



AGENDA

Central Illinois Municipal Clerks Organization Wednesday, December 14, 2022 Bloomington, Illinois

1. Call to Order by President Stefanie Tarr
2. Pledge of Allegiance
3. Roll Call of Officers
4. Approval of Minutes of the Meeting held October 19, 2022
5. Unfinished Business
 - a. Approval of CIMCO Credit Card Procedures and Purchases
 - b. Review of Potential Changes to Committees
 - i. Amendments
 - ii. Removals
 - iii. Additions
 - c. Comprehensive Bylaws Review
 - i. Bylaw Committee
 - ii. Potential Changes to Committees
 - iii. Credit Card Procedures
6. New Business
 - A. Locations for the 2022 – 2023 CIMCO Meetings
 - a. February 9, 2023 - West Peoria (Noon Meeting)
 - b. April 12, 2023 - Galesburg at 5:30 p.m.
 - c. June 15, 2023 - Peoria (During Back to Basics)
 - d. August 9, 2023 – Rantoul (Noon Meeting)
 - e. October 18, 2023 – Peoria at 5:30 p.m.
 - f. December 13, 2023 – Savoy at 5:30 p.m.
 - B. MCI Winter Seminar – January 26 & 27, 2023, Charleston, Illinois

6. *New Business Continued*

C. Athenian Leadership Society Dialogue – *I Love It Here*,
Wednesday, January 25, 2023, 1:30 p.m. to 7:30 p.m.
Unique Suites, 920 W. Lincoln Ave., Charleston, Illinois 61920

D. MCI Spring Seminar – TBD

E. IIMC Annual Conference – May 14 – 17, 2023, Minneapolis, Minnesota

7. Other Business

8. Program – FOIA – First Amendment Audit / FOIA Compliance

9. Holiday Gift Exchange

10. Adjourn



**CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION
WEDNESDAY, OCTOBER 19, 2022
5:30 PM**

**Alexander's Steakhouse
100 Alexander Avenue
Peoria, Illinois 61603**

CALL TO ORDER

President Angie Huonker called the meeting to order at 6:05 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL OF OFFICERS

The following officers were physically present for roll call:

President Angie Huonker, Vice President Stefanie Tarr, and Secretary Nicole Stewart. President Angie Huonker declared a quorum was present.

Absent: Treasurer Wendy Hundley.

OTHER MEMBERS OF CIMCO PRESENT:

Beth Ball (Peoria – Retired), Margie Barnes (West Peoria), Trina Bonds (Peoria), Jill Byres (Chillicothe), Courtney Coe (Peoria), Michelle De Sutter (Peoria), Janet Gray (Rantoul), Sue McMillan (Pekin), Tierra Shickel (Normal), Amanda Stutsman (Bloomington), and Tana Ward (Rantoul/Thomasboro).

DISTRIBUTION OF ANNUAL REPORT

President Angie Huonker confirmed that all members received the Annual Report from Sue McMillan.

APPROVAL OF THE AUGUST 10, 2022 MINUTES

A motion was made by Tana Ward seconded by Janet Gray to approve the August 10, 2022 Minutes as presented. Motion carried by viva voce vote.

APPROVAL OF THE TREASURER'S REPORT

President Angie Huonker deferred the approval of the Treasurer's Report to the December Meeting due to the absence of Treasurer Wendy Hundley. A motion was made by Vice President Stefanie Tarr,

seconded by Margie Barnes to defer the Treasurer's Report to the December Meeting. Motion carried by viva voce vote.

APPROVAL OF REPORT OF OFFICERS AND COMMITTEES AS PRESENTED IN THE ANNUAL REPORT

A motion was made by Michelle De Sutter, seconded by Tana Ward to approve the Report of Officers and Committees as presented in the Annual Report. Motion carried viva voce vote.

NEW BUSINESS

OTHER BUSINESS

Affirm Recipients of the 2022 Institute and Academy Hotel Scholarship Allowance of \$500 are Tana Ward, Rantoul/Thomasboro and Nicole Stewart, Pekin

A motion was made by Janet Gray, seconded by Amanda Stutsman to approve the recipients of the 2022 Institute and Academy Hotel Scholarship allowance of \$500 to Tana Ward and Nicole Stewart. Motion carried viva voce.

Approval of Purchase and Approval Procedures with Use of CIMCO Credit Card

President Angie Huonker deferred the approval of the CIMCO Credit Card procedures to the December Meeting due to the absence of Treasurer Wendy Hundley. A motion was made by Margie Barnes, seconded by Amanda Stutsman. Motion carried viva voce.

Discussion of Committee Structure and Review of Potential Changes or Additions to Committees

President Angie Huonker led the discussion on the relevancy, deletion, and addition of Committees. The goal was to review the structure of the committees and Bylaws as they stand, and decide if it was something that needed amended, approved upon, or if it should go by the wayside.

Beth Ball reminded members that the initiative of the Membership Committee was actively sought out membership by dissecting the region and sending invitations. It was also suggested that CIMCO should let the community know about other Clerks in the region, providing letters of recommendation and CIMCO announcements.

Amanda Stutsman added that the Publicity Committee mimicked duties of the President and Vice president.

President Angie Huonker assigned the members the task of reviewing the Committee listings, and to submit thoughts and suggestions to the newly elected officers to bring back for a formal vote.

Discuss Comprehensive Review of Bylaws

President Angie Huonker stated that inconsistencies were discovered from different working formats of the Bylaws. A comprehensive review was assigned to bring any changes to the Bylaws Committee and Nicole Stewart.

RECOGNITION OF OFFICERS AND MEMBERS BY PRESIDENT

President Angie Huonker recognized the following officers: Past President Margaret Hurd, Vice President Stefanie Tarr, Secretary Nicole Stewart, and Treasurer Wendy Hundley.

President Angie Huonker recognized the following Members: Auditing Committee Chair Tana Ward (Rantoul/Thomasboro), Bylaws Committee Chair Morgan Cadwalader (East Peoria), Historian Susan Trever (Monmouth), Legislative Liaison Janet Gray (Rantoul), Membership and Publicity Committee Chair Stefanie Tarr (Peoria), Mentoring Committee Chair Sue McMillan (Pekin), Nominating Committee Margie Barnes (West Peoria), Program Committee Chair Tana Ward (Rantoul/Thomasboro), Scholarship Committee Chair Janet Gray (Rantoul), Telephone Directory Kelli Bennewitz (Galesburg), Website Committee Chair/Webmaster Tana Ward (Rantoul/Thomasboro), and Yearbook Chair Sue McMillan (Pekin). President Huonker provided each with a token of appreciation and words of thanks for their efforts.

RECOGNITION OF 2021-2022 HOSTESSES

President Huonker recognized the 2021-2022 Hostesses, providing each with a token of appreciation and words of thanks for their efforts. The hostesses consisted of Kelli Bennewitz (Galesburg), Ericka Gugliotta (Galesburg), Wendy Hundley (Savoy), President Angie Huonker (Normal), Margaret Hurd (Chillicothe), and Vice President Stefanie Tarr (Peoria).

2021-2022 PRESIDENTIAL AWARD

President Angie Huonker announced that the 2021-2022 Presidential Award was awarded to Nicole Stewart, recognizing her active involvement, providing guidance, and being an integral part of the success of the organization.

ELECTION OF OFFICERS FOR 2022-2024

Margie Barnes of the Nominating Committee provided an overview of the nomination process and named the slate of officers selected for the 2021-2022 term as President Stefanie Tarr (Peoria), Vice President Nicole Stewart (Pekin), and Secretary Tana Ward (Rantoul/Thomasboro). President Huonker requested nominations from the floor. No nominations from the floor were received. Margie Barnes made a motion to close nominations from the floor, seconded by Janet Gray. Motion carried viva voce.

Margie Barnes made a motion to accept the slate of officers for 2021-2022 as presented. Michelle De Sutter seconded the motion. The motion carried viva voce.

OATH OF OFFICE ADMINISTERED TO NEW OFFICERS

President Angie Huonker administered the oath of office for the newly elected officers.

ELECTION OF NOMINATING COMMITTEE 2022-2023

President Angie Huonker requested nominations from the floor for the Nominating Committee. Trina Bonds made a motion to nominate Amanda Stutsman, Chair (Bloomington), Tierra Shickel (Normal), and Margie Barnes (West Peoria) for the Nominating Committee. Michelle De Sutter seconded the motion. Motion carried viva voce vote.

GENERAL ANNOUNCEMENTS

President Angie Huonker shared the proposed 2023 CIMCO Meeting Schedule.

December 14, 2022	City of Bloomington
February 9, 2023	City of West Peoria
April 12, 2023	City of Galesburg
June 15, 2023	City of Peoria
August 9, 2023	Village of Rantoul
October 18, 2023	City of Peoria
December 13, 2023	Village of Savoy

President Huonker stated that the biennial Back to Basics Seminar will be held June 15-16, 2023. Janet Gray added that the Municipal Clerks of Illinois Winter Seminar will be held in Charleston.

Janet Gray stated that during the International Institute of Municipal Clerks Mid-Year Board Meeting it would be presented to change the name of the Athenian Leadership Society to the Paul Craig Society. She will be amending the motion to change it to the Paul Craig Athenian Society.

ADJOURNMENT

Janet Gray made a motion to adjourn the meeting, seconded by Courtney Coe. The motion carried, and the meeting was adjourned at 6:37pm.

Nicole Stewart
CIMCO Secretary
Deputy City Clerk, Pekin, IL

Tana Ward
CIMCO Secretary
MCI District Six Director
Village Clerk, Thomasboro, IL
Deputy Village Clerk, Rantoul, IL




NOTICE OF PROPOSED CIMCO BYLAW AMENDMENT

PURSUANT TO ARTICLE X, SECTION 1, YOU ARE HEREBY NOTIFIED THAT THE ATTACHED PROPOSED BY-LAW AMENDMENTS, EMAILED TO ALL MEMBERS, WILL BE CONSIDERED AT A REGULAR MEETING OF THE CENTRAL ILLINOIS MUNICIPAL CLERKS ORGANIZATION ON DECEMBER 14, 2022.

DECEMBER 14, 2022 | NOON

BLOOMINGTON, ILLINOIS

/s/ 

CIMCO Secretary

Central Illinois Municipal Clerks Organization

Established in 1988



REVISIONS

By-Laws Revised and Adopted February 2005

Standing Rules – Scholarship Rev. 4/20/05

By-Laws Updated – Art IV, Sec. 1 Ratified 10/26/05

Standing Rule 1 and 5(e) Rev. 10/4/06

By-Laws Revised – Article IV, Sec. 1 Rev. 6/11/08

By-Laws Revised – Article V, Sec. 5, Art. VI, Sec. 2, Art. VI Sec 4, Art VII Sec 4, 5, & 6 Rev. 04/27/10

Standing Rule 5 c, f, i, j and 8 Rev. 04/27/10

Standing Rule 6, Scholarship Guidelines Rev. 10/19/11

By-Laws revised Article V Sec. 2 Rev. 4/11/12

By-Laws revised Article V, Sec. 2 and Sec. 3; Article VI, Sec. 1 and Sec. 5; Article X, Sec. 1; Standing Rule 5(b); and Standing Rule 6(a)-(c) – Rev. 10/14/2020

By-Laws revised Article VII adding Section 7 Remote Participation - Rev. 10/13/2021

Standing Rule 5(j) revised adding new Standing Rule 5(j) Website Committee – Rev. 6/15/22

By-laws revised Article VI, Sec. 3 and Standing Rule 6(a) – Rev. 10/ /2022

CIMCO

BYLAWS

ARTICLE I – NAME

Section 1 - The name of this organization shall be the Central Illinois Municipal Clerks Organization.

ARTICLE II – OBJECT

Section 1 - To promote improvement and efficiency in the operation and administration of the Municipal Clerk’s Office in the Central Illinois municipalities.

Section 2 - To promote cooperation between the Clerks by the interchange of experience and methods of conducting their offices, to the end that they may profit from the experience of others.

Section 3 - To promote a better understanding of the official duties and obligations of its members; to develop, insofar as possible, uniform methods of procedures in the municipalities in the area; and, to cooperate with municipal and higher authorities on administering the provisions of law.

Section 4 - To acquaint the public of the true nature and importance of the services performed by the Municipal Clerk; to initiate and perform such other activities as may best serve the interests of the public.

ARTICLE III – MEMBERSHIP

Section 1 - Each Clerk, Deputy Clerk or Assistant Clerk, duly elected or appointed to said office in any municipality in Central Illinois is eligible for membership

Section 2 - Payment of dues shall constitute membership, with each member being entitled to only one (1) vote.

Section 3 - Membership shall be distinguished as follows:

- A. Active Membership – Active members of CIMCO shall include any Municipal Clerk, Deputy Clerk or Assistant Clerk currently serving in that capacity and are in good standing in the organization.
- B. Honorary Membership – Active members who retire from being a Municipal Clerk, Deputy Clerk or Assistant Clerk shall be granted, by Resolution, Honorary Membership. Honorary Members are welcome to attend all meetings of the membership; they may serve on any

committee as an ex-officio member, they do not pay dues and do not have a vote. (Rev. 12/10/03)

ARTICLE IV – FUNDS

- Section 1** - **Dues:** Annual dues for active membership shall be Thirty Dollars, of which Fifteen Dollars shall be placed in the General Fund and Fifteen Dollars in the Ilion Wait Crabel Memorial Scholarship Fund. (Rev. 10/23/96, 2/9/05, 10/26/05, 6/11/08)
- Section 2** - **Other Funds:** Other Funds as received shall be disbursed between the General Fund and the Ilion Wait Crabel Scholarship Fund as deemed appropriate by the Executive Committee. (Rev. 3/10/93)
- Section 3** - **Dissolution of Money:** In the event Central Illinois Municipal Clerks Organization dissolves, all funds on hand, in both the General Fund and the Ilion Wait Crabel Scholarship Fund, after all bills are paid, will be disbursed to Municipal Clerks of Illinois to be specifically placed in the Bertha Eleanor Rohrbach Scholarship Fund. In the event MCI no longer exists, all CIMCO fund, in both the General Fund and the Ilion Wait Crabel Scholarship Fund, after all bills are paid, shall be forwarded to the International Institute

of Municipal Clerks to be earmarked specifically for their educational fund. (Rev. 3/10/93)

ARTICLE V – OFFICERS AND THEIR ELECTION

Section 1 - The officers of this organization shall be: President, Vice President, Secretary, Treasurer and Immediate Past President. (Rev. 5/8/91)

Section 2 - All officers shall be active paid-up Municipal Clerks, Deputy or Assistant Clerks. The term of officer for all officers, except the office of Treasurer, shall be two (2) years or until their successors have been elected. The office of Treasurer shall be four (4) years or until a successor has been elected. If vacancies occur in any office, the President shall send notice to the Membership at least two weeks before the next regular meeting of his/her intention to appoint someone to fill any vacant office, and that appointment shall be with the concurrence of the members present at the regular meeting. In only drastic cases where several vacancies might occur in proximity, then filling offices may take place at a special meeting, called in accordance with the by-laws. In all cases, filling vacancies of officers shall be with the concurrence of the members present. (Rev. 4/11/12, 10/14/2020)

Section 3 - An officer may hold the same office for two (2) successive terms. If the Nominating Committee determines there are no candidates for that particular office, the officer may be presented to serve an additional term; however, every effort shall be made to allow all members the opportunity to be slated for offices. If no new candidate is elected for a particular office at the Annual Meeting, the President may appoint someone to fill any vacant office, with the concurrence of the members present. (Rev. 3/10/93, 10/11/00)

Section 4 - At the annual meeting, nominations for offices shall be presented by the Nominating Committee, which shall have met and determined a slate to be presented.

Nominations may be accepted from the floor as well. Voting shall be by ballot if more than one (1) person is nominated for the same office. A majority vote of those present and voting shall elect. (Rev. 10/11/00)

Section 5 - The Nominating Committee shall be elected at the Annual Meeting by the Membership after the new Board is sworn in and shall consist of three members. Nominations for this committee shall be from the floor. The first person elected shall be declared the chair. (Rev. 10/11/00, 4/27/10)

ARTICLE VI – DUTIES OF OFFICERS

- Section 1 - **President** – shall preside at all meetings of the Association; shall arrange for location of regular meetings; shall be a member ex-officio of all Committees, shall appoint all Committees not specifically provided for within the by-laws, except the Nominating Committee, which shall be elected by the membership at the annual meeting shall immediately upon the election of the new Executive Committees at the Annual Meeting send out notices to the appropriate communities of respective towns, and shall perform all other duties usually pertaining to the office. (Rev. 10/11/00, 10/14/2020)
- Section 2 - **Vice President** – shall serve as assistant to the President, and in the absence or inability of the President, shall perform the duties of that office. The Vice President shall serve as Chair of the Program Committee. (Rev. 04/27/10)
- Section 3 - **Secretary** – shall keep an accurate record of the proceedings of all meetings of the Association; shall notify all appointees of their duties; ~~shall~~ ~~arrange for the place of the regular meetings;~~ shall carry on all official correspondence of the Association, under the direction of the President; and shall perform such other duties as usually pertain to the office. In the absence or inability

of the Treasurer to perform the duties of that office, the Secretary shall be authorized to sign checks.

Section 4 - **Treasurer** – shall receive all monies of the Association and shall be custodian of all funds. These funds shall be deposited in a financial institution approved by the membership. The Treasurer shall pay out only such funds as are authorized by the Executive Committee and shall give a quarterly report to the membership at the regular meetings and shall make a full report at the annual meeting. The books of the Treasurer shall always be open for inspection and shall be audited by an Auditing Committee. (Rev. 04/27/10)

Section 5 - **Immediate Past President** – shall act in an advisory capacity to the President and to the Executive Board and shall send a letter to the appropriate community regarding the election of the CIMCO President. (Rev. 5/8/91, 10/14/2020)

ARTICLE VII – MEETINGS

Section 1 - Regular meetings of this Association shall be held bimonthly in the months of February, April, June, August, October, and December (Rev. 5/8/91, 10/14/98)

- Section 2 - Special meetings may be called by the President or by written request of three (3) members of the Association, provided notice shall be given to the membership three (3) days prior to the date of the special meeting and notice shall state the purpose of the special meeting.
- Section 4 - **Meeting Expenses** – Any member hosting a meeting shall be responsible for expenses incurred in the preparation for meetings; provided, however, that expenses for flowers and plaques for the Annual Meeting shall be reimbursed if prior authorization is given by the President and Treasurer and if funds are available. Nothing in these rules shall be construed as to prevent any member from securing funding from outside sources to defray the costs of flowers, decorations, and any other such items that may be purchased in preparation for meetings of the organization. (04/27/10)
- Section 5 - A quorum shall consist of representative attendance from fifteen percent (15%) of the member municipalities and at least two (2) association officers. (Rev. 5/8/91, 04/27/10)
- Section 6 - The fiscal year shall be October 1 through September 30. (Rev. 10/14/98, 04/27/10)

Section 7 -

Remote Participation - Remote Participation may be allowed in any meeting via telephone, video or internet connection provided the following must be met:

- (a). The member must notify the Secretary at least 24 hours before the meeting unless advance notice is impractical.
- (b). The member must assert one of three reasons described herein why he or she is unable to physically attend the meeting, including either (1) that the member cannot attend because of personal illness or disability; (2) the member cannot attend because of employment purposes or the business of CIMCO; or (3) the member cannot attend because of a family or other emergency; and
- (c). A quorum of CIMCO must be physically present.

After roll call, a vote shall be taken, considering the prerequisites set forth in this Section 7, on whether to allow an off-site member to participate remotely. All of the members physically present are permitted to vote on whether remote participation will be allowed. A vote may be taken to permit remote participation for a stated series of meetings if the

same reason applies to each case. Otherwise, a vote must be taken to allow each remote participation.

A quorum must be established by members physically present at any meeting before it can be considered whether to allow a member to participate in the meeting remotely. A vote of a majority of the members present shall be necessary to decide the issue. For the meeting to continue, there shall always need to be a quorum physically present.

The member participating remotely shall be considered an off-site participant and counted as present by means of video or audio conference for that meeting if the member is allowed to participate. The meeting minutes shall also reflect and state specifically whether each member is physically present, present by video, or present by audio means.

The member permitted to participate remotely will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The remote member shall be heard, considered, and counted as to any vote

taken. Accordingly, the name of any remote member shall be called during any vote taken, and his or her vote counted and recorded by the Secretary and placed in the minutes for the corresponding meeting. A member participating remotely may leave a meeting and return as in the case of any member, provided the member attending electronically shall announce his or her leaving and returning. (Rev. 10/13/2021)

ARTICLE VIII – COMMITTEES

Section 1 - There shall be such committees created as deemed necessary to carry on the objects and interests of this Association

ARTICLE IX – PARLIAMENTARY AUTHORITY

Section 1 - The rules contained in Roberts Rules of Order, Revised, Current Edition, shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with the by-laws of this Association.

ARTICLE X – AMENDMENTS

Section 1 - These by-laws may be amended at any regular meeting of the Association by a two-thirds (2/3) vote, providing the amendment shall have been mailed to membership 30 days prior to the next

regular meeting. (Amendment passed October 23, 1996, Springfield, Illinois)

STANDING RULES

1. The regular meetings shall be held on a bimonthly basis on the second Wednesday of February, April, June, August, October and December. If a date needs to be changed, the Members attending can vote at a meeting or the Executive Committee shall have the right to change a meeting date with 10 days' notice to the membership. (Rev. 3/10/93, 10/14/98, 10/4/06)
2. The President will be responsible for the business agenda.
3. The discussion of partisan politics is prohibited.
4. Endorsements (resolutions) of support for a candidate for office in Municipal Clerks of Illinois shall be given by CIMCO if there is only one candidate for any particular office and that candidate is a member of CIMCO. If there are two candidates (both members of CIMCO) for the same office, CIMCO as an organization shall not support either candidate. Candidates for office of IIMC will also be supported by Resolution. (Rev. 3/10/93, 10/9/02)
5. The following shall be standing committees of this Association and the duties thereof. The committees shall be appointed by the President unless otherwise provided and shall begin their activities immediately after the annual meeting. (Rev. 3/10/93)

- a. **By-Laws Committee** shall review the by-laws and report its recommendation to the membership at a regular meeting.
- b. **Membership Committee** shall have for its primary function the maintenance and increase in the membership of the Association. The Membership Committee shall distribute the By-laws to the members of CIMCO as needed.
- c. **Auditing Committee** shall audit the Treasurer's records within thirty (30) days after the close of the fiscal year, and at such other times as requested by the membership and shall report results of the audit to the membership at the next available meeting. (Rev. 10/10/01, corrected 04/27/10)
- d. **Scholarship Committee** shall consist of three (3) members and shall be responsible for developing criteria for the awards in conjunction with the Treasurer and President, issuing a notice to the membership, compiling and disseminating appropriate forms, and making a recommendation regarding the recipients no later than the October annual meeting.
- e. **Executive Committee** shall consist of the officers of the Association: President, Vice President, Secretary, Treasurer and Immediate Past President.

- f. **Program Committee** shall consist of three (3) members, one of which shall be the Vice President who shall be chair and shall be responsible for arranging informative and pertinent programs for the regular meetings. The program shall be set for the year in a timely manner in order to be included in the telephone directory and issued to members (Rev. 4/27/10)
- g. **Mentor Committee** shall consist of three (3) members and shall be responsible for providing a mechanism/procedure by which new clerks can network with experienced clerks to develop professionally and learn about the duties of this vital office.
- h. **Nominating Committee** shall be elected at the Annual Meeting by the membership and shall consist of three (3) members. Nominations for the committee shall be from the floor. The first person elected shall be declared the chair. (Rev 10/11/00)
- i. **Publicity Committee** may consist of the incoming Vice President as Chair and as many as two other persons, appointed by the President, whose duty it shall be to immediately upon the election of the new Executive Board and the appointment of committees at the Annual Meeting send notices to the appropriate news media and Mayors in their respective town. (Rev. 04/27/10)

- j. **Website Committee** shall consist of a Webmaster who shall serve as the primary contact for all aspects of the organizations website(s), handling a range of responsibilities that may include routine site and content maintenance, and various updates to ensure site aligns with the goals and objectives of the organization. (Rev. 6/15/22)
 - k. Only those active members in attendance at a meeting shall have a vote. (Rev. 4/27/10)
6. Scholarship Guidelines for Municipal Clerks of Illinois Institute Academy
- a. MCI Institute and Academy

The Central Illinois Municipal Clerks Organization (CIMCO) will award scholarships for only tuition for attendance at the Municipal Clerks of Illinois Institute and Academy, with the first preference going to the Institute. The intent of a scholarship is to provide an additional, higher level of education for Municipal Clerks. This scholarship is also intended to provide such Clerk an opportunity to develop and maintain the high level of administrative experience needed for the successful operation of his/her office.

All applicants must be active, current paid CIMCO members, as well as current paid members of the Municipal Clerks of Illinois. Active members are defined as those who attend at least two CIMCO meetings in the last twelve (12) months beginning from the application due date and participate in the committee and/or officer opportunities of the organization. Participation is defined as being on a committee or actively working on committee project.

The number of scholarships awarded will be determined based on the money available in the scholarship fund and the number of applicants. The amount awarded to each recipient will be reimbursed to the recipient or their municipality upon receipt of a copy of a certificate of attendance from the provider. If possible, only the interest and monies raised during the year should be used for scholarships.

~~To raise money throughout the year for scholarships, the Membership will conduct a \$5.00, 50/50 (amount may be raised as agreed by the participants) at each meeting, with one half going to the winner and one half going to the Scholarship Fund.~~

Preference will be given to applicants needing full scholarship. Those needing partial assistance may apply, and if money is available, will be considered. All qualified applicants will be in a lottery drawing, unless other specific scholarship award criteria are given. Applicants should apply to their municipality first. Additionally, we encourage applicants to apply to the Municipal Clerks of Illinois and the International Institute of Municipal Clerks. Receipt of other scholarships will be taken into consideration. Additional expenses (i.e., housing, additional meals, travel, etc.) will be the responsibility of the recipient and/or their municipality.

CIMCO will require any present Clerk desiring to be considered for this scholarship to submit an application to the Scholarship Committee. The application shall be made on a form provided by CIMCO. The Clerk applying for this scholarship shall be an active, paid member of CIMCO, shall demonstrate need, and shall be a member of the Municipal Clerk of Illinois. Applications for a scholarship shall be received no later than a date set by the Scholarship Committee ~~July 20 of each year~~. Scholarships must be

used in the year of the award.

Reimbursement requests must be submitted to the Treasurer no later than January ~~15~~30 the following year.

b. International Institute of Municipal Clerks
Annual Conference

If approved by the Membership, a scholarship may be awarded for attendance at the International Institute of Municipal Clerk's annual conference with first preference going to first attendees or those working toward CMC or MMC Certification.

Applicants must meet the same requirements as outlined for the Institute/Academy Scholarship. All qualified applicants will be in a lottery drawing, unless other specific scholarship award criteria are given.

The amount awarded to each recipient will be reimbursed to the recipient or their municipality upon receipt of a copy of a certificate of attendance from IIMC and/or other receipts. Funds may be used for any expense for the IIMC Annual Conference.

The application shall be made on a form provided by CIMCO. The clerk applying for

this scholarship shall be an active, paid member of CIMCO, demonstrate need, and shall be a member of the Municipal Clerks of Illinois. Applications for a scholarship shall be received no later than December 1 of each year. Scholarships must be used in the year of the award. Reimbursement requests must be submitted to the Treasurer no later than September 1 of the same year.

- c. Becoming the Clerk They Won't Want to Replace Seminar for New Clerks – Biannual Back to Basics Course

If approved by the Membership a scholarship may be awarded for tuition only to the above seminar preference going to new clerks or clerks with less than two years' experience.

Applicants must meet the same requirements as outlined for the Institute/Academy Scholarship. All qualified applicants will be in a lottery drawing, unless other specific scholarship award criteria are given.

The amount awarded to each recipient will be reimbursed to the recipient or their municipality upon receipt of a copy of a certificate of attendance from the Seminar provider.

The application shall be made on a form provided by CIMCO. Applications for a scholarship shall be received no later than April 1. Scholarships must be used in the year of the award. Reimbursement requests must be submitted to Treasurer no later than August 1 of that same year.

(Rev. 10/11/00, 4/20/05, 10/19/11, 10/14/20)

7. Members of CIMCO shall receive flowers from the organization:
 - a. When they are ill in the hospital.
 - b. When there is a death in their immediate family (Rev. 10/9/02)



2022 – 2023 CIMCO MEETING SCHEDULE

December 14, 2022	Bloomington Time: Lunch - Noon (Holiday Party) Location: Destihl Restaurant & Brew Works 318 S. Towanda Ave, Normal Program: First Amendment Audits Holiday Gift Exchange - \$20 limit Hostess(es): Amanda Stutsman
February 9, 2023	West Peoria Time: Lunch - Noon Location: TBD Program: TBD Hostess(es): Margie Barnes
April 12, 2023	Galesburg Time: 5:30 P.M. Location: TBD Program: TBD Hostess(es): Kelli Bennewitz, Ericka Gugliotta
June 15, 2023	Peoria (During Back to Basics) Time: TBD Location: Holiday Inn & Suites Peoria at Grand Prairie 7601 North Orange Prairie Road, Peoria Program: Brief check-in / Recap of Back to Basics Hostess(es): Stefanie Tarr, Trina Bonds, Courtney Coe
August 9, 2023	Rantoul Time: Lunch - Noon Location: Rantoul Family Sports Complex 744 S. Murray Rd, Rantoul Program: TBD Hostess(es): Janet Gray, Tana Ward
October 18, 2023	Peoria Time: 5:30 P.M. Location: TBD Program: Annual Meeting Hostess(es): Stefanie Tarr, Trina Bonds, Courtney Coe
December 13, 2023	Savoy Time: TBD Location: TBD Program: TBD Hostess(es): Wendy Hundley



2022 – 2023 CIMCO COMMITTEES

Program Committee:	Angie Huonker (Chair), Normal Tierra Shickel, Normal <i>(vacant)</i>
Publicity Committee:	Nicole Stewart (Chair), Pekin Darcy Sanderfur, Urbana Erika Gugliotta, Galesburg
Scholarship Committee:	Janet Gray (Chair), Rantoul Brandy Dalton, Tolono <i>(vacant)</i>
Bylaws Committee:	Morgan Cadwalader (Chair), East Peoria Courtney Coe, Peoria <i>(vacant)</i>
Auditing Committee:	Tana Ward (Chair), Rantoul/Thomasboro Trina Bonds, Peoria <i>(vacant)</i>
Telephone Directory:	Kelli Bennewitz (Co-Chair), Galesburg Erika Gugliotta (Co-Chair), Galesburg Wendy Hundley, Urbana <i>(vacant)</i>
Yearbook Committee:	Sue McMillan (Chair), Pekin Nicole Stewart, Pekin
Membership Committee:	Janet Gray (Chair), Rantoul Stefanie Tarr, Peoria <i>(vacant)</i>
Mentoring Committee:	Each Committee Chair Wendy Hundley (Chair), Savoy <i>(vacant)</i>
Nominating Committee:	Amanda Stutsman (Chair), Bloomington Tierra Shickel, Normal Margie Barnes, West Peoria
Website Committee:	Tana Ward (Webmaster), Rantoul/Thomasboro Courtney Coe, Peoria