

TOWN CLERK'S ASSOCIATION, INC.
COMMITTEES/BOARDS POLICIES AND PROCEDURES MANUAL

(Adopted and voted unanimously by the Executive Board June 14, 2000 and amended and approved by the Executive Board on August 10, 2005, and revoked Oct. 19, 2005)

This manual expands upon the duties and responsibilities of MTCA committees as outlined in the MTCA By-laws and may be amended by vote of the Executive Board.

Article VII of the MTCA By-laws: All committees shall prepare minutes and present a copy to the Secretary of the Association. All other duties of each committee shall include the following:

LEGISLATIVE COMMITTEE

A. Considers Proposals from the Membership

Any member wishing to file proposals or recommendations for legislation shall do so in writing, addressed to the current chair of the Legislative Committee and the legislative committee shall consider these requests in their proposed legislative agenda.

B. Other Legislation

The Legislative Committee shall present for vote of support other legislation from State Legislators, Departments, Boards and Commissions which it deems affecting the interest of the MTCA. Presentation and recommendation on (such other) legislation shall be made to the MTCA at the fall and winter meetings. Time not permitting, the Legislative Committee and the Executive Board shall, if they deem appropriate and necessary, take a position on said legislation and shall advise the Association via the Public Recorder of their combined action.

NOMINATION COMMITTEE

A. Interviews and selects nominees as potential MTCA officers

B. Nominates slate of officers for MTCA to be presented at the Annual Meeting:

1. President
2. First Vice President
3. Second Vice President
4. Treasurer
5. Secretary
6. Executive Board Members

BUDGET COMMITTEE

A. Prepares the annual budget and is responsible for the following:

1. Reviews all past expenditures of MTCA in order to establish budget
2. Determines if the monies collected for conferences are able to fund the conferences - work with the Conference Committee
3. Considers if dues assessment covers operating costs
4. Monitors lobbyist expenses and report to Lobbyist Review Committee

B. Incorporates recommendations of the Auditor into the budget of each calendar year

C. Receives and considers all budget requests from MTCA

EDUCATION COMMITTEE

A. Engages instructors for conferences

B. Negotiates locations for off-site classes at conferences

C. Sets fees for courses

D. Plans and schedules all conference classes to accord with the Certification Program (CMMC)

E. Creates an education registration roster for posting and class attendance sheets for each conference.

DATABASE COORDINATOR

A. Maintains database of all conference attendees at each of the three MTCA conferences

B. Responds to all individual requests by clerks for information, by mail, telephone or e-mail

C. Reports updated information to exam coordinator for new applications and for re-certifications every four years

D. Prepares salary surveys for the MTCA as directed by the President and/or Executive Board and upon request, prints and distribute reports to the membership

E. Updates database to include new clerks, address changes and corrections as necessary

CERTIFICATION PROGRAM (CMMC)

1. CERTIFICATION ADMINISTRATOR

- A. Sends notification of availability of applications, test dates, and deadlines to the Editor of the public Recorder for publication (April and September issues)
- B. Has application forms for the exam available at all MTCA Conferences
- C. Receives and responds to all communications regarding certification and testing
- D. Processes all exam applications (approves/denies)
- E. Prints and sends by certified mail all tests between January 1 and January 7, or July 16 and July 23
- F. Receives and grades tests and notifies applicants of results and review period
- G. Notifies Examination/Certification Board, in writing, of request for review/appeal. Assists the Board in review/appeal process
- H. Receives and processes all applications for certifications. Notify applicants of results. Have certification presented at next conference to successful applicants
- I. Mails applications for certification with exam results (if passed) and press release form
- J. Using checklist, determines points for certification. Refers all undetermined points to Examination/Certification Board
- K. Retains examination applications and test answer forms until after review period. Retains all applications for certification as permanent records
- L. Mails, receives, and processes all re-certification applications. Notifies applicants, prepares certificates, and presents said certificate/s at the next conference.
- M. Payments:
 - 1. Submits all fees to the Treasurer
 - 2. Reports all expenses to the Treasurer
 - 3. Receives fifty percent (50%) of all fees paid to the Treasurer and submits bill for these fees to the Treasurer
- N. Fees:
 - 1. Examination fee shall be fifty dollars (\$50.00)
 - 2. Certification fee shall be twenty five dollars (\$25.00)
 - 3. Re-certification fee shall be fifteen dollars (\$15.00)

2. CERTIFICATION/EXAMINATION BOARD

- A. Prepares and reviews exam for Certification Program (CMMC) by October of each calendar year.
- B. Establishes standards for the exam and the re-certification program
- C. Conducts review process for appeals
- D. Determines guidelines for awarding points for an applicant's extra curricular activity as an active participant in MTCA special projects and/or committees
- E. Coordinates all standards with the Education Committee

CONFERENCE PROGRAM

1. CONFERENCE REGISTRATION ADMINISTRATOR

- A. Receives and processes all conferences registration and fees
- B. Maintains registration desk at conferences
- C. Maintains an accurate account of all conference attendees and reports to Conference Committee
- D. Submits all monies collected to the MTCA Treasurer
- E. Sets policy for State Officials attending conferences:
 - 1. If invited **to** teach **a** course **or** invited to speak - no registration costs needed and MTCA will pay for lunch
 - 2. If invited to teach **an** all day **course** - no registration costs and MTCA will pay for room and lunch if long distance travel required to attend

2. CONFERENCE PROGRAM COMMITTEE

- A. Reviews conference locations and costs
- B. Prepares and mails all conference registration packages
- C. Plans and organizes all MTCA conference arrangements, including but not limited to:

- Hotel
- Guest Rooms
- Registration costs
- Meeting Rooms
- Classrooms
- Meals
- Commuters
- Entertainment
- Programs
- Vendors
- State Officials
- Sundry items to be sold

SCHOLARSHIP COMMITTEE

- A. Receives and processes all applications for scholarships
- B. Recommends scholarship recipients
- C. Presents scholarships to recipients at the Annual Meeting

LOBBYIST REVIEW COMMITTEE

- A. Shall be composed of three (3) members, one of whom shall be the Treasurer, appointed by the President by September 1, every other year
- B. Reviews the two-year contract and negotiates the salary and expenses for the MTCA Lobbyist
- C. Consults with the Legislative Committee for comments, concerns and recommendations
- D. Receives, reviews and acknowledges comments from members of the MTCA pertaining to the Lobbyist
- E. Reports to the Executive Board

MARKETING MANAGER

- A. Shall be appointed by the President for a three year term by December 31
- B. Maintains inventory of sundry items
- C. Maintains accurate account of all funds collected for sundry items
- D. Submits all monies collected to MTCA Treasurer on a timely basis
- E. Brings inventory to conferences and sets up at registration desk

PROCEDURES FOR DONATIONS, RETIREMENTS, ILLNESSES AND MEMORIALS

The Sunshine Person, appointed by the President, for one year by December 31, shall be responsible for administering the following and submitting all vouchers to the Treasurer for payment:

1. Retirements:
 - a. Plaques or gift of value up to fifty dollars (\$50.00) to be presented to a Town Clerk with service of a minimum of five (5) years
 - b. Certificates of Appreciation to be presented to a Town Clerk with less than five (5) years service
2. Sickness:
 - a. Flowers to be sent to current officers of the MTCA with a value up to fifty dollars (\$50.00)
 - c. Cards to be sent for all other members
3. Memorials:
 - a. Flowers or a cash donation of a value up to fifty dollars (\$50.00) for current and past officers of the MTCA or any active Town Clerk
4. Letter of Appreciation:
 - a. A letter to be presented to any past or present Town Clerk upon the vote of the Executive Board
5. Certificate of Appreciation:
 - a. A certificate to be presented at the discretion of the President

POLICY ON PLEDGES/DONATIONS

1. MTCA shall not pledge, fund, or donate to any organization, without a full vote of the Executive Board.

MTCA PIN POLICY

1. One (1) free pin shall be distributed to each MTCA voting member. Each member shall sign for pin with the Marketing Manager
2. Each additional pin shall be purchased at a cost of two dollars (\$2.00) from the Marketing Manager

PROCEDURE FOR CONFERENCE SPEAKERS

(Adopted 10/11/2000 by unanimous vote of the Executive Board)

1. A conference speaker is an individual who teaches a class or classes/or is the Wednesday afternoon speaker at the beginning of the conference.
2. A class shall be described as a minimum of three hours, and shall also be called a half-day class. A full-day class shall be a minimum of six hours of instruction.
3. All speaker fees, whether the speaker is being secured by the education committee or any officer or executive board member of the association, shall be approved by the Treasurer/President and Second Vice President prior to booking the speaker. All contracts shall be signed by the Treasurer and an officer of the MTCA. Any fee plus expense that exceeds the allotment for the one half day class or full day class (whichever is applicable) shall be approved by the executive board prior to any contract being signed.
 - a. A half-day or three hour class shall have allotted to it for speaker expenses a limit of-\$750.00. This fee shall include the fee/any hotel/food/and/or travel expense.
 - b. In the event there is a full-day class offered – the expenses would not total more than \$1,500.00. This fee shall include the fee/any hotel/food/and/or travel expense.
 - c. If the speaker lives more than four hours driving time away and wants to have the MTCA pay for one overnight at the conference, and the class is an afternoon or a full-day, that amount may be added to the speaker expense. If the total fee plus hotel exceeds the allotted speaker fee (as outlined in a. and b.) – this expense must be approved by a majority of the executive board.
4. No more than one-half of the speaker fee can be paid to the speaker prior to the event. Once the speaker has completed the event, the Treasurer will have a check ready for them prior to departure.
5. Any hotel booking must be done by the speaker. The speaker may take advantage of the reservation rates for the Association; but the Association will not be responsible for making that reservation. If the Association is going to pick up the cost of the room, the Association will advise the speaker to tell the management to charge it to the master bill of the MTCA. The Second Vice-President will notify the hotels of any such arrangements.

POLICY FOR CONFERENCE REGISTRATION (Executive Board vote 01/30/2002)

1. Any member of the association whose dues are paid in full may attend any conference; provided, however that the conference registration is also paid in full prior to the conference or at the registration desk at the beginning of the conference. All attendees must pre-register for classes.

POLICY FOR MTCA LABELS (Executive Board vote 01/30/2002)

1. MTCA labels will be sold at a cost of \$50.00 and only the President, 1st Vice President–or 2nd Vice President can determine to whom-labels will be sold. The labels will be created and kept up to date by the Treasurer.

POLICY FOR CONFERENCE REFUNDS (Executive Board vote 02/01/2002)

1. Conference registration cancellations received by the Conference Administrator 48 hours in advance of the conference shall be refunded unless the hotel has a more restrictive refund policy, in which case the Massachusetts Town Clerks Association will follow the hotel's refund policy.
(Revised 8/2/7/02 E-Board Meeting)

POLICY FOR CONFERENCE BROCHURE

The Executive Board may direct that a Conference Brochure be produced for the purpose of giving conference attendees an up-to-date program of events, list of vendors, attendees and other pertinent information. The producer of this document shall be appointed by the President with approval of the Executive Board.

POLICY ON AUDITING A CLASS (Executive Board vote 8/22/03)

1. Any vendor or guest of a registered clerk, IF there are vacant chairs in a class, and with the permission of the instructor, may audit that class. However, no vendor or guest may participate in discussion, ask questions, or take handouts. They may audit from the back of the room and be totally non-participatory. Any person, who violates this policy, may be asked to leave the class. Classes are for the benefit of the members of our association.

POLICY FOR INSTRUCTORS (Executive Board vote 8/22/03)

1. Any Clerk, professional instructor, or state official who is asked to teach a class at any of our conferences, will be requested to instruct on a specific subject by the Education Committee. They shall teach that subject only; and not use class time for any personal lobbying on any issue, even if related to the subject being taught.

If the instructor wishes to add to or delete from the topic requested, he/she shall contact the Education Committee prior to the conference for approval. Since many classes are credit courses for certification, this policy must be adhered to.

POLICY FOR EMAIL

It is suggested that users of the Yahoo Clerks Email system restrict monetary solicitations on "All Clerks" emails, and use judgment on all others.