

# **International Institute of Municipal Clerks Region I Bylaws**

## **Article 1- Purpose**

### *Section One- Purpose*

These bylaws shall define the administration and operations of Region I of the International Institute of Municipal Clerks (IIMC).

### *Section Two- Governance*

The operation of Region I shall be directed by the IIMC constitution and bylaws, the Region I bylaws and current edition of Robert's Rules of Order. Region I is a region under IIMC, whenever there is a conflict or discrepancy in the governing documents, the IIMC Constitution and bylaws shall prevail.

## **Article 2- Membership**

### *Section One- States*

The following states comprise of Region I: Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont.

### *Section Two- Membership*

Region I shall be comprised of current members of IIMC in good standing. Retired IIMC members residing in Region I are welcome to attend meetings and may serve as voting delegates.

## **Article 3- Directors and Rotation**

### *Section One-Terms*

The term of office for IIMC Region Directors is three years. Region I is represented by two directors whose terms are staggered. Terms are staggered to where a new member will be elected two years in succession and one year where no election is held. Each time one director ends a term, the next director shall be selected from the state association next in the rotation schedule. A state may not have two directors representing Region I at any time.

### *Section Two-Rotation Schedule*

Beginning with the adoption of these bylaws, Region I Directors will rotate according to the following schedule adopted at the March 16, 2007 Region I Annual Meeting: Maine, New Hampshire, Connecticut, Rhode Island, Massachusetts, Vermont, New York.

- a) New York serves 2021 – 2024; term expires May 2024  
Maine elected May 2022
- b) Maine serves 2022-2025; term expires May 2025  
New Hampshire elected May 2024
- c) New Hampshire serves 2024 – 2027; term expires May 2027

Connecticut elected May 2025

- d) Connecticut serves 2025 – 2028; term expires May 2028  
Rhode Island elected May 2027
- e) Rhode Island serves 2027-2030; term expires May 2030  
Massachusetts elected 2028
- f) Massachusetts serves 2028-2031; term expires May 2031  
Vermont elected 2030
- g) Vermont serves 2030-2033; term expires May 2033  
New York elected 2031

Rotation repeats beginning with a) above.

#### *Section Three-Qualifications*

Region I will follow the qualifications of a director from the IIMC bylaws.

#### *Section Four- Election of Region Directors:*

- A. Each state shall be responsible for their own selection of the Director from their state. Directors may work with the State Association President to best facilitate the nomination and selection process. The directors shall start the process of working to facilitate the nomination and selection process no later than December of the year before when the Director's term shall start.
- B. If there is only one candidate for Region Director for the state in rotation, no election is held and the candidate is declared elected.
- C. If there are two or more candidates for the state in rotation, the state will conduct a state election and submit the name to IIMC 90 days prior to the deadline.
- D. Vacancies are not filled based on the state rotations. If a Region Director resigns during their term of office, the state of the resigning director may fill the vacancy by approving a single candidate if one exists or by holding an election if there are two or more candidates. If no candidate steps forward from the state of the resigning director to fill the vacant seat, the position moves to the next state in rotation. The state next in rotation filling the vacancy will not lose their option to fill a full term during their state's turn in rotation.

## **Article 4- Annual Meeting**

### *Section One-Annual Meeting*

The two directors shall organize an Annual Meeting which shall consist of an Annual Business Meeting to conduct the administration of Region I and may offer membership training. The quorum shall be the members present at the meeting

### *Section Two-Location and Date*

The Annual Meeting shall be held in March when possible. When not feasible, it may be held at the discretion of the Directors. The location is at the discretion of the Directors and the location site can be central to the seven states geographically or can move around between the states of Region I.

### *Section Three-Voting Delegates*

Each member is entitled to serve as a delegate to the Region I Annual Meeting and cast one vote on each item presented. Proxy voting shall not be permitted.

### *Section Four-Conference Meeting*

The directors shall convene a meeting of the membership during the Annual IIMC Conference and the quorum shall be the members present at the meeting.

## **Article 5-Committees**

### *Section One-Committee*

There are no standing committees of Region I. Directors are authorized to establish ad hoc committees as needed. Makeup of the committees is at the discretion of the Directors and shall include one member from each state as available.

## **Article 6-Director Expenses**

### *Section One-Expenses*

Each current director can use Region I funds collected by membership for the following:

- Coach airline travel made at least 21 days in advance when driving is not feasible
- Hotel room and tax charges during the conference dates only
- Meal expenses not to exceed the Federal Meal & Incidental expense rate for the state where the event is held per meal. Alcohol is not included
- Mileage and parking rates. Mileage to be reimbursed at the annual IRS approved rate.
- IIMC Annual Conference means of transportation to the conference will be covered and half of the cost of the hotel nightly rates.
- Mileage reimbursement, at the annual IRS approved rate, for conference expenses held in the state the Region I Director is from

## **Article 7-IIMC Conference Region Dinner**

### *Section One-Rotation*

At the IIMC Annual Conference, Region I Directors may host the duties of the Region I dinner. This includes reserving a restaurant, establishing menu options, sending out invitations to each region state, and collecting any pre-payments required for the event.

## **Article 8-Amendments**

### *Section One-Bylaws Committee*

The Directors shall convene a Bylaws Committee to review the bylaws as needed and make recommendations for amendments.

### *Section Two-Notice*

The proposed amendments to the bylaws shall be presented to the membership at least 30 days before the Annual Meeting and be voted upon at the Annual Meeting. If necessary, the Directors are authorized to call a Special Meeting of Region I for the purpose of urgent business.

### *Section Three-Adoption*

The bylaws may be amended, when necessary, by a two-thirds majority vote of the members who are present at the Annual Meeting and not of the entire Region I membership.

These bylaws are adopted the 7<sup>th</sup> day of March, 2022 by approval of those present at the Annual Meeting.