



## **International Institute of Municipal Clerks Region IX Director Agreement**

### **Purpose:**

To affirm the policy that the IIMC Region IX Director position rotates among the states of Alaska, California, Oregon, and Washington; to establish a schedule for that rotation; to agree to a process for submitting the candidate's name to IIMC; to agree to an assessment pool for Region IX Director travel costs, and to establish a schedule for rotation of the Region IX dinner at the IIMC Annual Conference.

### **Policy:**

1. The term of office for IIMC Region Directors is three years. Region IX is represented by two directors whose terms are staggered. Each time one director ends a term, the next director shall be selected from the state association next in the rotation schedule.
2. From the time of this agreement, Region IX Directors will rotate according to the following schedule:
  - a) Alaska serves 2022 – 2025; term expires 2025  
California elected May 2024
  - b) California serves 2024 – 2027, term expires May 2027  
Washington elected May 2025
  - c) Washington serves 2025 – 2028; term expires May 2028  
Oregon elected May 2027
  - d) Oregon serves 2027-2030; term expires May 2030  
Alaska elected May 2028
  - e) Alaska serves 2028 – 2031; term expires 2031  
California elected May 2030
3. The candidate for Region IX Director must meet the qualifications for office as outlined by IIMC:
  - a. Be an IIMC member for at least three (3) years;
  - b. Have served at least three (3) years as a Municipal Clerk or other office as defined by IIMC membership guidelines;

- c. Have attended at least two annual IIMC conferences. Attendance may include the conference at which the candidate's term would begin;
  - d. Be a full member or additional full member of IIMC and if elected, remain a full or additional full member during the term of office;
  - e. Provide written support of candidacy from the candidate's legislative governmental body.
  - f. In addition to the IIMC criteria, the Region IX representative must:
    1. Have served on or chaired an IIMC Committee;
    2. Possess the CMC or MMC designation; and
    3. Meet any further criteria established by their individual state association.
4. Each Region IX State Association will select a single nominee through its own selection process. Each state's selection of a nominee will occur with sufficient time to forward the name of the nominee for confirmation to each of the other Region IX states. Confirmation shall be by vote of each state association executive board with an endorsement letter being sent to the nominee at least ninety (90) days prior to the deadline for it being submitted to IIMC. The IIMC filing deadline is mid-January.
  5. If a state association has no eligible candidate for the Region IX Director position, that state association may pass on their turn and the next state association in line may put forth a candidate.
  6. Assessment Pool. For the purposes of this section "member" means membership in a state association. Region IX State Association shall annually contribute \$7.00 (seven dollars) per member into an assessment pool to cover travel costs for the Region IX Directors to attend state association conferences. The contribution is based on the highest number of voting members from the previous calendar year – specifically, the number of individuals who were sent membership renewal applications for the current year. (example: if 100 members were sent renewal applications, the state association would contribute \$700 (seven hundred dollars) to the assessment pool).

The minimum ending fund balance as of April 30 each year is established at \$2,500.00 (two thousand five hundred dollars). Should the ending fund balance be less than \$2,500.00 (two thousand five hundred dollars) on April 30 of any year, either this agreement will be amended to increase the per member assessment or an agreement made for equal contributions made by each state association to bring the balance up to the established minimum.

Travel funds may be used by the Region IX Directors for:

- Transportation. The lowest ticket class or best fare for the most direct route will be purchased.
- Travel insurance will be purchased for air travel.
- Seat upgrades are not eligible for reimbursement. The cost of seat upgrades will be assumed solely by the traveler.

- Hotel room and tax charges during the conference only, except that depending on flight and the conference schedules, this may include one night before the conference begins and one night after the conference ends.
- Reasonable, actual meal expenses, excluding alcoholic beverages.
- Mileage at the current IRS rate and parking.
- Gifts for outgoing presidents, excluding alcohol, not to exceed \$100 each.
- No travel funds shall be used by current Region IX Directors for IIMC conferences.
- An incoming Region IX Director may be reimbursed for up to two nights' lodging at the conference hotel rate prior to the IIMC Annual Conference specifically to allow for attendance at the Board of Directors' meetings held prior to the conference.
- No travel funds shall be used for conference expenses held in the state that the Region IX Director is from, except for outgoing presidents' gifts and one auction item.

7. The California Municipal Clerks Association (CMCA), through its Treasurer and Association Management Firm, agrees to maintain and administer the Region IX Director Travel Fund (outlined in Article 6) beginning with the May 2024 billing invoices. The CMCA Treasurer/Management Firm shall:

- Contact Region IX State Presidents in April of each year to determine each State's voting membership as defined in section 6 above;
- Prepare and send an invoice to each State President and Treasurer in May of each year;
- Establish and maintain funds collected in a clearly identified account line;
- Establish purchasing and reimbursement protocol with the Region IX Directors using the criteria set forth in Article 6 as a guide.

Beginning in May 2023, IIMC Region IX Directors will be allowed use of CMCA credit cards in order to utilize the travel fund. Any unauthorized or accidental purchase or charge to the credit card shall be billed to the cardholder incurring said purchase or charge.

8. At the IIMC Annual Conference, states will rotate hosting duties for the Region IX Dinner, including reserving a restaurant, establishing menu options, sending out invitations to each State, and collecting any pre-payments required for the event. The rotation order is as follows:

2025 – IIMC St. Louis, Missouri: OAMR  
 2026 – IIMC Reno, Nevada: CMCA  
 2027 – IIMC Fort Worth, Texas: WMCA  
 2028 – IIMC Bellevue, Washington: AAMC

9. This agreement shall be reviewed by the Region IX Leadership Team composed of the Region IX Directors, State Presidents (or designee), and attending 1<sup>st</sup> Vice Presidents/President-Elect at least annually and renewed/signed by each State Association President.

10. At the end of a Region IX representative's term, the continuing Region IX Director collects \$100 from each of the four states to purchase a regional gift to present to the outgoing Director during the Region IX meeting at the IIMC Conference in May.

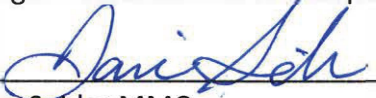
It is also customary for the state that holds the representative to also present a gift to the outgoing Region IX Director during the Region IX meeting at the IIMC Conference. The State who holds the outgoing Director will still contribute the original \$100 toward the region gift.


11. Each state agrees to send \$400 annually during the regular billing cycle for the assessment pool that will be utilized for auction items for each state conference and the annual IIMC conference.

Additionally, in years that Region IX has an IIMC President-Elect or President, each state agrees to contribute an additional \$25 for a gift for the President or President-elect at the IIMC Conference. The \$25 contribution will be included in the bill to each state organization in the years the additional contribution applies.


The undersigned hereby acknowledge Hawaii is part of Region IX, however, currently has no current active State Association. At such time a State Association is active and is feasible, Hawaii will be invited to participate in the Region IX Director Agreement.

This agreement is adopted the 13th day of May, 2025, by agreement of the Presidents of the Alaska Association of Municipal Clerks, the California Municipal Clerks Association, the Oregon Association of Municipal Records, and the Washington Municipal Clerks Association.

  
Dani Snider MMC  
AAMC President

  
Ashton R. Arocho, MMC  
CMCA President

  
Kayla Duddy, MMC  
OAMR President

  
Heidi K. S. Napolitano, MMC  
WMCA President

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