

**BYLAWS  
OF  
NEVADA ASSOCIATION OF COUNTY CLERKS  
AND ELECTION OFFICIALS**

**ADOPTED OCTOBER 4, 2016**

**I: NAME**

The name of this Association shall be: NEVADA ASSOCIATION OF COUNTY CLERKS AND ELECTION OFFICIALS.

**II: PURPOSE**

The purpose of the Association shall be: To educate, support and promote improvement and professionalism in the administration and operation of the offices of County Clerks and Election Officials in the State of Nevada.

**III: MEMBERSHIP AND PRIVILEGES**

- A. Active Members – Shall be comprised of Clerks and Registrars of Voters for any County in the State of Nevada. There shall be only one voting member from each County; except for those counties in which there is an Elected County Clerk and an appointed Registrar of Voters, in which case each official will have a voting member.
- B. Associate Members – Any deputy or assistant of a voting member may apply for status as an associate member. Associate members may not serve as officers of the Association and may not vote.
- C. Admission to Membership – Any election official who qualifies as an active member shall automatically become a voting member upon payment of annual dues.

**IV: DUES**

- A. Annual Dues – The annual dues of the Association shall be \$35, to be paid in January of each year for membership through the calendar year. On December 1 of each year the Secretary-Treasurer shall send a statement of dues for the following year to each active and associate member.
- B. Reinstatement – Any membership forfeited for nonpayment shall be reinstated upon payment of dues for the current year.

## V: OFFICERS

- A. Types of Officers - Association officers shall consist of a President, Vice-President and Secretary-Treasurer.
- B. Eligibility for Office – Any active member is eligible for office.
- C. Election of Officers – Nominations shall take place at least three (3) months prior to the annual meeting in each odd-numbered year. Additional nominations may be made from the floor at the annual meeting. Elections are by majority vote of the Active Members present, conducted at the annual meeting in odd-numbered years.
- D. Term of Office – The term of office for all officers shall be two (2) years commencing on the 1<sup>st</sup> of the month following the date of election until the successors are elected at the annual meeting in the next odd-numbered year.
- E. Duties of Officers –
  - 1. **President** – The President shall organize and preside at all meetings and shall call such meetings as deemed appropriate. The President shall determine the content of each meeting's program. The President may designate such committees and programs as shall be necessary to carry out the purpose of the Association, and shall serve as an ex-officio member of all committees.
  - 2. **Vice-President** – The Vice-President shall assist the President in the formulation of the program; carry out the functions of the President should the President be unable to perform them; recommend the addition and/or deletion of members to the general membership; keep a record of meeting attendance and the names of all current active members and maintain a listing of these and others as appropriate; and prepare and distribute to all current active members a current membership list and a current copy of the Bylaws whenever changes or amendments have been made to either during the preceding year.
  - 3. **Secretary-Treasurer** – The Secretary-Treasurer shall mail (or email) all notices of meetings to those on the current active membership list within the prescribed time; prepare and mail (or email) notice of nominees for election of officers to all current active members; keep a record of all actions and decisions made at all business meetings (minutes); retain a copy of each and give them to the succeeding Secretary-Treasurer; present the minutes for approval by the membership and the next successive meeting; be responsible for the receipt, custody and disbursement of all funds; see that disbursements only occur for properly documented expenses of the Association that have been properly approved and signed by the Secretary-Treasurer and one other officer; and prepare and submit an annual financial report at the annual meeting, and at such other meetings as shall be required or necessary.

F. Replacement of Officer(s) During Term – If the President vacates the office during the term, the office shall be filled by the Vice-President. If the Vice-President or Secretary-Treasurer vacates the office during the term, the President may appoint a current active member to the office for the remainder of the term.

G. Removal of Officers – A petition signed by nine active members shall be sufficient to initiate a recall election. Written notice of the recall effort shall be provided to the affected officer at least ten (10) days prior to the mailing of a recall ballot. A recall ballot shall be mailed (or emailed) to each member jurisdiction. If thirteen active members vote in favor of the recall, the officer shall be removed.

## **VI: BOARD OF DIRECTORS**

The responsibility for the overall management of the Association shall be vested in the Board of Directors consisting of all current officers. The Board shall be selected in accordance with Section V(C) of these Bylaws and shall serve for a term as specified in Section V(D) of these Bylaws.

## **VII: COMMITTEES**

All committees, their duties and their chairs shall be designated by the President. The power to appoint committee chairs shall include the power to remove them. The chairs of all committees shall report their activities to the membership at the regular meetings unless their reports have been waived by the President or are requested sooner by the President.

## **VIII: MEETINGS**

- A. Regular Meetings - There will be a minimum of two (2) regular meetings per year, one in conjunction with the County Fiscal Officers Association conference and the other coinciding with the annual Secretary of State's Clerks' meeting.
- B. Special Meetings – Additional special meetings of the total membership or of committees or officers may be called by the President as needed.
- C. Location of Meetings – The location of the business meetings will be determined by the location of the adjacent conference or meeting.
- D. Notice of Meetings – Meeting time, location and agenda will be announced in writing (or emailed) to all current members at least three (3) weeks prior to the meeting date
- E. Publication of Minutes – The minutes of all business meetings shall be published and distributed to all current members by the Secretary-Treasurer.

**IX: VOTING**

- A. Each current active member shall have one (1) vote. A voting member who cannot attend a meeting may designate a proxy vote for him or her.
- B. A quorum will be a simple majority of the active membership and is required for all regular meetings.
- C. A simple majority of the quorum shall be required to carry a motion on business proceedings and projects.
- D. A two-thirds (2/3) majority of the quorum shall be required to carry any motion for amendment(s) or revision(s) to these Bylaws.


**X: FISCAL YEAR**

The fiscal year of the Association shall begin January 1<sup>st</sup> of each year.

THE FOREGOING BYLAWS WERE ADOPTED BY THE BOARD OF DIRECTORS ON THE 4th DAY OF October, 2016.

  
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NANCY PARENT, PRESIDENT

ATTEST:

  
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VANESSA STEPHENS, SECRETARY-  
TREASURER