. The IIMC Foundation shall have the exclusive right to conduct a silent (or progressive) auction.

C. Although there is no limit amount imposed on the value of items for sale, all items to be sold shall be in good taste and shall reflect IIMC's professional image.

D. The host committee will be provided the option of having a table by the registration area to sell their items. No other fundraising activities are permitted. **[November 7, 2015; September 30, 1994].**

Chapter 7.45**VIP PROTOCOL**

Sections:

- 7.45.010 Purpose.
- 7.45.020 Scope.
- 7.45.030 Overview.
- 7.45.040 Guidelines.
- 7.45.050 Definitions.
- 7.45.060 Annual Conference.
- 7.45.070 Visiting VIPs.
- 7.45.080 VIP speakers.
- 7.45.090 Flags and anthems.

7.45.010**Purpose**

To establish a protocol for VIPs attending the Annual Conference or visiting IIMC headquarters. **[May 2009; October 27, 2006; December 6, 2002. Policy B-10].**

7.45.020**Scope**

General. **[May 2009; October 27, 2006; December 6, 2002. Policy B-10].**

7.45.030**Overview**

The purpose and philosophy of the VIP protocol is to be politically and culturally sensitive in order to act with propriety when engaging dignitaries and officers from other organizations and countries.

The Executive Director shall appoint a Protocol Officer who will assist and advise IIMC officers in providing VIPs appropriate attention. The Protocol Officer or designee shall also be responsible to ensure that flag and national anthem protocol is properly and respectfully observed. **[November 2016. May 2009; October 27, 2006; December 6, 2002. Policy B-10].**

7.45.040**Guidelines**

The following are some guidelines for IIMC including officers and VIPs attending formal Annual Conferences and meetings. **[May 2009; October 27, 2006; December 6, 2002. Policy B-10].**

7.45.050**Definitions**

“VIP” means presidents of associations outside of the United States, their guests, and other VIP as designated by the IIMC president. **[November 2016. May 2009; October 27, 2006; December 6, 2002. Policy B-10].**

7.45.060**Annual Conference**

The Protocol Officer is to prepare a list of possible VIP invitees for approval by the Executive Director and President. Once approved, the Protocol Officer is to ensure that invitations are sent

along with appropriate information. If the president of an Association outside of the United States is unable to attend, the Association President may submit the name of a replacement Association representative(s), according to the terms of the affiliate agreement. A copy of the approved VIP list is to be provided to the Executive Director, IIMC President, member services representative, and Directors of the regions represented.

The Protocol Officer is to ensure that complimentary hotel accommodations and complimentary registration are provided where appropriate and approved to all attending VIPs for the duration of their stay.

The Protocol Officer is to arrange for an IIMC representative to meet and greet invited VIPs at the airport, provide transportation to and from the conference hotel and assist with their hotel and conference registration check-in. Any other delegates from outside the United States who are coming to IIMC's Conference for the first time or whose party does not have an English speaker will also be a candidate for pick-up and check-in.

The Protocol Officer makes arrangements to ensure a nominal gift (i.e., fruit basket, etc.) is in the hotel room.

The Protocol Officer is to ensure that the IIMC president in his/her remarks at the opening ceremony and other formal venues recognizes the VIPs in attendance.

The Protocol Officer is to develop and/or review any "schedule of events" for VIPs and their guests and to ensure that they have received a proper invitation (if necessary) and up-to-date information on time and location of the event. Where necessary, provide transportation to the event if there is no conference-provided transportation.

The Protocol Officer will also be responsible for making sure appropriate gifts are on hand for exchange with VIPs and others as needed.

Where practicable, the Protocol Officer shall be responsible for assigning a volunteer or a translator, if necessary, to accompany VIPs to conference registration, the opening ceremony, and other conference events on or off site as appropriate. This could include any personalized cultural city tours depending upon conference arrangements and feasibility. [January 2023; November 2016. May 2009; October 27, 2006; December 6, 2002. Policy B-10].

7.45.070

Visiting VIPs

The Protocol Officer shall exercise all of the above functions where appropriate for any visiting VIP to IIMC headquarters or other meeting. [May 2009; October 27, 2006; December 6, 2002. Policy B-10].

7.45.080

VIP speakers (Conference Education)

"VIP speakers" means those speakers who hold high public office or visibility or who are plenary or general session speakers.

A. Conference. The Protocol Officer or their designee is to:

1. Ensure that a one-night complimentary hotel reservation is provided to all VIP speakers.
2. Arrange to meet the VIP speaker at a prearranged location prior to their speaking engagement.
3. Familiarize the VIP speaker with IIMC and the nature of the audience.
4. Introduce VIP speaker to session convener and ensure that convener has a current copy of the VIP speaker's biography.
5. Ensure that an IIMC member has been designated and is present to officially thank the VIP speaker at the conclusion of the session. Protocol officer is to ensure that a gift is on hand for presentation to the speaker if appropriate.

Following the speaking engagement, the Protocol Officer shall privately thank the VIP speaker and see to any needs they may have.

B. IIMC/IIMC Foundation Board, IIMC Past Presidents, State/Provincial/National Association Presidents. The Protocol Officer or their designee shall ensure that reserved seating is available for all VIPs, IIMC/IIMC Foundation Board members, IIMC past presidents, state/provincial/national association presidents and host city committee members at the opening ceremony.

The Protocol Officer or their designee shall:

1. Ensure that sufficient volunteers are on hand to assist with seating of the above.
2. Ensure that the President or Master of Ceremonies has included in their opening remarks recognition of these individuals either in groups or individually as time and circumstances permit. [November 2016. May 2009; October 27, 2006; December 6, 2002. Policy B-10].

7.45.090

Flags and Anthems

A. The Protocol Officer or designee in conjunction with the opening ceremony producer will oversee the placement of flags and the playing of national anthems at the opening ceremony. The following flags will be displayed:

1. State/provincial flags in alphabetical order by country.
2. Flags of nations with delegates or VIPs in attendance in alphabetical order.
3. Flags of international associations with delegates or VIPs in attendance in alphabetical order.

National anthems of participating countries will be played during the opening ceremony. The Protocol Officer will ensure that the locally accepted version of a country's national anthem is on hand and shall ensure that the correct flag is honored with the appropriate anthem.

Anthems will be played in alphabetical order with the host nation's flag being honored last.

B. National flags of participating countries will be displayed (where practicable) at the following events:

1. The opening ceremony.
2. General sessions.
3. The Annual banquet. [January 28, 2023. November 2016; May 2009; October 27, 2006; December 6, 2002. Policy B-10].

Chapter 7.50

SAFETY

Sections:

- 7.50.010 Purpose.
- 7.50.020 Scope.
- 7.50.030 Policy.

7.50.010

Purpose

To establish a policy respecting the safety of delegates while attending the Annual Conference. [October 12, 1996. Policy C-7].

7.50.020

Scope.

General. [October 12, 1996. Policy C-7].

7.50.030

Policy

A. Any crime, accident or life- or non-life-threatening event involving a conference delegate or guest, resulting in the delegate or guest requiring medical or personal attention, will have the full and immediate attention of the Board of Directors, Executive committee and the Executive Director.

B. The IIMC Directors from the region in which the delegates or guests live will serve as primary liaisons between the injured or affected person(s) and their families and/or friends, and the Board of Directors, Executive committee and the Executive Director. This assignment of responsibility does not preclude primary Board and Executive Director responsibility for full and continual attention to the person(s) affected.

C. The Region Directors' responsibilities shall include, but not be limited to:

1. Determine the facts of the incident or problem as accurately as possible from sources as close to the incident as is possible, and communicate this information to the Executive committee and Executive Director as promptly as possible. They, in turn, will communicate this information to the Board of Directors as soon as possible.

2. Visit and determine the immediate needs and desires of the affected person(s) as accurately as possible and communicate these needs to the appropriate person(s) as soon as possible.

3. Notify and brief family members and/or friends of the incident as promptly as possible in accordance with the wishes of, and in ways preferred by, the affected person(s) or those responsible for the affected person(s) at the time.

4. Continue regular visits to the affected person(s) as allowed and preferred and continue to offer such reasonable assistance as may be desired or possible.

5. Communicate with the affected person(s) and/or their family or friends on a regular basis or as preferred, following the conference or event and the return of the affected person(s) to their home(s).

6. Communicate daily with the president and Executive Director, or as required, to ensure full and complete attention to the affected person(s) and their family.

D. IIMC is responsible for providing delegates and guests with safety tips regarding the city and its outlying areas.

E. All communications intended for use by the media or for announcement to the delegates and guests or the general public shall pass through, be coordinated and released through the Executive Director. [November 22, 2014; October 12, 1996. **Policy C-7**].

Chapter 7.55
CONFERENCE EDUCATION BY IIMC MEMBER

Sections:

- 7.55.010 Purpose
- 7.55.020 Scope
- 7.55.030 Policy

7.55.010 Purpose

To establish payment guidelines for IIMC members who facilitate Athenian Dialogues or present education sessions at Annual Conferences. (**May 7, 2011**)

7.55.020 Scope -- All

7.55.30 Policy

IIMC members who present an education session or facilitate an Athenian Dialogue at the Annual Conference may receive one of the following:

- One-night hotel stay or a discounted hotel night; or
- A one-day conference pass or a discounted registration; or
- Travel reimbursement (mileage or airfare).

The presenter and IIMC will agree on what, if any, stipend the presenter will receive, and the agreement will be in writing.

Chapter 7.60**CONFERENCE INCOME AND EXPENSE POLICY**

Sections:

- 7.60.010 Purpose
- 7.60.020 Scope
- 7.60.030 Policy

7.60.010**Purpose**

To establish a policy for Conference income and expenses. Related to the conduct of the IIMC Annual Conference. (**May 7, 2011**)

7.60.020**Scope**

General

7.60.030**Policy**

- A. All future IIMC Conference budgets must adhere to a minimum 10% profit.
- B. All future host committees will be provided with one complimentary IIMC Conference registration to use in a raffle for fundraising purposes.

Chapter 7.65

CODE OF CONDUCT POLICY

Sections:

- 7.60.010 Purpose.
- 7.60.020 Scope.
- 7.60.030 Policy.

7.65.010

Purpose.

To establish a policy regarding a Code of Conduct at IIMC Annual Conferences.
(March 5, 2012)

7.65.020

Scope.

General.

7.65.030

Policy

Attendees, Presenters and Vendors at IIMC events are expected to comply with instructions from staff members and are expected to conduct themselves in a courteous, professional and respectful manner, refraining from language and actions that might bring discredit upon themselves, their municipalities and IIMC. Such conduct includes, but is not limited to, actions disrupting the businesslike atmosphere, harassment, discrimination, inappropriate language, failing to comply with all local, state, and federal laws, and activities that endanger self and others. Attendees, Presenters and Vendors who do not comply with this code of conduct at any event may be removed from said event and barred from attending all future IIMC sponsored or co-sponsored events.

Chapter 7.70 CONFERENCE GRANT PROCEDURE

Purpose: 7.70.010
Scope: 7.70.020
Policy: 7.70.030

7.70.010 Purpose

To establish a policy regarding the awarding of Conference Grants. (**May 16, 2015**)

7.70.020 Scope

General

7.70.030 Policy

The Conference Grant Program allows up to two IIMC members in each Region (I through XI) an opportunity to receive a Grant award covering registration expenses for the upcoming IIMC Annual Conference. IIMC will send applications to each IIMC Region Director for review after the deadline. Region Directors will confirm each applicant's eligibility, review all submissions, and submit their award nominations/selections to IIMC Headquarters for recipient notification.

If no applications are received from one (1) or more regions the deadline can be extended by the Executive Director with the consensus of the Board of Directors.

All applicants will be notified of the outcome of their application prior to the Conference.

CRITERIA

- Region Directors shall be responsible for selecting members to receive the Grant from their Region
- Preference will be given to IIMC members who have or are working toward the CMC designation and have expressed a continued interest in participating in an IIMC Annual Conference but have been unable to attend as a result of financial constraints
- Applicants must be active members of IIMC (full or additional full member)
- Applicants must show proof from their municipality that they are authorized to attend the Conference and provide for their own accommodations, transportation, and meal expenses.
- Grants must be used for the current year's Conference and cannot be rolled over into another year
- No other conference discounts apply with this Grant
- **GRANTS ARE NON-TRANSFERABLE**

Applications must include the following:

- Proof that time to attend the conference will be granted from your municipality.
- Proof that funds are available to pay expenses for travel, housing and meals.
- A 300-to 800-word article on a best practice, unique project or other program implemented in your municipality.

Chapter 7.75
PRESIDENT CANNOT ATTEND ANNUAL CONFERENCE

Purpose: 7.75.010

Scope: 7.75.020

Policy: 7.75.030

7.75.010 Purpose

To establish a policy regarding the President's absence from an Annual Conference
(November 2017)

7.75.020 Scope

Board of Directors, Executive Committee, Conference attendees

7.75.030 Policy

In case IIMC's current President cannot attend the Annual Conference or becomes ill during the conference and cannot fulfill his or her obligations, IIMC's most Immediate Past President available will then be responsible for carrying out the President's duties during the conference week. This includes and is not limited to the following: Chairing the Board of Directors' meeting; presiding over the Annual Conference's Opening Ceremony and the presentation of Awards; Chairing the Annual Business Meeting; and convening for the General Session speaker; etc.

(November 2017)