

COUNTY AND DISTRICT CLERK'S ASSOCIATION
SUGGESTED GUIDELINES FOR REGIONAL DIRECTORS AND DIRECTORS IN CHARGE

The DIRECTOR and DIRECTOR IN CHARGE is the liaison between the Clerks of his/her region and the Executive Board of the Association (President, Vice-President, Secretary, Treasurer and Immediate Past-President).

The DIRECTOR IN CHARGE shall obtain a list of the clerks in his/her region, with addresses & phone numbers. Should set up a phone "Hot Line" to get information out to clerks immediately.

The DIRECTOR and DIRECTOR IN CHARGE will need to attend Board meetings held in conjunction with the Election School, BVS Conference, U. T. Law School Conference, Texas A & M Conference and the Annual Conference. These meetings begin the afternoon prior to Opening Session of the meetings. The President will notify you of the time and place.

The DIRECTOR and DIRECTOR IN CHARGE when called upon, assumes responsibility in preparation of meetings, seminars, conferences and other meetings by your Region or by the Association.

The DIRECTOR and DIRECTOR IN CHARGE will assume responsibility in the decision making process of Legislative Agendas introduced to the Board by the Legislative Committee Chairpersons. Once approved and voted on, the Legislative Chairs will then work with the Legislative Committees to insure that the Legislative Agenda tasks are performed for the benefit of the association.

The DIRECTOR IN CHARGE should keep alert on all news items and be able to inform your Regional Clerks within thirty days of the meeting. Should be open for opinions or suggestions from Clerks in their region. The Director in Charge should bring these suggestions before Executive Board at the next regular Board meeting.

The DIRECTOR IN CHARGE shall report to the newsletter all news from their region and regional meetings. (Please send a copy of your article to the President when mailed to the magazine.)

The DIRECTOR and DIRECTOR IN CHARGE should work together to see that the President of the Association be notified of any sickness or deaths as soon as possible.

The DIRECTOR IN CHARGE shall send cards to the Clerk's in their region when there is a death in family or a contribution or memorial to the Association's Scholarship Fund.

The DIRECTOR IN CHARGE should strongly encourage Clerks from their region to pay their dues. You will receive a list of the names of Clerks from the Treasurer in March that has not paid their dues.

The DIRECTOR IN CHARGE will be in charge of the Region's checking account for the year of service. The account should be forwarded each June to the DIRECTOR IN CHARGE or kept by the Director if agreed upon by the parties.

REGIONAL MEETINGS: The DIRECTOR IN CHARGE shall help organize regular regional meetings and if at all possible have one in the Fall and one in the Spring. He/she shall also encourage all Clerks to host at least one regional meeting.

The DIRECTOR IN CHARGE should try to attend all regional meetings in their region and any others of other regions that they so desire. The Association does not pay these expenses.

The DIRECTOR IN CHARGE should prepare a suggested outline for host clerks:

1. Host Clerk should schedule the Regional meeting date with the Director In Charge.
2. Host Clerk should ask Director In Charge for a list of the Clerks of the region and

- their addresses.
3. Host Clerk should ask Director In Charge for a list of the Officers of the Association with addresses.
 4. Host Clerk should arrange for a meeting place.
 5. Director In Charge may help in obtaining special speakers, but special speakers are not necessary. The area shall provide expenses for special speakers. These expenses shall be pre-approved by the Director In Charge prior to being arranged by the host.
 6. Round table discussions are always enlightening and educational. The Host should make arrangements with Clerks in the region for networking speakers.
 7. Host Clerk should introduce special guests and vendors. Allow them time for a brief word to the group.
 8. The Host Clerk should make arrangements for hotel rooms (a block) for overnight meetings in the area. The Region does not pay for these expenses.
 9. The Host Clerk should make arrangements for pre-approved special speakers at hotel, plane reservations or transportation.
 10. The Host clerk should get the regional meeting approved for education credit from the Vice President and also send proper verification (copy of agenda and signature roster) to the Vice-President in the Association.
 11. All items are subject to change is agreeable by the Director In Charge and the Host Clerk.

BOARD OF DIRECTORS (ARTICLE VIII OF BY-LAWS OF THE COUNTY AND DISTRICT CLERKS ASSOCIATION A NON-PROFIT CORPORATION):

BOARD OF DIRECTORS – GENERAL POWERS (8.01): The general oversight and supervision of the affairs of the Association shall be managed by the Board of Directors. All actions of the Board of directors shall be, but not limited to, the following:

- A. The Board shall direct the secretary the manner in which proceedings and minutes of the Meetings shall be kept.
- B. The Board shall have the power to appropriate, for necessary purposes, the funds of the Association as may be required.
- C. The Board shall determine the form and manner in which the accounts and records of the Association shall be kept and may at any time require any officer, committee or member having funds of the Association to render an account of it. The Board shall have full power and authority to take all necessary and proper measures for the protection and care of the funds and property of the Association.
- D. The Board may appoint or employ such agents or assistants that may be required to assist the Association with specific matter.
- E. The Board shall appoint an editor or co-editors to produce a publication to educate the Association's members and notify the Association's members of issues and events. The budget and policies of the publication shall be approved by the Board.
- F. The Board shall determine the scholarship criteria, the number of scholarships to be awarded and the amount of each scholarship along with the requirements for the scholarship application form.
- G. With the assistance of the education committee and the conference city selection committee, the Board shall set the criteria requirements for the Conference City for the annual conference.
- H. The Board shall approve all education programs presented to the members of the Association at the annual conference or other seminars.
- I. The Board shall submit annually, before the time required for the grant approval, the designation of the number and name of the educational programs for which the qualified members may receive for a designated educational program with the approval of the Texas Center for the Judiciary. The determined amount for reimbursement shall be within the total of the grant amount. The Board shall provide a form to be used for the expense reimbursement.

- J. Each of the sixteen- (16) directors responsible for their regions of the State shall help coordinate and disseminate information to the regions members, hold regional education meetings for its members and hold regional meetings as required to conduct any business. Within thirty days (30) day following a Board meeting, each director-in-charge shall inform the region members of any action taken at the meeting.

NUMBER, TENURE AND QUALIFICATIONS (8.02): The Board of directors shall consist of sixteen (16) regional directors and the five elected officers of the Association. The Directors must be active members of the Association. There shall be one county clerk and one district clerk, or there may be one county and district clerk in one of the positions, elected from each of the eight designated regions of the State. The Board of Directors shall determine the regions. The Directors shall be elected by a majority vote of the active members of the region present. Each Director shall serve for a term of two years.

Election of the Directors may be at a meeting of the region's members held during the annual conference or the election may be during a meeting of the region's members held prior to the conference. Members of the region must be given written notice of the meeting at least (10) days prior to the meeting stating that the purpose of the meeting is for the election of the directors. The election results shall be announced to the Association members at the annual conference.

DIRECTOR-IN-CHARGE (8.03): One of the directors of a region shall serve as the director-in-charge to preside over the meetings of the region and perform the duties as stated in these by-laws or at the request of the President of the Association. The directors of each region shall rotate being the director-in-charge. To begin the rotation, in 1998 the district clerk shall be the director-in-charge in regions 1, 2, 3 and 4 and the county clerk shall be the director-in-charge in regions 5, 6, 7 and 8. If a county and district clerk was elected to fill one of the positions, the county and district clerk shall be the director-in-charge.

REGULAR MEETING (8.04): A REGULAR ANNUAL MEETING OF THE Board of Directors shall be held without other notice than this by-law immediately after, and at the same place as, the annual conference of members. The board of directors may provide by resolution the time and place, within the State of Texas, for the holding of additional regular meetings of the Board without other notice than such resolution.

SPECIAL MEETING (8.05): SPECIAL MEETINGS OF THE Board of Directors may be called by or at the request of the president or a majority of the Board of Directors. The person or persons authorized to call special meetings of the Board may fix any place, within the State of Texas, as the place for holding any special meetings of the Board. However, whenever deemed possible, special meetings of the Board shall be held in conjunction with any educational seminar for clerks that may include, but not limited to, the Association's Annual Conference, Secretary of State Election School, Bureau of Vital Statistics Conference, University of Texas of Law Clerks Seminar, and the V.G. Young Institute, Texas A&M University Seminar.

NOTICE OF SPECIAL MEETING (8.06): Notice of any special meeting of the Board of Directors shall be given to each director at least ten (10) days prior to the meeting by written notice delivered personally, sent by mail to the address shown in the records of the Association or by any other manner approved for notice by the Board of Directors. The notice shall state the place, day and time of the meeting along with the purpose for which the meeting is called.

QUORUM (8.07): Eleven members of the Board of directors shall constitute a quorum for the transaction of business at any-meeting of the Board, but if less than eleven of the directors are present at said meeting, a majority of the directors present may adjourn the meeting from the time to time without further notice.

MANNER OF ACTING (8.09): The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of directors, unless the act of a greater number is required by these by-laws. In the event of a tie vote, the president shall break the tie.

VACANCIES (8.10): Except as provided by Article 7.05, any vacancy occurring in the Board of Directors shall be filled by a vote of the members of that region. A director elected to fill a vacancy shall be elected for the unexpired term of the vacancy filled. The president may excuse absences of a director from meetings of the Board of Directors. Three unexcused absences during a calendar year shall result in an automatic vacancy.

INFORMAL ACTION (8.11): Any action which may be taken at a meeting of directors, may be taken without a meeting, if consent in writing setting forth the action so taken shall be signed by all the directors.

COMPENSATION – BOARD OF DIRECTORS ARTICLE XIV (14.01): All Board of Directors members may receive reimbursement for all expenses incurred on behalf of the Association upon written request to the Treasurer. The reimbursement request shall be certified by the member and list verified actual expenses incurred on behalf of the Association, which includes hotel room plus tax, meals not the exceed \$25.00 per day with receipts and costs of air fare or mileage as set by the State of Texas for that year per mile, traveled to all official meetings of the Association, both regular and special.