

**Minnesota Association of County Administrators
BYLAWS/CONSTITUTION**

ARTICLE I: NAME AND PURPOSE OF ASSOCIATION

SECTION 1. NAME

This association shall be known as the “Minnesota Association of County Administrators”

SECTION 2. PURPOSE

This Association shall be affiliated with the Association of Minnesota Counties. The objectives of this organization shall be as follows:

- A. To advance the goals of the Association of Minnesota Counties and to improve the administration of county government in Minnesota.
- B. To achieve this general objective by the following:
 - 1. To assist the Association of Minnesota Counties on matters having an impact on county government.
 - 2. Acting as a forum for sharing knowledge, information, and experience among the members of the Association.
 - 3. To assist Association of Minnesota Counties’ member counties with establishment or improvement of effective county administration in Minnesota.
 - 4. To encourage continued education and training in county administration.

SECTION 3. PROFESSIONAL CONDUCT

Members are encouraged to abide by the tenets established in MACA’s Professional Conduct Guidelines.

ARTICLE II: MEMBERSHIP

SECTION 1. MEMBERS

The Chief Administrative Officer of a county, regardless of the title used, who is appointed by and responsible to a Board of County Commissioners as its agent, shall be eligible for membership.

SECTION 2. ASSOCIATE MEMBERS

Each member may designate members of their management staff as associate members.

SECTION 3. OTHER PARTICIPANTS

- A. Other staff assistants to members may participate in the Association with the consent of the member.
- B. Members and associate members in transition among public sector positions shall be eligible for membership. There shall be no dues for the first twelve months of transition; thereafter dues shall be \$50 annually.

SECTION 4. VOTING RIGHTS

Each member and each associate member shall have one vote.

ARTICLE III: OFFICERS AND THEIR DUTIES

SECTION 1. PRESIDENT

- A. Presides at all meetings of the Association and the Executive Committee.
- B. Appoints members to committees, task forces, or other bodies as necessary.
- C. Shall perform such other duties usually incumbent upon that office.
- D. Represents the Association as an ex-officio, non-voting member of the Association of Counties Board of Directors.

SECTION 2. VICE-PRESIDENT

- A. Shall exercise Presidential functions if the President is absent or unable to serve.

SECTION 3. SECRETARY

- A. Shall maintain records and proceedings of the Association.
- B. Shall perform such other duties as assigned by the President.

SECTION 4. TREASURER

- A. Shall keep accurate records of all monies received and disbursed, and shall report at least annually the status of all financial accounts. Disbursements shall be approved by the Executive Committee at the earliest meeting following the disbursements.
- B. Shall perform such other duties as assigned by the President.

SECTION 5. EXECUTIVE COMMITTEE

- A. Shall consist of the President, the Vice-President, the Secretary, the Treasurer, the immediate past President, and four Board members elected from the membership at large to serve for two year terms. If the immediate past President does not hold membership in the Association pursuant to Article II Section I or is unable to serve as a member of the Executive Committee, the Executive Committee shall appoint another MACA member to serve on the Executive Committee. The member so appointed shall serve as the Chairperson of one of the MACA standing committees.
- B. Shall have general control and supervision of the affairs of the Association.
- C. Shall be empowered to decide upon all questions that may arise during the interval between meetings of the membership of the Association, except as otherwise provided in this Constitution.
- D. Shall be responsible for developing and recommending revision to rules and by-laws subject to approval of the members.
- E. Shall be authorized to publicly represent positions of the Association and shall be empowered to determine positions for the Association on issues requiring timely responses.
- F. A majority of the Executive Committee shall constitute a quorum.

SECTION 6. TERM OF OFFICE

Terms of office shall be one year each for President, Vice President, Secretary, Treasurer and two years for Board members. No member of the Executive Committee shall serve more than two consecutive terms in the office of President, Vice-President, Secretary, or Treasurer, except that the immediate past-President shall serve on the Executive Committee regardless of number of years served in any other office.

ARTICLE IV: ELECTION OF OFFICERS

SECTION 1. ELECTION OF PRESIDENT. VICE-PRESIDENT. SECRETARY. AND TREASURER

The President, Vice-President, Secretary, Treasurer and Board members shall be elected at the annual meeting of the Association to be held at the Fall Conference. Once elected these members shall take office at the Association's meeting held concurrently with the annual meeting of the Association of Minnesota Counties.

SECTION 2. NOMINATIONS

Nominations may be made by a Nominating Committee consisting of three (3) members appointed by the President. Nominations may also be made from the floor.

SECTION 3. VACANCIES

Vacancies of officers shall be filled by the Executive Committee to serve until the next annual meeting.

ARTICLE V: COMMITTEES

SECTION 1. STANDING COMMITTEES

The Executive Committee shall carry out the continuing business of the Association as necessary.

The Membership Support / Professional Development Committee shall be responsible for facilitating MACA publications and electronic media activities, membership support and new member programming, and leadership development a technical training.

The Intergovernmental Relations Committee shall be responsible for engaging other AMC affiliates to enhance communication around legislative issues and overall engagement. The committee shall also analyze legislative changes for county impacts at the conclusion of the legislative session.

SECTION 2. SPECIAL COMMITTEES

The President may appoint special committees for the proper transaction of the business of the Association. Vacancies in committees shall be filled by the President.

SECTION 3. QUORUM OF COMMITTEE'S

A majority of each committee shall constitute a quorum.

ARTICLE VI: MEETINGS

SECTION 1. MEETINGS OF THE ASSOCIATION

- A. The annual meeting shall be held at the Fall Conference of the Association.
- B. Other meetings shall be called by the President or Executive Committee.
- C. A quorum for all meetings shall be a majority of those eligible to vote.

SECTION 2. MEETINGS OF THE EXECUTIVE COMMITTEE

The Executive Committee may meet as designated by the President or by any two members of the Executive Committee after reasonable notice to each member of the Executive Committee.

SECTION 3. PROCEDURES

Robert’s Rules of Order shall be followed unless inconsistent with the Bylaws/Constitution or rules of the Association.

ARTICLE VII: DUES AND EXPENSES

SECTION 1. ESTABLISHMENT OF DUES

- A. Annual membership dues shall be recommended by the Executive Committee and established by majority vote of the members of the Association present at the annual meeting.
- B. Annual membership dues unpaid at the time of the annual MACA business meeting shall result in termination of said membership.

SECTION 2. REVENUES AND EXPENDITURES

The Association shall be authorized to receive and expend funds, apply for and receive grants, and to do all things necessary or convenient in the furtherance of the objectives of the Association.

SECTION 3. DUES FOR NEW MEMBERS

After the beginning of the calendar year, those persons appointed in counties creating the position defined in Article II, Section 1, will be permitted to join the Association and shall pay a share of the applicable annual dues during that initial year equal to 10% of the annual dues per month of membership.

ARTICLE VIII: AMENDMENTS

SECTION 1. INITIATION OF PROPOSED AMENDMENT

Any member may propose an amendment to this Constitution by submitting it to the Executive Committee in written form not less than thirty (30) calendar days prior to any full meeting of membership.

SECTION 2. EXECUTIVE COMMITTEE

Any proposed amendment shall be submitted to the membership for vote at the annual meeting. The Executive Committee shall determine the manner of voting and may make recommendations of amendments.

SECTION 3. MEMBERS

An amendment must receive a majority vote of the members present to be approved.

Adopted: 02-28-80

Revised:

11-10-80

11-20-82

01-30-84

11-25-90

11-24-91

12-04-00

09-28-01

12-05-11

09-25-15

10-06-16

10-05-17

10-08-21