



# International Institute of Municipal Clerks

Professionalism in Local Government through Education

November 26, 2025

The IIMC Board of Directors held their Mid-Year meeting on Friday, November 21, 2025 and Saturday, November 22, 2025 in Ontario, California. Below is a summary of the business that was conducted during the Mid-Year meeting:

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## Executive Director Update – Chris Shalby

Executive Director, Chris Shalby, provided updates to the Board regarding the 2026 Annual Conference. The Conference registration fee was increased by \$50.00 to offset the rising costs of speaker, food and beverage, audio visual/tech support and exhibit halls. The early bird registration fee will be \$750.00. Region VIII East and West delegates will receive a \$50.00 registration discount.

The Board of Directors approved staff to hire a Region X Consultant to assist Region X with increasing Region X participation in IIMC and develop and deliver services to IIMC members particularly in the international community.

The Board also took action to reduce costs at the annual conference by eliminating the President's reception on Friday evening. Access to Saturday evening's reception will be by ticket, which will include one complimentary drink ticket for a Director and guest (if applicable). This same will be offered to Foundation Board members and International guests. Staff will also be exploring the feasibility of holding an annual conference in one city consecutive years or every other year for a 3-year period. This may help with long-term negotiations to reduce costs.

Finally, a Constitutional amendment will be pursued to update the Constitution to include Region X and XI Affiliate Agreements and Bulk Membership Scheme. Currently, these are not included in the IIMC Constitution. These amendments would be presented for consideration at the 2027 annual business meeting.

## Committee Reports – Action Required

At the IIMC Board meeting in May 2025, the Board of Directors voted to create an Ad Hoc Conference Host Committee Advisory Group. This committee was comprised of former annual conference Host Clerks to review and make recommendations to the Host Committee Manual. The committee proposed revisions that include suggested edits, clarifications and additions primarily focused on improving clarity and consistency throughout the document. The Executive Director must complete a final review before consideration of adoption.



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The Election Committee was tasked with reviewing the current and revised social media policy as it relates to elections and reviewing the elections policy and making recommendations on several issues. The following recommendations were adopted by the Board:

- Profile Form and Candidate Biographies: The subcommittee redesigned the profile (nomination) form and expanded it to include additional information that we believe would be helpful to members when educating themselves on the candidates. Individual biographies should be expanded from 200 to 500 words allowing the candidate to provide additional information. The form includes a “Certification” statement that must be signed by the candidate that the information is accurate and failure to abide by the election policy will result in the removal from the ballot.
- Complaint process: The subcommittee designed a Complaint form which is to be completed by the members filing the complaint and submitted to IIMC Staff which will forward the Complaint to the Election Committee Chair. The Chair shall forward the complaint to the Committee for review and decision.
- Candidate Forum: The subcommittee recommends that two candidate forums be held and hosted by the Election Committee. The Chair of the Election Committee would vet campaign questions for the forum.
- Voting Platform: Upon review of the election survey conducted in 2024, the subcommittee recommends staying with Survey Monkey but recommends more advertisement of the voting period through official IIMC social media and member distribution methods.
- Voting Period: The subcommittee recommended the voting period be shortened to 2 week/10 business days. The Board approved a shortened voting period of 8 days, starting on the first Monday in March.

## Structure Review Sub-Committee:

- Ethics Committee: The sub-committee recommended the creation of a standing Ethics Committee that would be appointed in a similar manner to other IIMC Committees and not by the IIMC President. That Committee would be tasked with addressing issues, among others, arising out of the elections process that rose to the level of an ethical violation. This would remove the IIMC President from the possible controversial appointment process for that committee and also streamline and speed up the decision-making process on ethics violations. The Board referred this item back to the Election Committee for refinement.
- Board Structure: Chair Hickman provided a comparison of the Board structures of the International City Managers' Association, the National League of Cities and the National Association of Parliamentarians to that of the IIMC Board. The Structure of the Society of Local Council Clerks (SLCC) was provided by President Abrahamson. After a great deal of thoughtful discussion, the sub-committee recommended that a survey be conducted through membership



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concerning the current Board structure and whether they see it as having a positive, negative, or neutral role in the members' experience with the organization. The Board referred this item to the Constitution Committee for vetting.

The Policy Committee was tasked with reviewing our current Social Media Policy and Executive Session Policy. The Policy Committee recommends that the Board of Directors review and accept the following:

- That the current Social Media Policy (Chapter 1.10) be repealed and replaced with the new Social Media Policy.
  - a) That, where appropriate, the elections policies include that posting of campaign material to IIMC social media accounts be limited to candidates during the election period.
  - b) That the Elections Committee consider limiting the number of campaign posts each candidate is permitted to post each week to IIMC social media platforms.
- That the Executive Session Policy be reviewed and adopted. The Board referred this item back to the Policy Subcommittee for clarification to the Procedure and Reporting section.

The Public Relations and Marketing Committee proposes that the Executive Board consider adding a second category for PEGA in 2026 as one part of the celebration of IIMC's 80th Anniversary. This will have an impact on the conference budget since the winner will receive a complimentary conference registration, making the total of complimentary conference registrations for award winners three instead of the current two. The Board adopted this recommendation.

Budget and Planning Mid-Year Report:

The Budget Committee suggested several amendments to Section 2.35.080 – Budget and Planning Policy related to existing repetitive or conflicting language. By unanimous consent, a clean re-write of this section has been submitted to Director Shalby and President Abrahamson for consideration by the Board of Directors.

- 2025 Year-End Budget Notes  
Finance Specialist Kane provided a verbal recap of 2025 and reported anticipated year-end profit in the amount of \$7,871.00.  
Review of the Annual Conference Loss  
Ms. Kane pointed out that expenses associated with the Board of Directors alone were \$47,000.00. Immediate Past President Garcia commented that at other conferences she had attended, Board members and guests were only allotted 2 or 3 drink tickets, and cash bars versus open bars were standard practice for the entire week of a conference. Director Shalby stated that expenses could be reduced significantly by serving a continental breakfast at the annual business meeting rather than a full breakfast. Vice President Bates suggested combining some evening board functions into one.



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- Director Shalby pointed out that the 2026 budget is projected to end in the positive amount of \$42,728. He stated that IIMC has acquired a new sponsor, Televic, that will bring in an additional \$12,500 to add to the bottom line. He will also be looking at funding for an additional part-time staff member to assist with Marketing and Communications.

2026 Budget Overview. The Board approved the following:

1. 5% COLA Increase in Staff Salaries (excluding Executive Director).
2. Provide Funding for Region X Consultant in the Amount of \$5,000.
3. Increase Conference Delegation Registration in the Amount of \$50.00.
4. \$30,000 for part time Communications staff/contractor (NOT included in the 2026 budget). The Board directed staff to include this amount in the 2026 Budget.

2026 Budget:

The Board approved the 2026 budget as amended with a net profit of \$12,728.

Finally, Executive Director Shalby reviewed the upcoming 2026, 2027 and 2028 Annual Conferences. The 2029 Annual Conference location selection was postponed until he May 2026 Board meeting.