

GENERAL INFORMATION

CMCA MEETINGS

The Colorado Municipal Clerk's Association holds three business meetings each year. These meetings are held at the Colorado Municipal League annual conference, the Municipal Clerks Institute, the September General Business meeting during the Master Municipal Clerks Academy, and the Municipal Government Officials Annual Conference. These meetings are held for the purpose of conducting the business of the Association, including the submission of written reports and the election of officers.

Only active members (see below) who are in good standing, up to two per municipality, may vote at these meetings, either by ballot or by voice vote. At the business meeting, a quorum shall consist of the members present.

Category subject to change depending on election

Members of the Colorado Municipal Clerks' Association include the following categories: active, associate, retired, and honorary.

Active members are those persons who represent any municipality within the state. Active members include the municipal clerk, deputy clerk, and/or any employee who may be designated as acting municipal clerk in the absence of the municipal clerk. Only active members may vote on those matters brought before the Association. However, no more than two persons from any one municipality may vote on these matters, whether by written ballot or voice vote. Persons not normally eligible to vote on Association matters may do so if they are representing an active member in his/her absence.

Associate members are those persons, other than from municipalities in Colorado, who wish to affiliate with the Association. Former members of CMCA, other members of a municipal clerk's office, and persons from other governmental agencies are examples of associate members.

Retired members are those persons who were formerly active members of CMCA and who have been designated as such by the Executive Board or have been nominated by a member of CMCA.

HONORARY

Candidates for honorary membership are voted on by the membership at any CMCA business meeting.

ADOPTION OF CMCA BUDGET

The CMCA Executive Board annually adopts a balanced budget covering the operations of CMCA for the current year. The membership is given the opportunity to comment on the budget at the annual conference. The steps for adoption of the budget are as follows:

1. **August** - The CMCA solicits, by letter, budget requests from all CMCA committee chairs and Vice Chairs. Deadline for turning in budget request to the Treasurer is August 31.
2. **September** - Executive Board meets to consider committee requests and to assist the Treasurer in creating the proposed budget, including the amount of money that should be kept in the reserve fund at all times.
3. **November** - Executive Board submits proposed budget to membership at the annual conference for review and discussion. Changes to proposed budget may be made at this time.
4. **January** - Executive Board adopts final budget no later than January 31.
5. **February** - Treasurer sends copy of adopted budget to Public Information Officer for publication in February issue of Communiqué.

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