



MACAO POLICY GUIDING ATTENDANCE AT ANNUAL CONFERENCE AND MEMBERSHIP MEETING

Purpose:

The purpose of this policy is to provide Board Officers of the Association with a standard and consistent framework when making decisions on who may attend the Association’s Annual Conference and Meeting and what conditions must be met for Officers to approve attendees to the Annual Conference and Meeting along with applicable costs/fees/registration.



Scope:

This policy applies to all attendees of the Association’s Annual Conference and Meeting. It includes Full Members, Associate Members, Speakers/Presenters, Sponsors, MAC Staff, and guests.

Policy Compliance:

All decisions regarding the application and compliance of this policy shall be made by the President of the Association who may consult with other Officers prior to making a decision on the application of this policy. In the absence of the President or unavailability of the President, the Vice President and then the Treasurer shall have the authority to make any decisions on behalf of the Association related to the Annual Conference and Meeting attendance.

Statement of Policy:



It is the policy of the Michigan Association of County Administrative Officers to encourage membership in the Association by Full Membership or Associate Membership as defined below:

1. County Controllers, County Administrators, County Executives, County Managers, and other employees or non-elected officials who have been assigned duties of a general county administrative nature by a Board of Commissioners or are appointed by a County's Chief Administrative Officer of a county or an inter-county organization of Boards of Commissioners.
2. Associate Members in this organization who are students or faculty of a Michigan college or university, or employees or officials of the Bureau of Local Government Services, Department of Treasury, State of Michigan, or who are staff members of organizations who provide services to Michigan County governments and have been approved for Associate Membership. This includes Associate Members who have been approved for provisional Membership by the President and prior to the full Board approving Membership.
3. Associate Members who are persons having a professional and/or business interest in participating in the activities of this organization and may be currently engaged in supporting the Association's objectives and have been admitted to associate membership. This includes Associate Members who have been approved for provisional Membership by the President and prior to the full Board approving Membership.
4. Honorary Life Members in this organization who qualify and are no longer employed with County Government. Honorary Life Members will not be required to pay annual dues or conference registration fees. All other costs are the responsibility of the Honorary Life Member when attending the Annual Conference and Meeting.
5. Any Full Member or Associate Member who has paid his or her membership dues prior to May 1 of each year and is otherwise in good standing with the Association as determined by the President, Vice President and Treasurer of the Association shall be approved to attend the Annual Conference and Meeting and participate in all Conference sessions and events except as be otherwise provided for in the Michigan Association of County Administrative Officers Constitution and By-Laws. Full Members, Associate Members and Honorary Life Members may attend with a guest and the guest is subject to the MACAO's Association established conference fees as applicable for lodging (if separate from Member/Associate Member), food/meal costs and registration if attending any functions where additional costs apply.



6. Speakers and Presenters are not subject to Conference Fees or meal costs as they are invited to the Conference to provide training content and educational information and overall value to the attendees. This excludes Michigan Association of Counties staff or Michigan Association of Counties Service Corporation staff who may be presenting or speaking as part of the Conference and Meeting.
7. Sponsors, who are not Associate Members are subject to MACAO established registration fees and all other non-member Conference and Meeting costs that may apply.
8. Sponsors who are Associate Members are allowed two complimentary registrations as part of their sponsorship of the conference.
9. Anyone who is not a Full or Associate Member may attend but is subject to the non-member Conference Fee(s).

Definitions:

None

Application: This policy shall apply to all attendees of the Michigan Association of County Administrative Officers Annual Conference and Meeting.

Responsibility: The Michigan Association of County Administrative Officers Board of Director's President, Vice President and Treasurer shall be responsible for implementing and administering this policy. The Board of Directors shall be responsible for overseeing the general compliance of this policy and for amending it as may be required based on recommendations from any Member of the Board.

Governance History of Authority for Creation or Revision:

Adopted pursuant to action of the Michigan Association of County Administrative Officers Board of Directors, dated May 25, 2023.