

MACAO

Michigan Association of County Administrative Officers



MACAO CONSTITUTION

Article 1 - Name

The name of this organization shall be the Michigan Association of County Administrative Officers.

Article 2 - Purpose

The purpose of this organization shall be to assist county administrative officers in improving their ability to serve their respective Boards of Commissioners by:

1. Providing resources for exchanging knowledge and information regarding common matters of interest, public policies and operational challenges in county government;
2. Securing guidance and assistance from educational institutions, governmental agencies, and professional and other sources in advancement of knowledge, techniques and procedures in public administration; and,
3. Supporting and advancing the application of high ethical standards in management of County government.



Article 3 - Eligibility for Membership

1. Eligibility for Active Membership in this organization shall be extended to County Controllers, County Administrators, County Executives, County Managers, a member of a County Board of Auditors, 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. Voting and holding office in this organization shall be limited to Active Members. Active Members shall keep the organization informed of any employment changes that may impact the person's eligibility.

2. When an Active Member experiences a change in employment that disqualifies the Member from active Membership, the individual shall retain an Active Member status only if eligibility is re-established within thirty (30) calendar days of the change in status. If active Membership is not re-established within thirty (30) calendar days, the individual's Active Member status shall be revoked. An individual may be reinstated as an Active Member without having to reapply for up to one (1) calendar year from the date of the initial change of employment, after which the individual shall reapply for membership.

3. Eligibility for Associate Membership in this organization shall be extended to students or faculty of a Michigan college or university, or to employees or officials of the Bureau of Local Government Services, Department of Treasury, State of Michigan, or to staff members of organizations dedicated to the services.

4. Eligibility for Honorary Life Members in this organization shall be extended to persons who have a cumulative total of not less than 10 years dues paying service to this organization and are no longer employed with County Government. Honorary Life Members will be recommended by the Board of Directors and approved by the membership. Honorary Life Members will be entitled to all benefits of the organization and participate at all functions of the organization. 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.

5. Other persons having an expressed professional interest in participating in the activities of this organization and supporting its objectives may be admitted to associate membership upon approval of their application by the Board of Directors.

6. The Board of Directors shall review and have the authority to approve all applications for membership and shall decide questions of membership eligibility. Applications to be considered shall be made available to the membership.

Article 4 - Officers and Their Election

1. The officers of this Association shall be a President, Immediate Past President, Vice President, Secretary, Treasurer and four (4) Directors.

2. The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer (Officers), Four (4) Directors and the Immediate Past President, collectively the Members. A quorum of the Board of Directors shall consist of not less than four (4)

members exclusive of the Immediate Past President.

3. 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.

4. At the Board of Directors Meeting held during the Annual Conference, the currently serving Officers will automatically form a slate of Officers to be nominated and to assume office commencing on the start next fiscal year of the Association as prescribed in #3 above. The nominated slate of Officers shall be presented to the Board of Directors by the Immediate Past President with the concurrence of the two (2) most recent Board of Directors Presidents, excluding the currently serving President who will constitute a Nominating Committee. The slate of Officers nominated shall include all currently serving Officers except the President, who will automatically fill a one (1) year term as Immediate Past President coinciding with #3 above.

5. All other currently serving Officers shall be nominated, seconded and following an affirmative vote of all those Members in attendance at the Annual Conference Meeting of the Board of Directors, ascend into new one (1) year terms of office for all Officer positions, respectively, as prescribed below:

Vice President to President
Secretary to Vice President
Treasurer to Secretary

In addition to the above nomination and affirmative vote of the slate of Officers, a separate nomination shall include one (1) currently serving Director to be presented to the Board of Directors to be elected and thereafter, will assume office coinciding with #3 above as the Association's Treasurer following the then current Treasurer moving into the Office of Secretary. The nomination shall give preference but not required to one of the Directors whose term of office will end at the upcoming fiscal year of the Association.

4. - One-half of the Directors shall be elected annually during the Board of Directors Meeting held during the Annual Conference and shall take office on October 1 (next fiscal year of the Association) following their election, and shall hold office for two (2) years from that time, or until their successors shall have been elected. The Immediate Past President with the concurrence of the two (2) most recent Board of Directors Presidents, excluding the currently serving President shall be required to provide a nomination of Active/Full Members to be considered by the Membership and voted upon to serve two (2) year terms of office as Directors. The nominations shall be for all terms of office expiring at the next upcoming fiscal year of the Association. Nominations may also be made from the floor from any Active/Full Member with a second or support of the nomination(s). Additionally, any Active/Full Member may send communication (electronic format or written correspondence) to the Immediate Past President expressing interest in being a candidate for Director and that the Nominating Committee include his/her name on the nominations to the Board of Directors during the Boards Meeting held during the Annual Conference. The Nominating Committee shall take said request under advisement and form a nomination with this expression of interest.

5. Whenever a vacancy shall occur in an office of Vice President or Secretary, the Board of Directors shall first appoint another Officer to complete the vacant term of office until the next annual election and consistent with Article 4, Section 5 above. If the vacancy is in the office of Treasurer, the Board of Directors shall appoint a currently serving Director. If a vacancy occurs in the office of the President, the Vice President shall immediately assume the duties of the President.

6. Whenever an Officer or Director experiences a change in Active Membership eligibility, his/her term of office shall be held for no more than thirty (30) calendar days, consistent with Article 3, Section 2. After that time, the office shall be considered vacant and filled consistent with Article 4, Section 5. The officer vacating the position may be re-elected and/or appointed to an office once eligibility has been met.

Article 5 - Duties and Responsibilities

1. The President shall act as presiding officer at all business meetings of this organization and shall appoint the members of any committees which may be authorized by the membership.

2. The Vice President shall be a member of the Board of Directors, and shall assume the duties of President in case of the latter's absence or incapacity. The Vice-President shall also be responsible for coordination and development of the professional development program of the Annual Conference and Board of Directors Meeting or other professional development programs of the Association. Others may be called upon to assist in these development efforts.

3. The Treasurer shall have custody of all funds, securities, legal instruments, and official financial records of this Association. The Treasurer shall be responsible for the safe keeping of funds, securities and shall determine, with the approval of the Board of Directors, the place and manner of depositing and safe keeping the above funds, securities legal instruments and official records.

4. The Secretary shall keep minutes of all meetings of the Association and of meetings of the Board of Directors, and shall also perform such other duties as may be assigned by the Board of Directors or by action of the membership, such as preparing newsletters and other informational materials as necessary.

5. The Board of Directors shall be responsible for developing and recommending revisions in its governance practices, rules and by-laws as may be necessary from time to time. The Board of Directors also may prepare annually an action program for the Association, and upon its approval at the annual business meeting, shall be responsible for implementing and carrying out the provisions of such a program.

Article 6 - Meetings

There shall be an annual business meeting of this organization to be held in conjunction with the annual conference. Other meetings of the Association may be called by:

A). The President

B). Four (4) Members of the Board of Directors

C). By petition to the Board of Directors signed by twenty (20) percent of the active membership. Except for annual meetings of this organization, at least fifteen (15) days notice shall be given to all members.

Special Meetings of the Board of Directors may be held upon being called by:

A). The President, or;

B). Four (4) Members of the Board of Directors

Said requests for Special Meetings shall be called using written or electronic notice (e-mail) sent to each member of the Board of Directors. Upon receipt of the request for 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 Special Request 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.

Article 7 - Amendments of Constitution

1. This Constitution may be amended by two-thirds vote of active members present at any meeting or by a two-thirds vote of total membership conducted by any other means of communication. Notice of any proposed amendment shall be sent to all active members not less than thirty (30) days prior to a meeting at which vote on the amendment is taken or the ballots on the amendment are communicated to the membership.

2. Amendments to the Constitution may be proposed by the Board of Directors, by petition to the Board of Directors signed by not less than twenty (20) percent of the active membership, or by a majority vote of members at any meeting of this organization.

Article 8 - Fiscal Year

1. The fiscal year for this organization shall begin on October 1 of each year and end on September 30 of the succeeding year.

2. The Board of Directors shall have the authority to annually establish dues for all categories of membership prior to commencement of the membership year.

Article 9 - Affiliation with Other Organizations

The Association may, by a two-thirds vote of its active membership, affiliate with any other professional organizations where it is in the common interests of the organizations concerned to work cooperatively toward achievement of common purposes, and where there are no fundamental disagreements between the purposes, and objectives of the organizations. MACAO shall be represented by its President, where applicable, on the Board of Directors of the affiliate organization.

Article 10 - Meeting Procedure

Robert's Rules of Order shall be followed in all meetings except where they conflict with

the Constitution or by-laws of this organization.

Adopted July 25, 1959, at Detroit, Michigan

Revised – April 21, 1977

Revised – March 30, 1978

Revised – May 13, 1984

Revised – May 12, 1988

Revised – May 10, 1990

Revised – August 22, 1994

Revised – August 21, 1995

Revised – February 10, 1997

Revised – May 21, 2009

Revised – May 27, 2010

Revised – May 26, 2016

Revised – September 2, 2021

Revised – May 25, 2023