



CONSTITUTION AND BYLAWS OF THE ELECTION COMMISSIONERS ASSOCIATION OF MISSISSIPPI, INC.



Article 1 – NAME OF ASSOCIATION

Section 1.1 - Name

The name of this association shall be “The Election Commissioners Association of Mississippi, Inc.” (We shall be known as ECAM).

Section 1.2 – Office

The principal office of this association shall be located in the city of residence of the association’s president.

Article 2 – OBJECT

It is the primary purpose of the Association to ~~provide a liaison between Commissioners of the 82 counties of the State of Mississippi and the Executive, Legislative, and Judicial branches of state government in order that our voices may be heard in instances pertaining to the administration of all elections for which the Election Commissioner is responsible. We dedicate ourselves to better inform the Election Commissioners of their duties so as to better serve the voters of Mississippi.~~ promote training and support to all 410 election commissioners within the State of Mississippi. We dedicate ourselves to better informing the Election Commissioners to their duties as to better serve the voters of Mississippi. This association provides liaison between Commissioners of the 82 counties of the State of Mississippi in order that our voices may be heard in instances pertaining to the administration of all elections for which the Election Commissioners are responsible for.

Article 3 – MEMBERSHIP

Section 3.1 – Voting Members

The voting members of ECAM shall be the County Election Commissioners of the 82 counties throughout the State of Mississippi. Any duly elected or appointed county Commissioner who is eligible to become a voting member of ECAM, shall remain eligible so long as he/she remains in office and is a member in good standing (dues paid on or before December 31) and shall have one vote.

Section 3.2 – Non-Voting Associates and Affiliates

~~Only one (1) Circuit Clerk OR one (1) Deputy Clerk from each county and former members who no longer serve as an Election Commissioner may join the association as Associate Members~~

~~with membership cards so marked. Vendors and suppliers in the election industry may also join the Association as Affiliate Members with membership cards so marked.~~

Section 3.2 – Dues

Dues for voting shall be determined by the Board of Directors and shall be paid for by each member on an annual basis. Dues for the calendar year must be paid on or before December 31 of the current year to be nominated for any elected position for the next term. Dues must be paid on or before December 31 of the calendar year. Yearly dues may be accepted at any time but will apply only to that calendar year and will not be prorated but will remain the same throughout the year of payment. No dues will be refunded.

Article 4 – OFFICERS AND DUTIES

Section 4.1 – Officers

The officers of this association shall be President, Vice-President, Secretary and Treasurer. All officers shall be elected at the Annual Training/Education/Certification Convention. All officers and board members shall commence serving a two-year term of office at the close of the Annual Training/Education/Certification Convention.

President

The President shall be the chief elected officer of ECAM. The President shall lead the Board of Directors in performing their duties and responsibilities, including, if present, presiding at all meetings of the Board of Directors, and shall perform such other duties incidental to the office or properly required by the Board of Directors. The President, along with the Secretary, shall sign all legal documents (except checks) provided they are authorized to do so by the Board in advance.

The President shall appoint the Editor, Parliamentarian, and all committee chairs. The President shall be an ex-officio member of all committees, except Nominating Committee.

Vice-President

The Vice-President will serve as association leader in the absence of the President. He/She shall have such powers and perform such other duties prescribed for him/her by the Board of Directors and attend all general and special meetings. In case of death or absence of the President, the Vice-President shall assume the duties of the President. Should the Vice-President elect not to become President then the Board will have the option to elect a member from the current board members. If a current board member declines, then the board shall proceed with a special election.

He/She shall appoint and head the Legislative Committee and prepare and arrange for introduction and support of all legislation sponsored by ECAM.

Secretary

The secretary shall attend all meetings of the Executive Committee, Board meetings and special meetings and will act as clerk thereof. He/She, along with the President, shall take charge and sign all legal

documents of the association. He/She shall issue notices of meetings and mailouts to association members except for the membership cards. The Secretary shall follow procedures as outlined in the policy manual.

Treasurer

The Treasurer shall be responsible for safeguarding the monies and assets and overseeing the financial condition of ECAM. The Treasurer, along with the President, shall sign all checks.

Section 4.3 – Compensation

Each officer will be a voting member and shall serve without pay unless otherwise approved by the Board of Directors. Members of the association shall be reimbursed for expenses incurred by them in the performance of their duties if funds are available and approved by the Board of Directors or the Executive Committee.

Section 4.4 – Nomination Procedures, Time of Elections

The President will appoint a nominating committee every other year. The Nominating Committee will be composed of one member from each Congressional District and one at-large. Committee members must be selected from current board members. If a board member elects not to serve on the committee, then a member from the paid membership can be selected ensuring each congressional district is represented.

The Nominating Committee will provide notice for and receive mail-in nominations for a specified timeframe. Mail-in nominations will be presented on the first day of the Annual ~~Training/Education/Certification~~ Convention. Nominations from the floor will not be accepted except in case of death, a nominee withdraws, **or if there are not enough nominees submitted from that district.** To be nominated, a person must be a paid member in good standing of the association for the current calendar year and must have served as an election commissioner for one (1) year and must have given consent. Election will be conducted as recommended by the nominating committee and approved by the Board of Directors and will be determined by a vote of the members present.

The election will be conducted beginning with the President and ending with the Board Members. The person receiving a majority vote will be declared the winner.

Section 4.5 – Ballot Election, Term of Office, Removal from Office

The officers shall be elected by ballot to serve for a two-year term or until their successors are elected. Their term of office shall begin at the close of the Annual Training/Education/Certification Convention at which they are elected.

Officers may be removed from office at the pleasure of the membership as provided by the parliamentary authority if just cause can be proven or shown.

Section 4.6 – Office Holding Limitations

No member shall hold more than one office at a time, and a member shall only be eligible to serve two (2) consecutive terms in the same office. The same position may be sought after a period of two (2) years has elapsed since that position was last held.

Article 5 – ANNUAL TRAINING & EDUCATION/CERTIFICATION TRAINING CONVENTION AND OTHER MEETINGS

Section 5.1 – ~~Annual Training/Education/Certification Convention~~ Annual Training & Education

The Annual Training/Education/Certification Convention ~~Convention~~ Annual Training & Education workshops will be held, and the date(s) and site(s) will be determined by approval from the ECAM Board of Directors. Site recommendations will be provided to the ECAM Board of Directors by the Training/Education/Certification Convention Committee.

Section 5.2 – Certification Training Convention

The Annual Certification and Training Convention will be held, and the date and site will be determined by approval from the ECAM Board of Directors. Site recommendations will be provided to the ECAM Board of Directors by the Training/Education/Certification Convention Committee.

Section 5.3 – Other meetings

The President shall set four (4) scheduled board meetings of the association in addition to the annual meeting. Special meetings of the Board of Directors may be called by the President or by a majority of the Board of Directors. The ECAM President may appoint such other committees as the Board, or the President deem necessary from time to time for a specific purpose.

Article 6 – THE EXECUTIVE BOARD

Section 6.1 – Board Composition

The President, Vice President, Secretary, and Treasurer of ECAM shall constitute the Executive Board.

Section 6.2 – Duties

The affairs of this association shall be managed by the Executive Board between the regularly scheduled board meetings.

Article 7 – COMMITTEES

The ECAM Board of Directors will have several standing committees to facilitate the accomplishment of its program of work. The standing committees are Finance, Membership, Legislative, Training/Education/Certification Convention, **Inventory Clerk** and Bylaws.

The President will appoint a chair of each committee. The chair of each committee will appoint members to that committee to include one (1) representative from each congressional district. All committee members shall be members of the Board of Directors. If a board member elects not to serve, then a person from the general membership can be appointed so long as that person represents the congressional district of the board member that elected not to serve. Officers can serve as chairs or committee members.

Section 7.1 – Finance Committee

The Finance Committee will make recommendations regarding management of the assets of ECAM in a wise and prudent manner. The Finance Committee will work alongside the ECAM treasurer to ensure

the finance review and the required IRS forms are completed in a timely manner. The Finance Committee will work with the treasurer to create a budget.

Section 7.2 – Membership Committee

The Membership Committee will provide updates concerning membership status of all members of the association.

Section 7.3 – Legislative Committee

The Legislative Committee will be chaired by the Vice-President. The chair will appoint a committee which will prepare and arrange for the introduction and support of all legislation sponsored by ECAM. The committee will include at least one (1) board member from each congressional district. In addition, the chair may enlist volunteers from the general membership if needed to support the legislation's effort.

Section 7.4 – ~~Training/Education/Certification Convention~~ Training & Education Committee

The Training Committee will set up summer workshop training opportunities for all ECAM members. Locations will vary throughout the state.

Section 7.5 Certification Training Committee

The Training/Education/Certification Convention Committee will make site recommendations to the full board for approval for the annual convention.

The Training/Education/Certification Convention Committee will work alongside the Secretary of State to provide the mandatory training sessions required for certification.

Section 7.6 – Bylaws Committee

The Bylaws Committee is chaired by the Parliamentarian. Meetings will be conducted on an as-needed basis.

Section 7.7 – Committee Duties

Committee duties are outlined in detail in the policy guidelines.

Section 7.8 – Inventory Clerk Duties

Inventory Clerk will keep a log of equipment (laptop, recording device, printers) in possession of Officers. Upon change in officers equipment will be inventoried, and given to new officers. Upon loss or theft of equipment the Officer in possession will be responsible for replacing/paying for equipment.

Article 8 – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order that ECAM may adopt.

Article 9 – AMENDMENT OF BYLAWS

Amendments to these bylaws may be made by most of the Board of Directors at any regular meeting and take effect when ratified by the membership at any annual or special meeting when the proposed amendment has been sent out with the notice of such meeting OR

These bylaws may be amended at any regular meeting of ECAM by a two-thirds vote of those present, provided the amendment has been submitted in writing at least 30 days in advance.

Article 10 – DISSOLUTION OF ASSOCIATION

In case this organization disbands, the remaining funds will be used at the discretion of The Board of Directors and vote of the Association members.

