



Oregon
Association of County Clerks

BY-LAWS
OREGON ASSOCIATION
OF
COUNTY CLERKS

As of August 17, 2023
Originally Adopted August 17, 1984

ARTICLE I Name

The organization shall be known as the Oregon Association of County Clerks.

ARTICLE II Objectives

The Objectives of the Association shall be:

- (a) Provide opportunity for Officials to exchange ideas on the operations of their respective offices.
- (b) To elevate the standards and offer ways and means to serve the public better.
- (c) Encourage the passage of uniform laws pertaining to the administration of the duties of Clerks, Recorders and Election Officials all over the state.
- (d) Exemplify the ideals of public service as an educational influence in business, civic life and schools.
- (e) Cultivate friendship among its members all over the state.
- (f) To participate in the formulation of and to advance the official policies of the Association all over the state.

ARTICLE III Membership

Section 1. Active Members

The organization shall be comprised of Clerks, Recorders and Election Officials, or any other officials performing like duties and who are functioning as the elected or appointed county officials for a County Government.

Section 2. Primary Members

The Primary Member is the Active Member that is responsible for providing leadership to all the Active Members of a county government and upholding the objectives of the Association.

Section 3. Associate Members

Any recording official or election official of a county with a Primary Member may apply for official status as an associate member of the Oregon Association of County Clerks. Associate members may not serve as officers of the Association and may only vote by proxy from the Primary Member. Associate members may participate in the Association's certification program. Associate members are also eligible to be appointed to Association committees.

Section 4. Honorary Members

Any member or employee of a Clerk's Office or Secretary of State's Office who, in the opinion of the Association, has rendered distinguished service to the cause of better county government practices shall be eligible for honorary membership. Active Members need to provide the Executive Board with the name(s) for honorary membership 30 days prior to any official meeting of the Association. The Executive Board will review and present recommendations to the Association at any meeting of the Association. The Association may approve the recommendations for honorary membership by the majority of the Primary Members present and voting. Honorary membership of a person other than a Primary Member shall last for a period of five years; a retired Primary Member will remain a Honorary member for life. Honorary members shall be entitled to all privileges of the Association, except that they shall not be eligible to hold office in the Association and they shall not be afforded the privilege of voting. All Primary Members (elected or appointed), having served a minimum of four (4) years upon leaving office shall be awarded the status of 'Honorary Member'.

Section 5. Admission

Payment of dues shall be required to become an Active Primary or Associate Member

ARTICLE IV

Dues

(See Addendum 2 for additional details)

Section 1. Annual Dues

The annual dues of the Association from January 1 to December 31 of each year shall be determined by the Executive Board.

Section 2. Statement of Dues

- (a) Immediately, or as soon as practicable after December 1 of each year, the governing body shall send a statement of dues for the following year to each Primary Member. Upon request, the Treasurer shall send appropriate form of receipt.
- (b) Dues shall be payable within 30 days after receipt of the statement.

Section 3. Reinstatement

Membership in the Association forfeited for nonpayment of dues shall be reinstated upon payment of dues for the current year.

ARTICLE V Officers

Section 1. Executive Board

The officers of the Association shall be President, Vice President, Treasurer and Secretary who shall be elected at the Annual Conference of the Association by the votes of a majority of the Primary Members present and voting. Those elected shall take office upon their installation at the Annual Conference or if unable to attend the Annual Conference by subscribing to written oath at the time of the Annual Conference. Officers shall serve one-year terms. The officers and the Immediate Past President shall serve on the Executive Board.

Section 2. Duties

Duties of the Executive Board Members:

- (a) Carry on all the business that needs to be transacted between Executive Board, Mid-Winter Conference, Annual Conferences and all special meetings of OACC.
- (b) Pay all debts incurred by the Association.
- (c) Approve programs for the Executive Board, Mid-Winter Conference, Annual Conferences and all special meetings of OACC.
- (d) Prepare the annual budget for the Association for presentation at the Annual Conference.

- (e) Develop guidelines for budget expenditures and association fees with regard to conference registration, reimbursement requests, and other business related fees and expenses. The guidelines adopted by the Executive Board shall be added as an addendum to the By-Laws.

Section 3. Qualifications

To be eligible as an Officer of the Executive Committee of the Association, a Primary Member's dues must be current.

Section 4. Vacancy

A vacancy in any office other than that of the President shall be filled for the unexpired term by a ballot vote of the Executive Board.

ARTICLE VI Duties of Officers

Section 1. The President Shall:

- (a) Be a Primary Member of the Association.
- (b) Preside at all meetings of the Association.
- (c) Be the presiding officer of the Executive Board, the Mid-Winter Conference, the Annual Conference and all special meetings of the Association.
- (d) Appoint standing committees with approval of Executive Board.
- (e) Appoint special committees.
- (f) Be an ex-officio member of all committees.
- (g) Make the call to conference.
- (h) Meet with the Executive Board in setting up the program for the Annual Conference. They will be responsible for the meeting room, speakers and working with the host committees. This meeting should be held in the home city of the President so arrangements can be made.
- (i) Sign with the Treasurer such records as are deemed necessary.
- (j) Issues the call to conference to all members and appoint all conference committees.

- (k) Appoint committee members he or she feels are necessary to carry out the objectives of this organization.

Section 2. The Vice President Shall:

- (a) Be a Primary Member of the Association.
- (b) Serve in the absence of the President and work with the President toward the success of the Executive Board, Mid-Winter Conference, Annual Conferences and all special meetings of OACC.
- (c) Succeed to the office of President for the unexpired term in case of vacancy in that office.
- (d) Be authorized to sign in the absence of the President.
- (e) Be authorized to sign checks in the absence of the Treasurer.
- (f) Serve as Chairperson of the By-Laws Committee.
- (g) Serve on the Certification Committee.

Section 3. The Treasurer Shall:

- (a) Be a Primary Member of the Association.
- (b) Be responsible for the Association's Funds.
- (c) Report in detail all monies received and expended annually.
- (d) Deposit all monies in the bank and disburse funds only upon original bills and properly executed vouchers.
- (e) Deliver to their successor all funds, securities, records and papers in their keeping after the books are closed, in a timely manner.
- (f) Deliver to the President, Secretary and OACC Certification Committee Chair a list of current members once payment of dues has been completed.

Section 4. The Secretary Shall:

- (a) Be a Primary Member of the Association.
- (b) Keep the minutes of all meetings in proper manner.

- (c) Take and record accurate minutes of the proceedings of the Mid-Winter Conference, the Annual Conference and all special meetings of the Association.
- (d) Deliver to his or her successor all records and papers in the Secretary's keeping.

ARTICLE VII Committees

Section 1. Appointment of Committees

The Nominating Committee shall be appointed by the President on the first day of the Annual Conference. All other committees shall be appointed by the newly elected president, with the approval of the Executive Board, within 30 days of the conclusion of the Annual Conference. Only regular Active members of the Association may be appointed to committees. The President shall send a roster of all committee assignments to each member of the Association.

Section 2. Nominating Committee

The Nominating Committee, consisting of three members, shall be appointed annually by the President with the approval of the Executive Board. No one shall be appointed to the Committee who might otherwise be considered as a potential candidate for an Association office.

This Committee shall review and evaluate the qualifications of the proposed candidates for executive officers and shall submit such lists of those qualified to the membership of the Annual Conference for its ratification and election.

Section 3. By-Laws Committee

The By-Laws Committee, consisting of three or more members (including the Vice President as Chair), shall be appointed annually by the President with the approval of the Executive Board. This Committee shall review the By-Laws and determine appropriate changes. The Committee shall also receive and review changes proposed by the General Membership of the Association. Proposed By-Law changes will be presented by the Committee in accordance with Article XIII. The Vice President shall deliver a complete electronic copy of the most recent By-Laws to the next Vice President that includes a copy with dates of approved amendments.

Section 4. Legislative Committee

The Legislative Committee, consisting of any number deemed appropriate by the Executive Committee, shall be appointed in every odd-numbered year by the President with the approval of the Executive Board. This committee shall represent the Association in respect to legislation, proposed or enacted, that may affect the Association's interests. The committee shall report on its activities and/or recommendations to the Association at each Annual Conference. At least one member from each Regional Zone shall be appointed to serve on the Legislative Committee.

An Elections Subcommittee shall be part of the Legislative Committee. This Subcommittee, comprised of at least five members, but no more than nine members, shall be selected from the Legislative Committee by the Chair.

A Recording and Board of Property Tax Appeals (BoPTA) Subcommittee shall be part of the Legislative Committee. This Subcommittee, comprised of at least five members, but no more than nine members, shall be selected from the Legislative Committee by the Chair.

OACC Legislative Chair, or a designee, and the Subcommittee Legislative Chairs (Recording and Elections) or a designee, who travel to the legislature on behalf of OACC, may apply for reimbursement of travel expenses from the Executive Board of OACC.

These subcommittees shall represent the Association in respect to legislation that may affect the Association's interest in each respective area.

The Legislative Committee may recommend policies and procedures for statewide implementation of legislation subject to majority vote of the Association Membership.

Section 5. Futures Committee

The need to convene a Futures Committee shall be determined annually by the incoming President. If convened the Futures Committee shall consist of two subcommittees - one for Elections and one for Recording. Each subcommittee shall consist of three or more members and shall be appointed annually by the President with the approval of the Executive Committee. This Committee shall identify the principles and goals of the Oregon Association of County Clerks to better enhance their legislative and administrative actions, for the near and future periods. This Committee shall continually review and revise the principles and goals to reflect changes that will be occurring by legislation, social and technological events. The Committee shall report on its activities to the Association at each annual conference for consideration and acceptance. At least one member of the Legislative Committee shall be appointed to each subcommittee of the Futures Committee.

Section 6. OACC Certification Committee

The OACC Certification Committee shall be composed of five (5) members of the Oregon Association of County Clerks appointed by the President with the approval of the Executive Board.

The Committee members shall, among themselves, select the Chair of the Committee.

The initial terms of the Association members shall be as follows:

Association Vice President	1 year
Member - County over 15,000 registered voters	1 year
Member - County over 15,000 registered voters	2 years
Member - County under 15,000 registered voters	1 year
Member - County under 15,000 registered voters	2 years

After the first year, members other than the Vice President shall be appointed for a term of three years.

Vacancies shall be filled by the President of the Association with the approval of the Executive Board.

Section 7. Website Committee

The Website Committee, consisting of three or more members, shall be appointed annually by the President with the approval of the Executive Board. This committee shall review and have oversight of the OACC Website content with approval of the Executive Board. The Website Committee will also make recommendations to the Executive Board of a Webmaster who will be appointed for a term of 2 years.

The OACC Website Policies and Standards are attached and made as an addendum to the OACC Bylaws. (Addendum 1)

Section 8. BOPTA Training Committee

The BOPTA Training Committee shall be composed of five (5) members of the Oregon Association of County Clerks appointed annually by the President with the approval of the Executive Board. The Committee members shall, if necessary, select the Chair of the Committee. This Committee will prepare and oversee the annual BOPTA Clerk's training.

Section 9. iGO (International Association of Government Officials) Delegation Director

The Oregon delegation of attendees at the iGO Annual Conference will elect an iGO Delegation Director for a two year term beginning September 1, 2016. The initial term may be less than two years to accommodate staggered terms. iGO

will notify OACC who was elected Delegation Director (and the term of office for the first year).

Section 10. AOC Representative

The Association of Oregon Counties Representative shall be appointed annually by the Vice President after July 1 and prior to the OACC Annual Conference.

Section 11. PRIA (Property Record Industries Association) Representative

The PRIA State Representative shall be appointed annually by the President after the OACC Annual Conference.

Section 12. EAC (U.S. Election Assistance Commission) Representative

The EAC Representative shall be appointed annually by the President after the OACC Annual Conference.

Section 13. Vote-By-Mail Manual Review Committee

The VBM Review Committee provides input to the Elections Division of the Secretary of State's office regarding the planning and processing of election procedures. The committee will include the Deputy Elections Director, Elections Policy/Program Manager from the SOS office and five (5) members of the Oregon Association of County Clerks. The committee members shall be appointed annually by the President with the approval of the Executive Board.

Section 14. Election Equipment Certification Committee

The Certification Committee provides input to the Elections Division of the Secretary of State's office regarding the certification of new voting systems and upgrades to systems actively deployed in Oregon. The Certification Committee provides written recommendation to certify or not to certify new systems and upgrades to the Elections Division, along with underlying reasons for the position of the committee.

The committee shall consist of:

A minimum of two members using each voting system certified and actively used in Oregon to conduct elections. If this results in an even number of members, an additional member shall be added to the committee. This member should be using the most common voting system certified and actively used in Oregon.

Section 15. Continuity of Operations Committee

The Continuity of Operations Committee, consisting of seven members, shall be appointed annually by the President with the approval of the Executive Board. The goal of the committee is to inform leaders (Clerks and Election Officials) about how to prepare and plan for disruption in our offices and services. The committee will review the Continuity of Operations Guide and update and revise each year with new ideas and resources as disasters and interruptions of service happen. The committee will also remind OACC members of the importance of keeping emergency planning at top of mind by creating and distributing quarterly emails that have an informational section and practical suggestions.

Section 16. OACC Workgroups

Workgroups within the OACC can be formed at any time that the President feels the need. May be assigned during conferences or OACC meetings. Only regular Active members of the Association may be appointed to workgroups. Workgroups will report to the Association any findings during the OACC conferences.

ARTICLE VIII Voting Privileges

Section 1.

The voting bodies shall consist of the duly accredited members.

A plurality vote of all Primary Members present and voting shall constitute an election. In case of a tie, the choice shall be decided by lot.

Section 2.

No county shall have more than one vote on each item and voting by proxy shall be allowed. The Primary Member shall designate the proxy, if one is selected, for each subject area.

Section 3.

A vote of the membership via e-mail may be allowed if/when the Executive Board deems it necessary.

**ARTICLE IX
Historian**

Section 1.

There shall be appointed within 30 days of the conclusion of each Annual Conference, by the President with the approval of the Executive Board, a Historian, who shall:

- (a) Keep all group pictures of the Association.
- (b) Maintain the history of the Association with all relevant dates and activities, and report to the conference body during the Annual Conference.
- (c) The Historian's records shall be kept in good order and be passed to their successor at the end of the term.
- (d) The Historian's records shall be made available to OACC members.

Section 2.

There is no limit to the number of terms a person may serve in this office.

**ARTICLE X
Conferences and Official Meetings**

Section 1.

(a) Time and Place:

- (1) The Annual and Mid-Winter Conference shall be held annually at the time and place to be recommended by the President.
- (2) The membership should be notified at least four (4) months before the Annual and Mid-Winter Conference.
- (3) In the event the host county is unable to provide for the needs of the Annual Conference, another county may be substituted by a majority vote of the Executive Board. In such cases of emergency, the Executive Board may act without ratification of the general membership.
- (4) OACC is an affiliate member of AOC which meets each November. The President, upon approval of the Executive Board, will determine after

the Annual Conference if the Association will hold a meeting in conjunction with the November AOC meeting.

(b) Registration Fee:

- (1) Registration fees determined by the Executive Board shall be paid by all members and active participants attending the Annual Conference.
- (2) Upon request, refunds of registration fees may be made in cases of emergency cancellations. No refunds will be made for meals or other expenses billed to the Association.
- (3) Registrations made but not paid for by the late registration deadline shall be cancelled and the registrant will be required to reregister and pay the late registration fee.

(c) Quorum: The quorum shall be the majority of the voting members registered at the Conference.

(d) Individuals that are not a Primary Member or Associate Member may attend conferences or any other official meeting only upon invitation by the President and the approval of the Executive Board. Attendance fees for the portion of the conference an individual is invited for the purpose of making a presentation will be waived. If such individuals are invited for the remainder of the conference, applicable fees may apply.

ARTICLE XI

Fiscal Year

(See Addendum 2 for additional details)

The Fiscal Year budget and reports shall be from November 1 to October 31 of each year.

ARTICLE XII

Parliamentary Authority

The rules contained in Robert's Rules of Order Revised shall govern this Association in all cases to which they are applicable, and in which they are not inconsistent with these By-Laws.

**ARTICLE XIII
By-Law Revisions**

Section 1.

These By-Laws may be amended only at the Annual Conference by a 2/3 (two-thirds) vote of the voting members meeting in General Assembly.

Section 2.

Proposed Amendments to these By-Laws should be presented to the Executive Committee in writing and reviewed by the Bylaws Committee before being voted on by the General Assembly.

Section 3.

Proposed amendments must be presented the first day of the conference and voted on the last day of the conference.

Section 4.

All revisions must be attached to the original By-Laws stating the year and date they are revised.

Section 5.

The revisions of the By-Laws must be announced to the members before the close of the conference.

**ARTICLE XIV
Regional Zones**

Section 1.

The Regional Zones shall be five.

Section 2.

- (a) Zone 1 will comprise Multnomah, Clackamas, Washington, Polk, Marion, Linn, Benton, Lane and Yamhill counties.
- (b) Zone 2 will comprise Clatsop, Columbia, Tillamook and Lincoln counties.
- (c) Zone 3 will comprise Deschutes, Klamath, Jackson, Josephine, Douglas, Coos and Curry counties.

- (d) Zone 4 will comprise Wasco, Sherman, Gilliam, Morrow, Wheeler, Hood River, and Jefferson counties.
- (e) Zone 5 will comprise Crook, Lake, Harney, Umatilla, Union, Wallowa, Baker, Malheur and Grant counties.

Section 3.

(a) Zone Directors will be any Primary or Associate Member from the zone of their county.

(b) Each Zone Director shall be appointed annually by the newly elected President, with the approval of the Executive Board, within 30 days of the conclusion of the Annual Conference.

Section 4.

(a) Each Zone Director shall hold at least one (1) Zone Meeting prior to the Annual Conference to discuss ideas, programs and legislative suggestions for their respective offices.

(b) The results of the Zone Meetings may be presented to the General Membership at the Annual Conference to provide input to help further the objectives of the Association.

(c) The results of the Zone Meetings may be presented in person by the Zone Director or written report of the Zone Director presented by a Zone Member. The written report shall be submitted to the Secretary to be included as an exhibit to conference minutes.

(d) Any legislative suggestions, as a result of a Zone Meeting, should be submitted to the Legislative Chairperson for consideration prior to the Annual Conference.

Addendum I

OACC Website Policies and Standards

Purpose: To provide OACC members access to association related information and related information common to County Clerks, Election Officials and staff.

Users:

1. **Administrator Access:** The President of the OACC, the chairman of the Website committee and the Webmaster will have Administrator Access in order to change and add information to the Association web pages.
2. **Webmaster:** The OACC Executive committees will appoint an OACC member to serve as the association webmaster for a period of 2 years. This person may be reappointed to the position upon recommendation of the Chair of the Website Committee and approval of the executive committee.
3. **Counties:** Each county will have user access via a user name and password to gain accessibility to Member Resource pages and to maintain their own county information. Website committee chair and Webmaster to both retain current list of valid OACC user names and passwords.

Content:

The OACC website will contain general information about the Oregon Association of County Clerks (OACC) and related events. This may include:

- Agendas and Minutes of meetings and conferences
- Association related reports
- Photographs of events and conferences
- OACC publications
 - Certification Manual
 - Bylaws
 - Policies
- Links to related sites

Updates: The OACC website will be updated after each Annual Conference by the Webmaster with assistance from the Website committee. The President of OACC can update the site as often as needed. Requests by OACC members to post any additional categories other than those listed above to submit such requests to the Website Committee for a recommendation to the Executive Committee to amend the By-Laws.

(August 15, 2006)

Addendum 2

OACC Executive Board Guidelines

- 1) Executive Board Decisions**
- 2) Membership Dues**
- 3) Conference Registrations**
- 4) Annual Budget**

1) Executive Board Decisions

The Executive Board shall have the authority to make decisions that are time sensitive, pertain to day to day operations of the association, and do not fall outside of OACC's mission, By-Laws or operational budget. These decisions should be made with all Executive Board members present, except in extenuating circumstances (such as when a member cannot be reached after diligent effort). In this case, decisions made must be communicated to all Executive Board members in a timely manner.

Executive Board decisions shall be made by consensus and a majority vote of the voting members present. The President will summarize the discussion and seek consensus. Consensus will be determined by using the following decision scale:

1. = Full support, 100% agreement
2. = Agree, best option identified
3. = Neutral
4. = Some concern or reservations
5. = Opposed

Consensus is achieved when all members present are at level 1, 2 or 3 of the scale. Following consensus, the President will seek a vote to approve. A majority vote of the members present is required to ratify the committee decision.

2) Membership Dues

Annual membership dues shall be determined by Executive Board consensus each year.

The Primary Member from each county shall pay the full membership dues each year. Full Membership is transferrable to new members assuming the Primary Member position for that county. Associate Members shall pay the appropriate dues (new or renewal) and these dues are not transferrable. NO refunds of paid membership dues shall be granted.

3) Conference Registration Fees

The conference registration fees and deadlines shall be determined by the presiding OACC President.

Registration fees, that have been paid, shall be transferrable. A request to transfer conference registration should be submitted by the vendor or county wishing to transfer the registration by the registration deadline. The registration can be transferred to any person qualified to attend the conference.

Any member or vendor wishing to cancel their conference registration and obtain a refund may do so, up until the cancellation deadline set by the OACC President. No refunds shall be granted after the deadline without the approval of the Executive Board at the request of the President.

Prior to accepting a conference registration, the OACC Treasurer will review each conference registration form, to ensure that registrants are either a member of the association or have received an invitation to the conference from the OACC President, as required in the By-Laws Article X section 1(d).

4) Annual Budget

The Vice-President shall work with the Treasurer to produce a draft Fiscal Year budget. The draft budget must be approved by the Executive Committee for presentation at the Annual Conference in accordance with Article V Section 2(d) of the By-Laws.

(August 15, 2012)

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