



## **NCCAE BYLAWS**

The Constitution and Bylaws of the National Council of County Association Executives are printed as amended on October 20, 2007.

### **ARTICLE I**

#### **Name and Purposes of Council**

##### **Section 1. Name**

This council shall be known as the National Council of County Association Executives.

##### **Section 2. Purposes**

The purposes of this council shall be:

- (1) To provide a vehicle through which its membership may improve the administration of the various associations of counties and associations of county officials in the United States of America.
- (2) To provide a forum through which its membership may, from time to time, meet and exchange information of official import to the executives of state associations of counties.
- (3) To assist, in accordance with the policy determinations of the council, the National Association of Counties in its efforts to promote and improve county government.

### **ARTICLE II**

#### **Membership**

##### **Section 1. Active Members**

Any person acting as the chief staff officer of an association of counties may be an active member. The privilege of voting and holding an elective office in the council is limited to those persons holding active membership. The Executive Committee, subject to the review of the council, will resolve membership question.

## **ARTICLE III**

### Officers and Their Election

#### Section 1. Officers

The officers of the council shall be a President, First Vice President, Second Vice President, Third Vice President, and Past President and shall be known as the Executive Committee. The President shall represent the council on the Board of Directors of the National Association of Counties. The Executive Committee shall manage the affairs and business of the council, perform other duties as specified in these bylaws, and undertake other actions or projects as deemed necessary or as directed by the council. The executive Committee may determine policy for the council in the absence of or lacking specified direction from it.

#### Section 2. Elections; Terms of Office

The officers shall be elected at the Annual Meeting of the council by the votes of the majority of the active members present. They shall hold their offices until the next succeeding annual meeting and until their successors are elected and accept their offices.

#### Section 3. Nominations

Nominations for officers of the council shall be made by a Nominating Committee composed of not less than three nor more than five active members appointed by the President. The Immediate Past President shall chair the Nominating Committee. After presentation of the nominations of the Nominating Committee, nominations for the position of any officer may be made from the floor upon nomination and one second by the active members of the council.

#### Section 4. Vacancies

Vacancies in the Executive Committee shall be filled as follows:

- 1) If the President's, First Vice President's, or Second Vice President's position is vacant, all individuals serving as Vice Presidents will ascent to the next position, thus vacating the seat of Third Vice President. Such seat shall be filled by an appointment by the Executive Committee.
- 2) If the Past President's seat is vacant, it shall be filled by the next immediate Past President

#### Section 5. Duties of Officers

- (1) President. It shall be the duty of the president to preside at all meetings of the Council and to appoint such committees as deemed advisable to further the work of the council. The President shall have such other powers and perform such other duties as are usually performed by the president of an organization.
- (2) Vice President. It shall be the duty of the First Vice President or the Second Vice President, in that order, to exercise such functions and perform such duties to assist the President in such manner as may be designated.
- (3) Third Vice President. The Third Vice President shall perform such duties as are usually incumbent upon that officer, including administrative responsibility for the council's budget and other duties as the President may request.

(4) Past President. It shall be the duty of the Past President to exercise such functions and perform such duties to assist the President in such manner as may be designated.

#### Section 6. Quorum

Quorum requirements at meetings of the council shall be a majority of active members. Committees will not have quorum requirements.

### **ARTICLE IV**

#### Finance

Section 2. The Executive Committee shall prepare and submit to the council at its annual meeting a budget for the ensuing fiscal year (January 1-December 31). Such budget may include a dues structure that would set forth state association dues payments that would be necessary to retain active membership in the council. Dues, if assessed, may be waived for any state upon application of that state to the Executive Committee. Such waiver will only be granted for extraordinary purposes.

Section 2. The Executive Committee shall provide financial reports to the council at least annually. Such reports shall be subject to periodic audit by a neutral third party.

Section 3. Subject to fund availability, the Executive Committee may review and approve requests for contributions to and/or participation in programs with outside organizations that will benefit the council. The procedure for requesting council contributions or other participation shall be established by written policy adopted and periodically reviewed by the council at any annual meeting.

### **ARTICLE V**

#### Meetings

#### Section 1. Meetings

The Annual Meeting of the council shall be held at the time and place designated by the Executive Committee.

Educational seminars and sessions of the council may be held at such times and places as may be determined by the President.

#### Section 2. Procedures

Procedures followed at annual or special meetings shall be in accordance with Robert's Rule of Order when not inconsistent with the Constitution and Bylaws of the council.

**ARTICLE VI**  
Amendments

Section 1. Amendments

This Constitution and Bylaws may be amended at any Annual Meeting by a two-thirds affirmative vote of the active members present, provided that such amendment shall first have been submitted to the membership not less than seven days prior to the Annual Meeting.

The seven-day notice requirement may be waived by unanimous consent of all members present at an Annual Meeting.

*Bylaws Revised -- October 23, 2014*