

**CONSTITUTION
BY-LAWS AND RULES**

DEFINITIONS:

The Association is the County Commissioners' Clerks and Engineers' Administrative Professionals Association of Ohio (CCC/EAPA).

The Commissioners are the County Commissioners' Association of Ohio (CCAO).

The Engineers are the County Engineers' Association of Ohio (CEAO).

ARTICLE I - NAME

Section I The name of this organization is the County Commissioners' Clerks and Engineers' Administrative Professionals Association of Ohio (CCC/EAPA).

ARTICLE II - PURPOSE

Section I The primary purpose is to better serve the Commissioners and Engineers:

- By studying the various duties and procedures pertaining to the offices of the Commissioners and Engineers.
- By providing a clearinghouse of useful information.
- By establishing a well-organized and efficient office.
- By promoting legislation useful to our primary purpose.
- By standardizing procedures and methods.
- By advocating the adoption of best practices and policies.
- By stimulating continued improvements/education in the County Commissioners' and Engineers' offices.

ARTICLE III - MEMBERSHIP

Section I Membership shall include any Clerk, Deputy, Secretary or Assistant to the Board of County Commissioners or Office of the County Engineer or County Auditor acting as Clerk of Commissioners or a representative thereof.

Section II Former Association members (Retirees) who actively participated with two or more years of county service shall be honorary members. Attending honorary members shall have a voice and vote at meetings.

ARTICLE IV - MEETINGS

Section I Regular meetings shall be held semi-annually.

Section II Special meetings of the **Executive Board** shall be held upon call of the President by seven days' notice to the members. (ie: written, fax, email, etc.)

Section III The right to vote shall be limited to those members of the Association whose counties are members of either the Commissioners or Engineers.

Section IV Virtual electronic or email voting shall be cast by a called roll call or use of identifiable electronic roll call. There must be a quorum to vote in person, electronically or virtually, for all issues or decisions to be brought before the board.

Section V Robert's Rules of Order (latest edition) shall govern procedure of all meetings of the association.

ARTICLE V - OFFICERS

- Section I The officers of the Association shall be President, Vice-President/Secretary, Treasurer as installed at the annual CCAO/CEAO December conference. The Officers will be representatives of either the Commissioners' Clerks and Engineers' Administrative Professionals, et al, when possible.
- Section II Each officer shall be elected, and serve for a period of one year.
- Section III Officers shall serve without compensation.
- Section IV Offices shall be filled by succession unless current officers are unable to continue.

ARTICLE VI - DUTIES OF OFFICERS

- Section I The President shall preside at all meetings, determine the Order of Business, appoint an Executive Board and such other committees as deemed necessary, and perform such other duties as required by the Association and by appointment fill vacancies of officers for the balance of the unexpired term.
- Section II The Vice-President/Secretary shall preside at meetings in the absence of the President and assist the President in the performance of his/her duties. The Vice President/Secretary shall record the proceedings of each meeting, keep the records of the Association, and perform such other duties as are normally carried out by a vice president/secretary. If the Vice President/Secretary terminates this office or ceases to be a county employee, all records shall be turned over immediately to the President. No records are to be destroyed without the Executive Board's approval.
- Section III The Treasurer shall receive and record all funds and make an annual report. The Treasurer shall manage the association funds in an account as designated by the Executive Board under the name of CCC/EAPA. The Treasurer shall pay, upon approval of the Executive Board, all invoices/receipts for expenditures out of the Association funds. If the Treasurer terminates this office or ceases to be a county employee, all records shall be turned over immediately to the President. No records are to be destroyed without the Executive Board approval.

ARTICLE VII - EXECUTIVE BOARD

- Section I The Executive Board shall be appointed annually by the incoming President (Article VI, Section I) and consist of the officers and any additional members as deemed necessary by the President. The Executive Board shall include the past president and as a minimum, one representative from each of the four districts, when possible.
- Section II The Executive Board shall carry on the day to day business of the Association, annually review the Constitution and By-Laws, make recommendations for changes, make arrangements for the Association's regular meetings and perform such other duties as directed by the President and the Association.
- Section III The Executive Board shall meet upon the call of the President.

ARTICLE VIII - FUNDS

- Section I Funds for the operation of the Association shall be determined by the County Commissioners Association of Ohio (CCAO) and County Engineers Association of Ohio (CEAO), upon request by the Association.

ARTICLE IX - BY-LAWS

Section I By-Laws may be established by any regular member of the Association at any semi-annual meeting by a majority vote of the members present.

ARTICLE X - AMENDMENTS

Section I This constitution may be amended at any semi-annual meeting by a vote of two-thirds of the members present.

Any member requesting a by-law change shall present the proposed change at the semi-annual meeting. A written copy of the proposed by-law change shall be sent by the secretary to members prior to the next semi-annual meeting. A vote will be taken at that meeting, of which a majority vote or two thirds of the members present, is necessary for passage.

ADOPTED: December 1985

AMENDED: December 2000
December 2002
June 2003
December 2008
December 2014
December 2016
August 2022
December 2023