

**BYLAWS OF THE  
CALIFORNIA CLERK OF THE BOARD  
OF SUPERVISORS ASSOCIATION**

(Revisions Proposed for Adoption November 20, 2014)

**ARTICLE I: NAME**

This assemblage of Clerks of the Board of Supervisors (COB) is named California Clerk of the Board of Supervisors Association and is referred to hereafter in these Bylaws as Association or CCBSA. The Association is an affiliate of the California State Association of Counties (CSAC).

**ARTICLE II: MISSION, GOALS AND COMMITMENT STATEMENT**

**1. MISSION**

The California Clerk of the Board of Supervisors Association (CCBSA) provides a professional network of shared-resources, education and mentoring opportunities, to its members, in support of their legislative and mandated responsibilities.

**2. GOALS**

To achieve our mission, we are committed to:

- a. Exhibiting pride in the performance of our duties, and exemplifying “the model of public service” in leading by example.
- b. Serving as a liaison for our Boards in providing respectful and responsive public service to our diverse communities and the public.
- c. Stimulating innovative and progressive business-minded solutions in the performance of our duties and serving as visionaries in our field, furthering our commitment to excellence in public service.

- d. Embracing and celebrating the ever-changing environment of county government.
- e. Developing creative strategies in managing the evolution of the role and scope of the Clerk of the Board.
- f. Inspiring one another to do and to be the very best in our field.
- g. Promoting collaboration through networking and resource-sharing between members, the State and its member counties.
- h. Encouraging the continuing support of all members through regular communication and outreach.
- i. Providing members with practical tips to improve our work environments and create cost effective services.
- j. Creating a rewarding mentoring program which affords members a venue for continuing development.
- k. Encouraging and supporting the ongoing training and development of our membership.

**3. COMMITMENT**

Members of the Association serve as leaders by pursuing advancements in business technology, emulating exemplary public service, and demonstrating progressive administrative skills while embracing the challenges of serving a diverse and ever-changing public.

The Association enables its members to share innovative business solutions by fulfilling the professional responsibilities associated with serving elected officials.

Members of this “results-oriented” group of professionals gain inspiration from mentoring others, exude pride and excellence in public service, and endeavor to lead by example while continually seeking professional growth and development opportunities to better serve our public.

### **ARTICLE III: FISCAL YEAR**

The fiscal year of the Association shall be the calendar year – January 1 through December 31.

### **ARTICLE IV: ANNUAL DUES AND FEES**

1. Annual dues shall be set by the Executive Committee and shall be payable to the Association for the various classes of membership.
2. Annual conference registration fees shall be determined by CSAC and shall be payable when due, prior to such conference.
3. Special workshop or meeting fees shall be determined by the Executive Committee and shall be payable, when due, prior to such workshop or meeting.

### **ARTICLE V: MEMBERSHIPS AND PRIVILEGES**

#### **1. MEMBERSHIPS**

The membership of the Association shall consist of regular members, associate members, subscribing members, and honorary members.

- a. Regular members shall consist of the Clerk of the Board of Supervisors and staff from each Clerk of the Board's office.
- b. Associate members shall consist of persons who are employees of any governmental agency.
- c. Subscribing members shall consist of persons who are interested in the Clerk of the Board function and who subscribe to the goals of the Association.
- d. Honorary members shall consist of persons who, in the opinion of the Executive Committee, have made distinct contributions toward the advancement of the Association.

#### **2. VOTING PRIVILEGES**

At the annual conference and special meetings of the Association, each County shall have one vote. Votes may be cast only by regular members who have paid the current dues.

#### **3. WEBSITE PRIVILEGES**

All CCBSA members in good standing shall have access to the CCBSA website.

### **ARTICLE VI: OFFICERS**

#### **1. OFFICERS**

The Officers of the Association are President, Vice President, Secretary, and Treasurer.

#### **2. ELIGIBILITY FOR OFFICE**

Regular members who have paid in full current annual dues are eligible to hold office.

#### **3. TERM OF OFFICE**

- a. With the exception of the Treasurer, elected officers shall assume office at the close of the annual conference at which they were elected, and shall serve until the next regular annual conference or such other meeting as new officers are elected. The Treasurer shall serve from January 1 to December 31.
- b. Transfer of records to incoming officers shall occur prior to adjournment of the annual conference. In order to preserve the electronic records of the Association, all officers will make two backup copies of the thumbdrive prior to the transfer of records and a CD of the records shall be retained by the outgoing officer.
- c. Appointed officers shall assume office at the time of their appointment.

#### **4. VACANCY OF OFFICE/ROTATION OF OFFICERS**

- a. Upon a vacancy of the office of President, the Vice President shall assume the office of President.
- b. Vacancies in the office of Vice President, Secretary, and Treasurer shall be filled by appointment of the Executive Committee at a meeting called by the President; or, in the absence of the President, by the Vice President, at which at least five (5) members of the Executive Committee are present.
- c. **Unexpired Terms:** Following an announcement of an officer that they will be leaving their position prior to the end of their term, or due to other circumstances creating an unexpected vacancy, the unexpired term will be filled as follows: The position of "President" will be filled as noted in 4(a); for vacancies in the positions of "Vice-President" and "Secretary", the officer in the position(s) below will advance. To fill the unexpired term of the position of "Treasurer", members in good standing who previously submitted a Statement of Interest shall be considered first, through procedures identified above (4b). Every attempt shall be made to have officers maintain a north/south regional balance in the rotation and succession of officers through the officer positions.

### **ARTICLE VII: DUTIES OF OFFICERS**

#### **1. PRESIDENT**

- a. shall be Chair of the Executive Committee and shall act as the presiding officer at all meetings unless a Chair has been otherwise appointed as provided in these Association bylaws;
- b. with the concurrence of the Executive Committee, shall establish any temporary committee that is deemed appropriate and shall designate a Chair

and appoint members to carry out the functions thereof;

- c. shall make all appointments as set forth in the bylaws;
- d. shall have the power to call special meetings; and
- e. shall be the official spokesperson for the Association and shall approve all correspondence and expressions of the Association's policies and determinations.

#### **2. VICE PRESIDENT**

- a. shall perform the duties of the President in the event of the latter's absence or inability to carry out such duties;
- b. in the capacity of Acting President, shall sign any correspondence initiated by the Association which shall bear the signature title of Acting President;
- c. shall assume the office of the Association President in the event the office of President becomes vacant; and
- d. shall coordinate the presentation of appropriate awards at the annual conference.

#### **3. SECRETARY**

- a. shall be the custodian of all Association records other than financial records;
- b. shall keep the minutes of the annual conference;
- c. shall keep the minutes of the Executive Committee and any other such records as required by the Executive Committee;
- d. shall prepare the minutes in narrative form and secure in a permanent manner;
- e. shall notify the regular members of the place and date of the annual conference;

- f. shall notify the regular members at least fifteen (15) days prior to the final date when amendments to the bylaws must be submitted; and
- g. shall maintain a current list of all members and their proper addresses.

**4. TREASURER**

- a. shall be the custodian of all financial records of the Association;
- b. shall be the custodian of all monies collected on behalf of the Association and deposit all of said funds in a financial institution in the name of the *California Clerk of the Board of Supervisors Association* and ensure that the President and Vice President are listed as signatories on said account;
- c. shall use said funds to pay the obligations of the Association as set forth in the approved Association Budget, and approved by the Chair of the Executive Committee;
- d. shall maintain control of any special funds as referred to in Article XIII;
- e. shall keep the Executive Committee informed on the financial status of the Association on a quarterly basis;
- f. shall maintain financial records and prepare and submit a financial statement to the membership at each regular annual meeting. The closing date for said statement shall be within thirty (30) days prior to the annual meeting;
- g. at the request of the Executive Committee, shall have all necessary records at the place designated and make them available for inspection;
- h. shall notify the membership of the current dues payable.
- i. shall be responsible for collection of said dues or registration fees; and

- j. shall inform the Secretary of the status of all regular members' dues prior to the annual meeting.

When assuming the office, the new Treasurer shall determine whether all funds of the Association are accounted for, and shall notify the Executive Committee in writing. If the funds and accounts are not in order, discrepancies shall be noted in the report. The Treasurer shall provide a bond in an amount not less than \$10,000. The bond shall be paid for by the Association.

**ARTICLE VIII: ASSOCIATION REGIONS**

- 1. Four regional groups of the Association are hereby established.
- 2. The regional groups shall be named and comprised of the counties geographically related thereto, as follows:

**Region 1:** Del Norte, Siskiyou, Modoc, Humboldt, Trinity, Shasta, Lassen, Mendocino, Tehama, Plumas, Lake, Glenn, Butte, Sierra, and Colusa Counties.

**Region 2:** Sonoma, Napa, Yolo, Sutter, Yuba, Nevada, Marin, Solano, Sacramento, Placer, Contra Costa, El Dorado, Amador, Alpine, and Calaveras Counties.

**Region 3:** San Francisco, San Mateo, Santa Cruz, Alameda, San Joaquin, Tuolumne, Santa Clara, Stanislaus, Merced, Mariposa, Mono, San Benito, Madera, and Fresno Counties.

**Region 4:** Monterey, Kings, Tulare, Inyo, San Luis Obispo, Kern, San Bernardino, Santa Barbara, Ventura, Los Angeles, Orange, Riverside, San Diego, and Imperial Counties.

- 3. Each region shall select one member to serve as Regional Chair. In the absence of such a selection, the President may

designate an individual to serve as Regional Chair. Duties and responsibilities of the Regional Chair shall include:

- a. the partnering of seasoned Clerks with newly appointed Clerks, or Clerks new to the Association, to support Clerks as they grow in their position and within their organization in the performance of the duties of the Clerk of the Board.
  - b. serving on committees as indicated in these Bylaws, including the Executive Committee and Website Committee.
4. **Change of Affiliation.** The Executive Committee may change the regional affiliation of a County upon its member's request.
  5. **The Regional Chair** shall convene a regional group meeting at least once each year.
  6. Regional group meetings are open to attendance by any member of the Association.
  7. Upon request of any member, regional groups will send notice of meetings with proposed agenda or general topics to be discussed.
  8. Any member planning to attend a regional group meeting shall so inform the *Host County* so proper accommodations may be made

## **ARTICLE IX: COMMITTEES**

### **1. EXECUTIVE COMMITTEE**

- a. The governing board of the Association shall be the Executive Committee, and shall consist of nine (9) members: the President (who is the Chair), the Vice President, the Secretary, the Treasurer, the Immediate Past President, and the four Regional Chairs- The Secretary of

the Association shall be Ex Officio Secretary of the Executive Committee.

- b. The Executive Committee shall have the duty and power:
  - i. to direct the affairs of the Association (guidance);
  - ii. to advise the regular members of the Association as to the actions and recommendations taken by the Executive Committee; and
  - iii. to authorize necessary expenses of the Association.
- c. For the purpose of transacting official business, a quorum shall consist of not less than five (5) members.
- d. Meetings of the Executive Committee shall be at the call of the President or a majority of the Executive Committee.

### **2. FINANCE COMMITTEE**

- a. The Finance Committee shall consist of six (6) members: the Association Treasurer (who is the Chair), the Vice President, and one (1) regular member from each regional group.
- b. **Duties:** The Finance Committee shall:
  - i. Prepare an annual budget. The budget for the ensuing fiscal year shall be presented at the annual conference for adoption.
  - ii. Administer special funds as indicated in Article XIII of the bylaws.
  - iii. Audit the financial records of the Treasurer, determine whether the expenditures of the Association have been made for purposes of the Association, determine whether the funds of the Association are safely kept in an insured financial institution or in securities of the United States

Government, and report its findings to the Executive Committee.

### **3. ANNUAL CONFERENCE COMMITTEE**

- a. The Annual Conference Committee shall consist of eight (8) regular members: the Host Clerk (who is the Chair), the President (who shall be the Chair if the Host County Clerk of the Board is not a member of the Association), the Immediate Past Host Clerk, the Immediate Future Host Clerk, and one (1) regular member from each regional group.
- b. The Annual Conference Committee shall be responsible for the place, time, and program arrangements of the annual conference. The place and date shall become official when approved by the Executive Committee.

### **4. NOMINATING COMMITTEE**

- a. The Nominating Committee shall consist of five (5) regular members: the President (who shall be the Chair), and one (1) regular member from each regional group.
- b. **Duties.** The Nominating Committee shall propose a roster of candidates for office prior to the annual conference election as described in Article X(1).

### **5. LEGISLATIVE COMMITTEE**

- a. The Legislative Committee shall consist of five (5) regular members appointed by the President.
- b. The Legislative Committee shall monitor, analyze, and make recommendations regarding legislative activity that affects Clerks of the Board and their functions.

### **6. SUBCOMMITTEES**

The Association President shall designate subcommittees and appoint members

thereof to perform necessary duties not otherwise provided for in this article.

Subcommittee Chairs and Vice-Chairs will be solicited during recruitment of subcommittee membership and will be designated at the time of assignment by the President.

#### **a. Education/Certification Committee**

i. This committee will be responsible for ensuring that the higher education/certification program is completed and that the curriculum covers required topics sufficient to ensure successful transition or replacement of qualified persons to the position of Clerk of the Board throughout the State. The committee will advise CCBSA membership of how, when, where and the cost of the program. Committee members, should they wish to be removed from the committee, will rotate out one at a time annually to provide continuity and consistency in the way in which the program is administered and applications are reviewed and approved.

ii. Each year CCBSA will allocate \$2,500.00 to the scholarship program. Clerks of the Board of Supervisors or those who perform the functions of the Clerk of the Board of Supervisors shall be eligible to apply for scholarship monies.

#### **b. Mission/Vision Statement and Bylaws Committee**

This committee will review the current Mission and Vision Statements to ensure that they reflect the current mission and direction of the organization. The committee will make suggestions for change/modification and will solicit input from the general membership. The committee will also evaluate the current bylaws, solicit changes, improvements, and clarification from the membership and make appropriate recommendations for modifications for the Annual Meeting.

**c. New Clerk's Institute/ Clerk's Manual/Best Practices Committee**

This committee will evaluate the structure and content of the New Clerk's Institute and make recommendations for expansion and/or improvement. This committee will also begin development of standards for the Clerk's Manual and for the submission of Best Practices solutions. These tools are extremely important for the successful professional growth of all new Clerks of the Board as well as a means for implementing successful operational solutions. This committee will provide the Executive Committee with a report and recommendations for consideration.

**d. Awards and Recognition Committee**

- i. The Awards and Recognition Committee shall consist of one representative from each Region and the Vice President of the Association who shall act as Chairperson.
- ii. It shall be the responsibility of the Awards and Recognition Committee to participate in the nomination and selection process of all awards and recognition of the Clerks of the Board and/or any outside individual or organization that has made a significant contribution to the Association. Awards and recognition shall be based on those identified and approved or adopted by the Association and included in these Bylaws as Appendix A.
- iii. The Awards and Recognition Committee shall appoint 3 - 5 members to a Subcommittee called "The Sunshine Committee" whose duties and responsibilities shall be included in Appendix A of these Bylaws.

**e. Website Committee**

The Website Committee shall consist of five (5) members: the Association Secretary and the four (4) Regional Chairs (the Regional

Chair may designate a regional representative to serve on this committee). The Secretary of the Association shall be the Chair or may designate a member to serve as Chair. The President may appoint additional members as needed.

The Website Committee shall:

- i. have the responsibility to negotiate and develop a contract with the Webmaster subject to review and approval by the Executive Committee. The Association President is authorized to execute the final contract with the Webmaster as recommended by the Executive Committee (contract not to exceed amount approved in CCBSA budget).
- ii. develop priorities for CCBSA website development including the areas of content, design and organization. The Website Committee shall seek input from the full CCBSA membership regarding matters involving the CCBSA website, however, the Committee is empowered to provide direction to the Webmaster independent of the full membership.
- iii. develop protocols to ensure the CCBSA website content is kept up to date, which may include specifying performance standards as part of the Webmaster's contract with the Association, authorizing Web Committee members to post content to the CCBSA website and directing the Webmaster to perform projects.
- iv. develop protocols for the Webmaster to respond to individual member work requests.
- v. provide a report at the respective regional meetings and at the Annual Meeting as directed by the Annual Conference Committee.

**f. CCBSA Fundraiser Committee**

There shall be an annual fundraiser related to support for professional development for

Clerks of the Board throughout the State. All funds raised are to be used toward training, hiring workshop and meeting facilitators, purchasing materials related to training, etc. The fundraiser shall be determined by the Executive Committee and be appropriate to the values and professionalism of the Association. Fundraising events might include development and sale of a cookbook, advertising on the CCBSA Website, sales of calendars or greeting cards specifically developed to reflect the Association or the Counties, etc. A Fundraiser Committee shall be created with volunteers of Clerks of the Board interested in participating and/or members of the Retired Clerks Group.

#### **g. Retired Clerks Group**

All persons who have been Clerks of the Board of Supervisors, or the Principal Deputy with management responsibilities and is authorized to act on behalf of the Clerk of the Board, and who has retired from this position while actively participating as a member of CCBSA or other persons as the membership of CCBSA shall elect, are considered to be honorary members of CCBSA and known as "Clerks Emeriti".

- i. Purpose of the Retired Clerks Group is to:
  - (1) Interact with friends in CCBSA
  - (2) Contribute to CCBSA in ways that interest the Retired Clerks and within a time frame that the Retired Clerks can choose
  - (3) Keep in touch with County Government, in general through a relationship with CCBSA
  - (4) Provide a transition opportunity for retiring Clerks from "working" to "retirement" status
  - (5) Offer experience, expertise and candor to the CCBSA as requested
  - (6) Provide a "social" relationship with other retired Clerks; and
  - (7) develop a method for Retired Clerks to occasionally contract with a County who may be looking for an interim Clerk while the hiring process is taking place.

- ii. Clerks Emeriti are honorary CCBSA members. Clerks Emeriti are not eligible to vote on the business and activities of CCBSA. Clerk Emeriti membership may be reviewed on a regular basis.

#### **h. Clerks Quiz Committee**

The Clerks Quiz Committee shall include the CCBSA Quiz Master and one (1) regular member from each regional group. This committee is intended to assist the CCBSA Quiz Master with ongoing development of and enhancements to the Clerk's Quiz at the Annual CSAC/CCBSA Conference.

#### **i. CCBSA Sponsorship Committee**

This committee is responsible for working with the President to solicit conference sponsorships which may include developing a list of possible sponsors, preparing and sending solicitation letters to prospective sponsors and performing necessary follow-up actions as requested by the President.

All sponsors will receive recognition on signage boards used by CCBSA at the CSAC conference. Identified levels of sponsorship shall be as follows:

- \$2,000 or more – CCBSA Platinum Circle Sponsor (receive four dinner seats)
- \$1,500 - \$1,999 – CCBSA Gold Circle Sponsor (receive three dinner seats)
- \$1,000 - \$1,499 CCBSA Silver Circle Sponsor (receive two dinner seats)
- \$500 - \$999 – CCBSA Bronze Circle Sponsor (receive one dinner seat)

### **ARTICLE X: NOMINATIONS-ELECTIONS**

#### **1. NOMINATION OF OFFICERS**

The Nominating Committee will distribute to all members Statements of Interest to solicit the interest of members to be considered for Association Treasurer. At least 30 days prior to the annual conference, the

Nominating Committee, shall send to each regular member the complete list of nominees. Additional names may be nominated from the floor at the business session during which the election will be conducted.

## **2. ELECTION OF OFFICERS**

The Election of Officers shall be held at the regular annual conference. The election shall be conducted by the President. The election may be by voice vote or written ballot.

## **3. VOTING FOR OFFICERS**

In the event of a contest for an office, election shall be by written ballot and conducted by the President. The President shall appoint three (3) tellers who will prepare, distribute, retrieve, and tabulate the ballots. At the request of the President, the tellers will orally report the results of the tabulation. The eligible member receiving the highest number of votes shall be declared elected, and the tellers will so certify in writing to the Association Secretary for incorporation into the minutes.

## **ARTICLE XI: CONFERENCES AND MEETINGS**

1. The annual conference of the Association shall be held in conjunction with the Annual CSAC Conference.
2. Other conferences or meetings of the Association shall be held at such time and place as designated by the Executive Committee.
3. All meetings shall be conducted under *Rosenberg's Rules of Order* unless the President, for good cause, permits departure there from.
4. To ensure all members, whether attending Association conferences or not, are informed of matter(s) to be considered during the business meeting portion of conference(s), particularly matters requiring a vote or consensus of

the membership, at least two (2) weeks prior to Association conferences (spring or annual) the Secretary shall distribute to all members a general description of the matters to be considered during any scheduled Association business meeting. Matters not on the business meeting agenda may be considered at the discretion of the President.

## **ARTICLE XII: AMENDMENTS**

These bylaws may be amended by a majority vote of the regular members. Proposed amendments shall be submitted to the Executive Committee at least 30 days prior to the annual conference. The Executive Committee may make a recommendation upon the proposed amendment to the regular membership prior to the annual conference. Amendments shall be the first order of business at the annual conference. Upon adoption, an amendment shall become operative at the conclusion of the annual conference at which it was adopted.

## **ARTICLE XIII: SPECIAL FUNDS**

Special funds may be established for any purpose consistent with the stated objectives of this organization and shall be administered by the Finance Committee as directed by the Executive Committee. Special funds shall include all grants and gifts of every kind, or any moneys set aside by this organization for a specific purpose.

## **ARTICLE XIV: USE OF THE ASSOCIATION NAME/LOGO**

1. No member of the Association shall, by inference or otherwise, directly or indirectly misuse or abuse the name/logo of the Association or the member's connection therewith. Nor shall any member imply or cause others to imply that the Association will sponsor or be responsible for any written article, statement, corporation or the practice of any member or firm, association, corporation or the government agency

by which said member is employed or is associated.

2. Any member who desires to use the Association name in connection with any personal endeavor shall first receive written authority from the Executive Committee.
3. The CCBSA logo is a powerful symbol that embodies the goals, mission and commitment of the Association. As such, all members must take care in the use of the logo. Authorized use of the CCBSA logo shall include for official correspondence, letterhead, stationery and the like. It shall be used consistent with the goals, mission and Bylaws of the Association.

#### **ARTICLE XV: EFFECTIVE DATE**

These amended and revised bylaws became effective per a unanimous vote of the members of the Association in attendance at the Annual General Business Meeting.

## APPENDIX A

### **JOHN TAYLOR AWARD OF EXCELLENCE**

Although nominations are sought each year, the John Taylor Award of Excellence is not an annual award and may not be presented in years when the Awards and Recognition Committee deems that there is no nominee who satisfactorily meets all of the standards set forth in the rules.

#### **Criteria for Nomination**

- Nominee shall be individual or group from outside the Clerk's Association who has made an outstanding contribution to the Clerk of the Board Association and/or the profession;
- Nominee shall be individual or group who has demonstrated evidence of outstanding public service during an entire career, or the preceding twelve-month period;
- Nominee shall be individual or group who has demonstrated a spectrum of efforts, from individual commitment and service to the Clerk of the Board profession and the CCBSA, to the ability to create a viable organization and involve others;
- Nominee shall be individual or group who has demonstrated initiative and the ability to translate ideas into practical results (examples might be an Assemblyman or Senator who has sponsored legislation on behalf of the Clerks Association; or some major volunteer effort for or by an individual; or a Board of Supervisors member who has made a significant contribution to the overall good of the Association, etc.)

#### **Time Parameters**

- Nominations shall coincide with time parameters for Bylaw changes.

- Nomination letter shall be submitted to the Awards and Recognition Committee Chairperson. Following the submittal deadline, the Chairperson will provide a list of nominations for all Committee members to review.

#### **Process for Selection**

- Awards and Recognition Committee Chairperson shall schedule a meeting of Committee to consider nominees and to make a Selection for the award. Copies of nomination letters may be provided to Committee Members.
- No individual shall be eligible to receive the John Taylor Award of Excellence more than once. The John Taylor Award of Excellence shall not be voted posthumously. No member of the Awards and Recognition Committee shall be eligible to receive the John Taylor Award of Excellence while serving as a member of the Committee.

#### **Award Process**

- Award will be purchased by Awards and Recognition Committee Chairperson (i.e., Vice-President of Association) or designee.
- Awards and Recognition Committee Chairperson or designee will prepare pertinent information for CCBSA President to use in announcing/presenting award. (recipient name, County, and details of achievement).
- Awards and Recognition Committee Chairperson or designee will contact both the awardee and Chairperson of the County, if applicable, for which the award recipient works to advise him or her of the recognition.

## **PRESIDENT'S AWARD**

President may or may not identify an award recipient the year he or she is President.

### **Criteria for Nomination**

- Nominee shall be Outstanding "community service" (service above and beyond the job)
- A unique situation that might have occurred for which the Clerk did an outstanding thing that shall be commended and recognized
- A visionary change within their organization or department that shall be recognized
- An outstanding leadership/inspiration effort
- Clerk recognized within their County as an Employee of the Month or was highlighted in the Capstone for an outstanding effort, etc.

Current CCBSA President may identify an individual or group who has made a significant contribution to the Association or made an outstanding achievement perhaps under very difficult circumstances (examples might be a circumstance of a fire in the Clerk's Office and the destruction or recovery of records, or taking over a job in the situation of a Clerk being ill; or a significant budget reduction and still maintaining services, etc.)

### **Time Parameters**

- Recommendations for award may be submitted to the current President during period same as Bylaws.
- President will advise Awards and Recognition Committee Chairperson no later than October 1 (approximately one month prior to annual conference) as to whether this award will be given and to whom.

## **Award Process**

- Award will be purchased by Awards and Recognition Committee Chairperson (i.e., Vice-President of Association) or designee. CCBSA President will prepare pertinent information for presentation.
- Awards and Recognition Committee Chairperson or designee will contact Chairperson of the County for which the award recipient works to advise him or her of the recognition.

## **CERTIFICATE OF ACKNOWLEDGEMENT**

Members of the Association may request a Certificate of Acknowledgement to recognize a non-member's exemplary contributions to the Association and/or to the Office of the Clerk of the Board. Examples of individuals who might be recognized could include a retiring Board member or CAO/CEO who provided unwavering support to their Clerk of the Board and CCBSA.

Members requesting at a particular individual be recognized shall submit a nomination letter to the Chairperson of the Awards and Recognition Committee. The nomination letter shall identify the name, County, and title of the individual to be recognized, along with a brief summary of their outstanding contributions to the Office of the Clerk of the Board and/or CCBSA. The Awards and Recognition Committee will consider nominations received and will make a recommendation to the Executive Committee. Upon concurrence of the Awards and Recognition Committee and the Executive Committee, the CCBSA President will issue a Certificate of Acknowledgement. The Certificate will be returned to the requesting member to be presented to the honoree. Certificates awarded during the year shall be reported during the Annual Conference.

## **SUNSHINE SUBCOMMITTEE**

### **Description of Committee**

Comprised of 3 - 5 members appointed by the Awards and Recognition Committee, this group will have responsibility for sending cards to members of the Association who retire, are hired as a new Clerk of the Board, who just had a baby, became a new Grandparent, received some very unique and special "good news," were promoted, got married, scholastic achievements, anniversaries of significance, loss of loved ones, etc. (Information concerning health or death of loved ones shall be done with sensitivity and caution based on the wishes of the Clerk affected. Issues of privacy shall always be considered.)

Regional Chairs will provide information regarding members within their Region. Members within each Region shall inform Regional Chairperson of various events and activities regarding Clerks in their Region.

Cards sent from the Awards and Recognition Committee in cases of illness or bereavement will be the responsibility of the individual assigned by the Awards and Recognition Committee to handle this task. Cards shall state "signature" as: Awards and Recognition Committee member name, on behalf of CCBSA.

### **Budget**

An annual budget allocation shall be approved and available for purchase of awards, cards, flowers and postage and shall be made a part of the annual budget decision. A cap on expenditure amounts shall be established annually. All receipts for expenditures incurred by the Awards and Recognition Committee shall be submitted to the CCBSA Treasurer.

## **RETIREMENT OF A CLERK OF THE BOARD**

### **Process**

A resolution will be prepared recognizing retiring CCBSA members in good standing, who have a long tenure and have been active in the Association. Certificates of Acknowledgement may be prepared to recognize retiring CCBSA members in good standing whose tenure in their position, and/or participation and involvement in the Association have been limited.

The Regional Chair will advise Awards and Recognition Committee Chairperson of any individual retiring in good standing from the position of Clerk of the Board or a person who is a member of the CCBSA. Members of CCBSA shall advise the Regional Chair for their County of any upcoming retirement(s).

The Awards and Recognition Committee Chairperson or designee will arrange to have a resolution/certificate of acknowledgement prepared.

To ensure timely presentation of a resolution or certificate acknowledging a retiring Clerk in good standing who is separating from service in CCBSA, the President, in consultation with the Executive Committee is authorized to present the resolution/certificate to the Clerk at the time of the retirement/separation. Names of retired Clerks shall be reported/recognized at the Annual Conference.