

CMCA COMMITTEES
GENERAL PROCEDURES

Standing committees of the Colorado Municipal Clerks Association are:

- Audit
- Awards
- Education (Including Train the Trainer and On the Road Workshops)
- Fall Conference, including Site Selection Committee
- Membership
- Nominating
- Public Relations Officer (Communiqué Editor)
- Records Management, including Historian
- Scholarship
- Study
- Ways and Means
- Web Page

As a way to ensure continuity and to create a training opportunity for the membership, each standing committee is led by a chair and a co-chair. The President appoints each committee chair and the Vice President appoints each co-chair, who then assumes the position of chair in the same year the Vice President ascends to President. Together, the chair and co-chair annually select the members of the committee, with input from the Executive Board, as appropriate.

Committee terms are for one calendar year. Members of the committee may serve for more than one year.

Each January, the chairs of the current and previous standing committees are invited to attend a Board meeting, the Transition Meeting. This meeting is the opportunity for the Board to present its goals to the current chairs and to receive from their predecessors any documents, or other information, which are necessary to carry out these goals.

The number of meetings and the form in which those meetings take place are at the discretion of the chair.

The annual budget contains an appropriation for each committee. These funds are to be used, up to the limit budgeted, for usual and official committee purposes. All funding requests must be made in writing on a "Reimbursement Request Form".

A committee may also request funds for a non-budgeted expenditure. Those \$100 or less require the approval of the president. Requests in excess of \$100 require the approval of the Executive Board.

Committee members who drive in excess of 60 miles total to attend committee meetings will be reimbursed for mileage in the amount allowed by the Internal Revenue Service. All requests for mileage must be made on the attached "Reimbursement Request Form".

Each committee is charged with reviewing the policies, procedures, guidelines, and regulations governing its activities and recommending updates and changes to them to the Executive Board. This review should take place biennially at a minimum.

Each committee chair is required to submit written reports detailing the activities of the committee. These reports are distributed at business meetings held at the Colorado Municipal League Conference, the CMC Institute, and the annual fall conference (final report). These reports should be sent, in duplicate, to the Secretary, who will, in turn, give one original copy to the Historian. Other documents of enduring value to CMCA should be sent directly to the Historian. A list of these documents is noted under the appropriate committee heading.

Attachments:

Request for Reimbursement
Travel Reimbursement Policy
Records Transfer Guidelines
List of CMCA Permanent Records
List of 2004 Committee Chairs

Colorado Municipal Clerk's Association

Request for Reimbursement

Name _____ Today's Date _____

Mailing Address _____

Business Phone _____ Date(s) of Expense(s) _____

Purpose of Expense _____

Travel Expense	Reimbursement Requested
Airfare (must be pre-approved by CMCA President)	
Car Rental (must be pre-approved by CMCA President)	
Personal Vehicle Mileage round-trip @.____ per mile X ____ miles (current IRS #)	
Lodging # ____ Nights @ \$ _____	
Meals: # ____ breakfasts # ____ lunches # ____ dinners	
Miscellaneous(please itemize): Telephone _____ Parking _____ Taxi _____ Other _____	
TOTAL	
Reimbursement Requested	

Attach receipts for all reimbursement items requested (except mileage)

I certify that the above is a true and final accounting of all necessary expenses of the above travel.

Signature of One Traveling

Date

Approved:

CMCA Treasurer

CMCA President (if required)

CMCA Travel Reimbursement Policy.

Actual travel expenses will be reimbursed to members who incur expenses on behalf of CMCA. This applies to officers, committee members, and On-The-Road Instructors.

Meals may be reimbursed one of two ways:

- Per diem basis does not require receipts. Meals will be paid at the rate of \$10.00 for breakfast, \$15.00 for lunch, and \$18 for dinner, for a total per diem of \$43.00
- Receipts may be used instead, with the above amounts as maximums for each meal.

All other reimbursement requests must be accompanied by a receipt. Some expenditures may be subject to prior approval of the President.

**COLORADO MUNICIPAL CLERKS ASSOCIATION
RECORDS TRANSFER GUIDELINES
NOVEMBER 1996**

As municipal clerks, we clearly understand the value that accrues to our government organizations by maintaining records in a consistent and logical manner. Likewise, a value would accrue to our professional association by the utilization of similar record keeping practices. Records not only provide information regarding the operation and administration of the Association, they also provide valuable historical perspectives and references. The Colorado Municipal Clerks Association understands this and has therefore re-instituted the position of Historian to ensure preservation of its records and its history.

Approximately 23 different records series have been identified (for purposes of discussion, the general records of individual committees have been considered as one records series) as permanent records of the Colorado Municipal Clerks Association. The role of Historian is to preserve the records. What follows are some guidelines designed to assist CMCA officials and members in the transfer of permanent records to the Historian.

In general:

1. The original of every record series identified as permanent (see attached list) shall be sent to the Historian for storage and preservation. Except for reports for business meetings, the record should be sent directly to the Historian.
2. Every document should be dated. The date may be one of the following: a) the date created; b) the date distributed; c) the date adopted; d) the date effective.
3. Correspondence of a routine nature need not be sent to the Historian. However, any correspondence, which sets policy or precedent, or any correspondence, which identifies or refers to a specific event or activity of the Association should be sent. If in doubt, send the record.
4. At the end of the Association (calendar) year, files of work undertaken should be sent to the Historian. Send originals whenever possible; copies will be given to officer or committee chair successors.

**PERMANENT RECORDS OF THE
COLORADO MUNICIPAL CLERKS ASSOCIATION**

OPERATIONAL

Budgets

 Proposed

 Adopted

Business Meetings

 Agendas

 Minutes

 Supporting Documents

Correspondence (non-routine)

Executive Board Meetings

 Agendas

 Minutes

 Supporting Documents

Financial Reports

Committees

 Assignments

 Correspondence

 Reports

ADMINISTRATIVE

Bylaws

 Adopted

 Proposed, with backup information/explanations

Committee Information

Incorporation Documents

Oaths of Office

Officer Information

Policies & Procedures (Manual)

Resolutions

HISTORICAL

CMC and AAE Designations (Prior to 2000)

CMC and MMC Designations (Beginning in 2000)

Clerk's Luncheons

 Announcements

Communiqué

Fall Conference Program

Institute (CMC and AAE) (Prior to 2000)

Institute (CMC and MMC) (Beginning in 2000)

- Program
- Application Form
- Roster of Attendees
- Evaluation
- Membership Lists
- Municipal Clerk's Week
 - Activities/announcements
 - News clippings
- Press Releases
- Proclamations
- Special Projects/Assignments
 - Manuals
 - Surveys
- Visual Records
 - Photographs
 - News Clippings
 - Videotapes

**RESPONSIBLE PARTY
PERMANENT RECORDS OF THE
COLORADO MUNICIPAL CLERKS ASSOCIATION**

(NOTE: Please notify the Historian if another person is designated as the responsible party.)

President:

- Bylaws
- CMC and MMC Designations
- Committee Assignments
- Committee Information
- Municipal Clerks Week (CMCA official actions/activities)
- Oaths of Office
- Officer Information
- Policies & Procedures (Manual)
- Proclamations
- Resolutions

Secretary:

- Business Meetings
 - Agendas
 - Minutes
 - Supporting Documents
- Executive Board Meetings
 - Agendas
 - Minutes
 - Supporting Documents
- Press Releases

Treasurer:

- Budgets (proposed/adopted)
- Financial Reports

Committee Chairs (general):

- Correspondence
- Project and Activity Information

Committee Chairs (specific):

Awards:	Criteria, announcements, nominations received
Editor:	Communiqué
Education:	On the Road Workshop announcements, programs for all educational offerings
Fall Conference:	Conference guidelines
Membership:	Membership Lists, statistical information

Nominating: Slate of nominees, ballot as printed, candidate information
Scholarship: List of scholarships awarded, guidelines for general scholarships

Any Members Involved in or Having Access to the following:

Clerk's luncheons
Municipal Clerks Week
Special Projects/Assignments
Visual Records

Listed below are guidelines regarding the specific records series.

OPERATIONAL RECORDS

Budgets -- Includes both proposed and adopted budgets. Indicate type of budget by title.

Business Meetings -- Includes agendas, minutes, and any documents distributed at the meetings. Agendas and minutes for the same meeting should be attached together.

Correspondence -- Excludes routine correspondence and correspondence from outside the Association, which is not answered. When a response is made, please attach the request and response together.

Executive Board Meetings -- Includes agendas, minutes, and any documents distributed at the meetings. Agendas and minutes for the same meeting should be attached together.

Financial Reports -- Includes treasurer reports.

Committees -- (Provided primarily by committee chairs). Includes a list of committee chairs assigned by the president and all committee members, non-routine correspondence, reports, and file of work undertaken. (See listing under specific committees for additional document listings.)

ADMINISTRATIVE RECORDS

Bylaws -- Includes both proposed and adopted bylaws. Also includes any background information or explanation supporting or opposing the proposed changes.

Committee information -- General. (Provided primarily by president or executive board.) Includes committee purpose, composition, goals, assignments.

Incorporation Documents -- Includes copy of application and/or renewal forms.

Oaths of Office -- One original of oaths signed by president, vice president, secretary, and treasurer.

Officer Information -- Includes list of officers, organizational charts, and any general information regarding duties, responsibilities or requirements of officers.

Policies and Procedures -- Includes a variety of information. No comprehensive collection consists as of yet.

Resolutions -- (Note: There were no resolutions adopted after 1984.)

HISTORICAL RECORDS

CMC, AAE, AND MMC Designations -- Includes names of persons having achieved these designations and the year achieved. Includes letters/press releases from IIMC, correspondence from president.

Clerk's Luncheons -- Includes announcements and schedule of monthly or other clerks' luncheons held throughout the state. Does not include activities for Municipal Clerks Week.

Communiqué -- Send 2 copies of each issue to Historian.

Membership Lists -- Listing of member names and municipalities. Includes any periodic reports. Excludes any statistical information.

Municipal Clerks Week -- Includes news clippings, proclamations, meeting/event announcements and activities, invitations, and programs.

Press releases -- From CMCA, IIMC, municipal governments regarding a member or a profession-related activity involving a member.

Proclamations -- From CMCA or a municipal government regarding a member or a profession-related activity involving a member.

Special Projects/Assignments -- Includes any activity outside the normal activities of the association. Includes final report or recommendation.

Visual Records -- Of any profession-related events and activities involving one or more members of CMCA. Includes photographs from newspapers. Date, event, name of person (as reasonable) should be noted on back of photograph. Name and date of newspaper should be included.