

# 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. 12/14/2022

By-laws revised Standing Rule 6, 6(a), 6(b), and 6(c) – Rev. 4/10/2024

By-laws revised Article VI Sections 1, 4, and 5; and Standing Rule 5, 5(f), and 5(i). – Rev. 10/2/2024



**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. **During Back to Basics years, any new membership dues received after July 1 will carry over to the following annual due year.** (Rev. 10/23/96, 2/9/05, 10/26/05, 6/11/08, 4/2026)

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**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 arrange and manage the execution of the biennial Back-to-Basics seminar or delegate the duties appropriately; 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 notices to the respective municipal leadership (except for CIMCO President); and shall perform all other duties usually pertaining to the office. (Rev. 10/11/00, 10/14/2020, 10/2/2024)

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 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. The Treasurer shall provide regular membership updates to the Board and Website Committee. (Rev. 04/27/10, 10/2/2024)

Section 5 - **Immediate Past President** – shall act in an advisory capacity to the President and to the Executive Board and shall send a notice to municipal leadership regarding the election of the CIMCO President. (Rev. 5/8/91, 10/14/2020, 10/2/2024)

#### **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 purpose of which is to provide Clerks and Staff the opportunity to earn points for certifications. 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, 10/2/2024)
  - 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 schedule shall be set for April through February each year in time to be included on the February Meeting Agenda distributed to all members,

and shall be uploaded to the CIMCO website. (Rev. 4/27/10, 10/2/2024)

- 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. **Communications 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 develop a draft schedule of communications for the year; shall prepare quarterly articles for the Talk of the Town publication; shall notify members of grants and scholarship opportunities; and shall send updates to members as directed by the Board. (Rev. 04/27/10, 10/2/2024)
- 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. Ilion Wait Crabel Memorial Scholarship guidelines for Municipal Clerks of Illinois Institute Academy (Rev. 4/10/24)

a. MCI Institute and Academy

The Central Illinois Municipal Clerks Organization (CIMCO) will award scholarships for Early Registration for attendance at the Municipal Clerks of Illinois Institute and Academy, with the priority given to applications in the following order: (1) Year One of the Institute, (2) Year Two of the Institute, (3) Year Three of the Institute, and (4) the Academy. The intent of a scholarship is to provide an additional, higher level of education for Municipal Clerks. This scholarship is also intended to provide Clerks an opportunity to develop and maintain the high level of

administrative experience needed for the successful operation of their 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. A new active member of CIMCO, within the first twelve (12) months as a municipal clerk, would be required to attend one (1) CIMCO meeting to be eligible to receive a scholarship.

At least one scholarship will be awarded with the possibility of additional scholarships awarded based on the money available in the scholarship fund, not to exceed three (3) total registrations or three (3) total hotel reimbursements, . 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 MCI.

In addition to a scholarship for Early Registration, a scholarship for up to

\$500.00 reimbursement for hotel costs may be awarded, if approved by the membership. The criteria for eligibility for this scholarship is the same as the scholarship for Early Registration. If a scholarship for housing is awarded, reimbursement will be made with the proper housing receipt.

Preference will be given to applicants needing full scholarship. Applicants must apply to their municipality first for funds. Applicants are encouraged to apply to the Municipal Clerks of Illinois and the International Institute of Municipal Clerks for scholarships. Receipt of other scholarships will be taken into consideration. Additional expenses not covered by the scholarship will be the responsibility of the recipient and/or their municipality.

Applications shall be submitted to the Scholarship Committee 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. Scholarships must be used in the year of the award. Reimbursement requests must be submitted to the Treasurer no later than January 30 the following year. (Rev. 4/10/24)

b. International Institute of Municipal Clerks Annual Conference

If approved by the Membership, an Early Registration 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.

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.

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. Applicants must apply to their municipality first for funds. Applications for a scholarship shall be received no later than December 1 of each year. Scholarships must be used in the year immediately following the award. Reimbursement requests must be submitted to the Treasurer no later than September 1 of the same year. (Rev. 4/10/24)

- c. Mary L. Haynes Memorial  
Scholarship for the Biannual Back to Basics Course

If approved by the Membership, at least one (1) scholarship may be awarded for registration to the Back to Basics seminar, not to exceed three (3) total registrations, with 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.

In addition to a scholarship for Registration, a scholarship for up to \$250.00 reimbursement for hotel costs may be awarded, if approved by the membership. The criteria for eligibility for this scholarship would be the same as the scholarship for Registration.

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 CIMCO and any other receipts required.

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, 12/14/22, 4/10/24)

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)