

**Illinois Association of County Administrators
By-Laws**

I. NAME OF THE ORGANIZATION

The name of this organization shall be the Illinois Association of County Administrators (IACA).

II. PURPOSE OF THE ORGANIZATION

The purpose of IACA shall be to strengthen and improve professional county management and to strengthen local government among Illinois counties.

III. MEMBERSHIP

Membership is open to all professional Illinois county administrators.

IV. BOARD OF DIRECTORS

There shall be three officers for IACA as follows:

POSITION	TERM
President	Two Year (Expires June 30 th)
Vice-President	Two Year (Expires June 30 th)
Secretary-Treasurer	Two Year (Expires June 30 th)

The Board will be appointed in the following manner:

The newly ascended President, in consultation with the Vice President will select the Secretary-Treasurer for the Association. At the end of June, the Vice President will ascend to the Presidency with the Secretary-Treasurer assuming the position of Vice-President. A member in good standing will be appointed to the Secretary-Treasurer position by the Nominating Committee.

The Nominating Committee will present a slate of candidates for the Secretary-Treasurer position to the Board of Directors and make the slate generally known to the membership. In the event of an uncontested election, the Secretary-Treasurer shall be elected by unanimous consent of the membership and a mail ballot will not be required. In the event of a contested election, voting shall be conducted by mail with votes tabulated by the Secretary-Treasurer and verified by the nominating committee. The Secretary-Treasurer shall be in good standing.

The newly elected Secretary-Treasurer shall be installed at the annual business meeting to be held no later than June 30 of each year.

Each officer shall remain in office until a successor has been selected and qualified. Vacancies shall be filled by the president with the advice and consent of the Nominating Committee. For the positions of President and Vice-President, advancement shall be based upon the order of the offices as listed under Roman Numeral IV, while the Secretary-Treasurer shall be appointed by the Nominating Committee. Directors shall be appointed from members of IACA in good standing.

V. MEETINGS

There shall be bi-annual meetings. Meetings may also be called as needed by the Board of Directors.

The meeting location shall rotate among the IACA members.

For the IACA members that are in transition, the fees will be waived.

VI. PARLIAMENTARY PROCEEDURE

When necessary, Roberts Rules of Order shall be used.

VII. AMENDMENTS TO BY-LAWS

These by-laws may be amended at a regularly scheduled meeting or by mail ballot as may be directed by the Board of Directors. Amendments shall be made effective by a simple majority of the entire membership.

VIII. ANNUAL DUES

Annual dues for IACA members will be determined by the Board of Directors.

IX. ETHICS

IACA shall encourage adherence to the International City/County Management Association Code of Ethics.

X. DUTIES OF OFFICERS

PRESIDENT: The President shall preside at all meetings of IACA and of the Board of Directors. The President shall also appoint members to committees with the advice and consent of the Board of Directors and have general supervision of the IACA.

VICE PRESIDENT: In the absence of the President, the Vice President shall preside at all meetings of IACA and the Board of Directors.

SECRETARY/TREASURER: The Secretary/Treasurer shall be responsible for all records and documents of IACA. Additionally, all financial records, receipts,

disbursements and investments shall be transacted by the Secretary/Treasurer with the periodic advice and consent of the Board of Directors.

XI. NOMINATING COMMITTEE

The nominating committee for slating the next year's Secretary-Treasurer position shall consist of the President and two members of IACA in good standing.

XII. FISCAL YEAR

The fiscal year shall begin on July 1 and end on the following June 30.

Adopted February 23, 2011