

Attachment to Region V Minutes – May 15, 2006

**Standing Rules of Region V of the
International Institute of Municipal Clerks**

These rules are adopted by IIMC members who reside and serve in the States of Indiana, Kentucky, Michigan, Ohio and Tennessee. The rules will govern the proceedings when these members from the several states identified are assembled for the purpose of enhancing understanding, competence and professional practice as municipal clerks. They are binding to the extent that they are not in conflict with the Constitution of the International Institute of Municipal Clerks, or the laws of the United States or the several states in which these members reside and serve.

1. The purpose of the meetings of the IIMC members who reside and serve in Region V is to further inform the members about the activities and status of the IIMC. Further, it permits the members to deliberate on ways and means to further perfect the organization of the IIMC and its service to its members.
2. When assembled for this purpose, the style of the meeting shall be by informal consideration. The usual conventions of civility shall apply.
3. For the purpose of structure and order, the then acting and serving IIMC Directors from Region V shall jointly chair the assembly, on terms agreeable to themselves.
4. A memorandum memorializing the proceedings *shall* be made, which should at a minimum contain:
 - a. The date, time, and place of the meeting
 - b. The states present and the numbers of members from each
 - c. The general substance of matters discussed or decided.
 - d. A record of votes taken
5. For matters which may require the assembly to decide, votes shall be taken *viva voce*, and require a majority voting in the affirmative or the negative for the matter to be deposited.
6. Quorum. For the purpose of receiving information and deliberation, a quorum shall be equal to the number of members present. Should a matter require a decision or an expression by the assembly, a quorum shall be when at least four of the five constituent states are represented and of those four, at least two members are present from each.

7. Notwithstanding standing rule 5, if at least two members, each from different states, request it, the assembly shall vote by membership proportionality. Each state would have the number of votes equal to its proportion of IIMC membership -- as depicted in the most recent IIMC membership report -- to the total number of IIMC membership in the five states, which comprise the Region. The total number of votes would be 100. The members present of each state would by majority vote determine the application of its votes, either casting them all in favor or all in opposition to a given matter. No partial or allocation of votes is permitted. A total of fifty-five (55) or more votes would be required for the adoption of any matter considered in this fashion.

Clarifying Example: Based upon the most recent membership total *from the month of October 2005*, the votes assigned to the several states would be as follows:

i. Indiana	15
ii. Kentucky	13
iii. Michigan	42
iv. Ohio	17
v. Tennessee	13
Totaling	100

8. Upon the request of any two members, each being from different states, a matter shall not be submitted for a dispositive decision by the assembly at the same assembly in which it is introduced. For the purposes of this rule, same assembly shall mean the same scheduled meeting or gathering which may be several days, currently those being a scheduled Region Conference or Region meetings conducted at the Annual IIMC Conference.
9. There will annually be a conference of the IIMC members from each of the constituent states in Region V. Each member State association of IIMC Region V will rotate responsibility for hosting the Annual IIMC Region Conference, according to the following schedule:

2006	Kentucky*
2008	Tennessee
2009	Ohio
2010	Michigan
2011	Indiana

The annual meeting will be scheduled in the month of September (amended 9/16/10). The hosting order may be traded between and by consent of the assembly of IIMC members in IIMC Region V. The host state will plan the annual meeting in consultation with the then serving and acting IIMC Region V Directors. * *(Kentucky will host Region V Annual in Nov 30 to Dec. 2, 2006. Then the next Annual meeting will be held in 2008 according to this standing rule.)*

Annual Meetings of the IIMC Region V will as much as possible include the following events in the following order:

1. Welcoming Event
2. Education Session
3. Social Event
4. General Business or Plenary Session which, will include reports from the Association Presidents of the Several constituent States of IIMC Region V as well as reports from the Region Directors. In addition, action of the assembled members may be conducted at this time, including the introduction of the state rotation nominee. **(See Standing Rule 10)**

10. In accordance with the approved rotation protocol for nominating IIMC Region V Directors, the proper state association shall present a nominee for IIMC Region V Director. Following the introduction and presentation, further nominations from the floor shall be called by the chair. Any nominees proposed shall be limited to member(s) of the state association that just presented a nominee according to the approved rotation protocol.
11. The parliamentary authority for this assembly shall be the most recent edition of Robert's Rules of Order, Newly Revised.