

MACAO

Michigan Association of County Administrative Officers



MACAO BY-LAWS

No. 1:

The Association shall not endorse, support or recommend any candidate for public office.



No. 2:

No funds shall be solicited from the Association during meetings by any individual or group who are not Active Members of the Association. Any suggestion or proposition made at any meeting of this Association calling for the expenditure of funds for other than the regular obligations shall be referred to the Board of Directors.

No. 3:

The Board of Directors shall hold at least two (2) meetings each year. One (1) meeting shall be held as part of the Association's Annual Conference.

No. 4:

Special Meetings of the Board of Directors may be called by:

A). The President, or;

B). Four (4) Members of the Board of Directors. A Special Meeting may be called by providing that written or electronic notice (e-mail) is sent to each member of the Board of Directors. Upon receipt of the request for a Special Meeting, the President in consultation with the Secretary shall confirm a quorum is available to schedule the Special Meeting that shall take place within five (5) business days of the request for a Special Meeting being received and a quorum available to conduct said meeting. In the request for a Special Meeting, the reason or business to be considered shall be stated.

No. 5:

Regular and special meetings of the Board of Directors may provide for the participation of Officers by a conference call or other electronic means including virtual meeting platforms when in-person meetings are not possible or for the benefit of the association to conduct business.

No. 6:

The President may appoint, with the approval of the Board of Directors, Special Committees as may be necessary in his or her judgement or the judgement of the Board of Directors to conduct the business of the Association. The President shall appoint member representatives to represent the organization on Michigan Association of

Counties (MAC) committees for prescribed terms of service.

No. 7:

The President shall be an ex-officio member of all committees.

No. 8:

Section (a)

All committees shall consist of a Chairperson and as many members as shall be considered necessary by the President but with consideration for geographic diversity, subject expertise, and variety of County representation relative to the work and mission of the committee.

Section (b)

Each committee (through its Chairperson) and members appointed to a MAC committee shall report to each regular meeting of the MACAO Board of Directors, unless excused by the President. Reports may be provided as necessary to keep the MACAO Board of Directors and/or membership informed and to provide an avenue for additional input from the Board of Directors.

Section (c)

Such committee reports may be provided to members attending conferences and other general meetings, upon the request of the President.

No. 9:

The Officers of this Association shall be a President, Immediate Past President, Vice President, Secretary, and Treasurer.

The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, Four (4) Directors and the Immediate Past President, collectively the Members.

All officers, other than the Immediate Past President and the Directors, shall be elected annually and shall take office commencing with the Fiscal Year of the Association on October 1 of each year, and shall hold office for one (1) year from that date, or until their successors shall have been elected.

One-half of the Directors shall be elected annually and shall take office on October 1 following their election, and shall hold office for two (2) years from that time, or until their successors shall have been elected.

No. 10:

These By-Laws may be amended or repealed at any Regular or Special Meeting of this Association at which a quorum is present, and the matter has been published on the meeting agenda, by the vote of a majority of the members present in person and voting, provided no question shall be put to vote unless written notice thereof, stating the proposed amendment, shall have been distributed to each member at least thirty (30) days prior to the meeting at which the vote on the amendment is to be taken.

Adopted – August 24, 1994
Revised – December 11, 1998
Revised – October 24, 2008
Revised – May 27, 2010
Revised – May 26, 2016
Revised – September 2, 2021
Revised – May 25, 2023