



Maryland Municipal Clerks Association

ByLaws

Updated 2024



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ARTICLE I - NAME AND CREATION

SECTION 1 - NAME

The name of the organization shall be the Maryland Municipal Clerks Association (MMCA).

SECTION 2 - CREATION

The MMCA shall be an unincorporated non-profit association. By the adoption of these Bylaws, MMCA is hereby created and shall function as an affiliated Department of the Maryland Municipal League. The League may provide such services for the Association as may from time to time be mutually agreed upon by the MMCA Officers and the Maryland Municipal League Board of Directors.

ARTICLE II - PURPOSE

SECTION 1 - PROFESSIONAL DEVELOPMENT

To increase the proficiency and professional development of Municipal Clerks by providing education and networking opportunities to improve local government services.

- a. Promoting cooperation among Municipal and County Clerks through the MMCA, through the interchange of experiences and methods of conducting their offices, to the end that each may profit from the experiences of others; and
- b. Promoting conferences and meetings of Municipal and County Clerks through the MMCA for professional development.

ARTICLE III - MEMBERSHIP

SECTION 1 - MEMBERSHIP CLASSIFICATION

Every Municipal or County Clerk, or other Executive or Senior level administrative staff member who performs similar duties and has similar responsibilities may become a member by paying membership dues for the current year.

SECTION 2 - MEMBERSHIP DUES

Membership dues shall be set with the adoption of the budget for the ensuing year by a majority vote of the membership in attendance at the Annual Meeting held in June.

SECTION 3 - VOTING

Only members shall be allowed to vote. Each member shall have only one vote on all matters.

- a. Electronic Voting – The nomination committee shall send the ballot to all paid members to vote for officers and Clerk of the Year Candidates.
- b. Tie Votes – When there is a tie for an officer or Clerk of the Year Candidate, the Clerk of the Year Committee and Nomination Committee shall send a second electronic ballot to all paid members to determine the candidate. The candidate for office shall not circulate the ballot or the ballot link, or they will be disqualified.
- c. If the candidate for office is currently serving on the nomination committee, they should resign from the committee to allow an equitable process of the election.
- d. All other functions of the Association requiring votes shall be conducted by the members in attendance of said meeting.

SECTION 4 – HONORARY MEMBERSHIP

Honorary membership may be awarded, at a regular meeting by a 2/3 vote of all members present, to any person who has rendered conspicuous service for the improvement of the MMCA and who is not qualified to be a member or to an ex-member of the MMCA who no longer qualifies for membership because of change of job, retirement, or some other similar reason. Honorary members shall not pay dues or have any voting rights.

ARTICLE IV – OFFICERS

SECTION 1 – BOARD

The Officers of the MMCA shall be a President, Vice President, Secretary, and Treasurer. Any member in good standing who has attended all MMCA's meetings within a year of the election of officers and who has actively participated on a committee shall be eligible to seek and hold an office of the MMCA. The term of office shall be two (2) years. There is no limit on the number of terms a member may serve as an officer. Any officer who misses two meetings – not necessarily consecutive – may be removed from office.

In order to serve as President, a member must have served as Vice President for one full term.

In order to serve as Vice President, a member must have served as Secretary for one full term.

SECTION 2 – NOMINATION COMMITTEE APPOINTMENT

The President shall appoint a Nominating Committee, who shall submit nominees every two (2) years for the MMCA Officers.

SECTION 3 – ELECTION OF OFFICERS

The election of officers shall take place every two years by paid members by electronic ballot and the announcement shall be made at the quarterly meeting in March. The nominees receiving the highest number of votes cast for the respective office for which nominations are made shall be declared duly elected thereto. If there is a tie for any officer position, the tie shall be voted upon with a separate ballot by the paid members of the association.

Timeline (bi-annual):

- December – nominations received
- February – ballots sent and returned
- March – announcement of winner
- June – term starts

SECTION 4 - TERM OF OFFICE

The Officers-Elect shall begin their terms of office at the Bi-Annual Meeting held in June.

SECTION 5 - VACANCY AND APPOINTMENT

In the event a vacancy should occur in the office of President, the Vice President shall automatically succeed to the office of President. In the event a vacancy should occur in the office of Vice President, Secretary, or Treasurer, there will be a Special Election to fill such vacancy for the remainder of the regular term.

SECTION 6 - EXECUTIVE COMMITTEE

The Executive Committee shall be the President, Vice President, Secretary, Treasurer, and the immediate Past President. The Officers-Elect may attend meetings of the Executive Committee held from March through June of an election year. The Executive Committee shall meet at least twice per year, or at the request of any Officer.

Between regular meetings of the MMCA, the government and management of the Association shall be entrusted to the Executive Committee.

The Executive Committee shall be authorized to make decisions on behalf of the MMCA between quarterly membership meetings, to include the authorization to expend funds, not to exceed \$1,000.

ARTICLE V - DUTIES OF OFFICERS

SECTION 1 - PRESIDENT DUTIES

The President shall be the chief executive officer of the MMCA and shall:

- a. Preside at all meetings of the MMCA,
- b. Issue the call for regular or special meetings of the MMCA,
- c. Appoint all committees and may act as an ex-officio member of all committees,
- d. Represent the MMCA on the Board of Directors of the Maryland Municipal League, or appoint such a representative, and
- e. And other duties as described in the MMCA handbook.

SECTION 2 - VICE PRESIDENT DUTIES

The Vice President shall occupy the position and perform the duties of the President if for any reason the President is absent or unable to attend to the duties of the office. The Vice President shall:

- a. Succeed to the office of President in the event of a vacancy in the office,
- b. Coordinate the annual Clerk of the Year selection process, and
- c. Oversee the functioning of the various committees.

SECTION 3 - SECRETARY DUTIES

The Secretary shall:

- a. Assist with maintaining all records and proceedings of the MMCA,
- b. Request membership list from Treasurer on a quarterly basis, Record minutes of the quarterly meetings, and
- c. Distribute information using the e-list serve to paid members of the Association.

SECTION 4 - TREASURER DUTIES

The Treasurer shall:

- a. Keep an accurate record of all monies received by the MMCA,
- b. Report the status of all financial accounts to the MMCA at each meeting, and
- c. Update the membership roster of MMCA members.

ARTICLE VI - MEETINGS

SECTION 1 - MEETING FREQUENCY

Meetings shall be conducted at least quarterly, in September, December, March and June, and may be held in-person or virtually. The meeting held in June shall be considered the Annual Meeting. Special meetings may be held at any time or place as determined by the President or upon request to the President by any member of the MMCA.

SECTION 2 - MEETING NOTICES

The MMCA Secretary shall send meeting notices to all members and shall inform the Maryland Municipal League office.

SECTION 3 - ACTION DURING MEETINGS

Actions taken on the vote of the members present at any regular meeting of the MMCA shall be effective immediately and recorded in the minutes.

ARTICLE VII - COMMITTEES

SECTION 1 - ASSOCIATION COMMITTEES

Standing Committees of the MMCA shall be:

- Booth (6 members)
Provides for the promotion of MMCA at various venues.
- Clerk of the Year (5 members: Current Vice President and past 4 winners)
Administers the selection of the winner of the prestigious annual Clerk of the Year Award.

- Education (6 members)
Arranges for educational sessions during MMCA Quarterly meetings and IIMC Region II Annual Conferences.
- Outreach (7 members)
Responsible for outreach and engagement of new clerks/members; produces the MMCA quarterly newsletter, The Messenger; manages social media.
- Scholarship (6 members)
Awards financial support to qualified applicants who need assistance working towards their CMC or MMC designations, continuing their education, or furthering their professional development.
- Nominating (5 members)
Oversees the nominations and elections of the MMCA Officers biennially.
- Historian* (2 members: Current Secretary and 1 other member)
Oversees the retention of historical information including pictures, past memberships, etc.; manages website.

Each member of a committee must be actively involved to receive a certificate of participation; the Chair is responsible for communicating non-involvement to the President.

In order to serve on a committee, an application must be submitted via the Association's website.

SECTION 2 - COMMITTEE DUTIES

Duties and responsibilities of all standing committees shall be delineated in the MMCA's Procedures and Guidelines.

SECTION 3 - AD-HOC/SPECIAL COMMITTEE

The President shall have the authority to establish such "Ad Hoc" or "Special" committees from time to time as may be deemed necessary for the proper transaction of business.

SECTION 4 - COMMITTEE ELIGIBILITY

All members of the MMCA shall be eligible to serve on a Standing Committee or Ad Hoc Committee and shall be appointed for a two-year term.

ARTICLE VIII - AMENDMENTS

SECTION 1 - AMENDMENT PROCEDURES

Amendments to the Bylaws may be made by paid members of the MMCA at any regular meeting thereof, or at any special meeting called for the purpose; provided, however that no such amendment shall be voted upon unless and until a copy of the proposed amendment has been distributed to each member of the MMCA at least thirty days (30) prior to the meeting at which time the same is acted upon. An affirmative vote of the majority of the paid members present shall be sufficient to adopt such amendment. Any amendments are subject to the approval of the Maryland Municipal League Board of Directors.

Amended this date:

Approved by the Maryland Municipal League Board of Directors:

ARTICLE IX - APPROVAL OF BYLAWS

SECTION 1 - APPROVAL PROCEDURES

When the bylaws are approved by the Ad-Hoc Committee and the Association they should be signed by the officers, MML Executive Director and President.

Maryland Municipal Clerk Association Officers:

DocuSigned by:
JOHN HORTON
F6165A1769FC42B...
President

DocuSigned by:
Eva Rich
6C1CA324B69E4E6...
Vice President

DocuSigned by:
Rwilda Hernandez
B536AAD92C844B3...
Treasurer

DocuSigned by:
Yvette Allen
BF3665B87FC048A...
Secretary

The amendment of the bylaws were approved by the Association on March 21, 2024.

The amendment of the Maryland Municipal Clerks Association bylaws were approved by the Maryland Municipal League Board of Directors on June 23, 2023.