

Administrative Policies for the Kansas Association of City/County Management

as of April 23, 2020

The policies exist to provide guidance to the board and staff of the Kansas Association of City/County Management (KACM). These policies shall be reviewed and updated at least once each year.

SECTION 1. KACM BOARD OF DIRECTORS.

(a) Executive Committee. The board of directors shall elect the president, vice president, secretary and treasurer. Officers may continue to serve in the officer progression even if they assume a new position in a different city or county. The president and vice president shall not be eligible to succeed themselves in office.

(b) President Duties. The president shall administer the meetings of the KACM Board and KACM membership. The president shall appoint, with the approval of the board of directors, such standing committees as are desirable and necessary to carry out the business of the association. The president shall appoint a nominating committee comprised of three (3) current members of the Board of Directors, one from each population category, including the open classification, who shall nominate a full slate of Board of Directors. The president, and/or designee, shall attend the ICMA Regional Summit Mountain Plains meeting and serve on nominating committee.

(c) Vice President Duties. The vice president shall serve as the Chair of the Conference Planning/Education Committee. This committee is responsible for organizing and coordinating the various conferences and membership education seminars sponsored by the association.

(d) Secretary Duties. The secretary shall serve as the Chair of the Awards/Recognition Committee. This committee is responsible for the oversight and implementation of various awards presented on behalf of the association. This includes the refinement and development of policies governing various awards and scholarships. This committee oversees the following awards: *Buford Watson Award, Early Career Achievement Award, Career Achievement Award, Virgil Basgall Scholarship, KACM Scholarship, and Rising Star Scholarship*. The secretary, and/or designee, shall attend the ICMA Conference Planning meetings.

(e) Treasurer Duties. The treasurer shall review the necessary financial business of the association on a quarterly basis with assistance from the League accountant and submit a report at the business meetings. The League accountant shall be responsible for the collection and accounting of dues from all members.

(f) Past President Duties. The past president shall be an ex-officio member of the board without voting privileges.

SECTION 2. BOARD MEETINGS.

(a) Meeting Follow-ups. League staff shall send a message to the KACM Executive Committee the week following each Board meeting to ensure the list of projects and administrative directives are being properly addressed.

(b) Board Meeting Meals. KACM will pay for the meals, and room rental fees, for all board meetings. Senior Advisors will pay separately and turn in their meal as an expense, so ICMA will reimburse 50% of those expenses back to KACM. An effort shall be made to spend \$25 or less per person for each meal.

(c) **Board Retreat.** The board retreat shall be held at the home city of the current KACM President in August, unless the KACM board decides upon another location and/or date.

SECTION 3. SENIOR ADVISORS.

(a) **Senior Advisor Reports.** Senior Advisors shall complete and submit activity reports to the Board on a quarterly basis (e.g. early April, etc.) regardless of meeting timing. Each Senior Advisor should email the report to the Lead Senior Advisor, who will then submit it to the KACM President. All quarterly expenditure reports will be gathered by the Lead Senior Advisor, then submitted to the KACM Treasurer for approval prior to submission with the League accountant. When one or more of the Senior Advisors are present at a KACM board meeting, they will also make a verbal report. By having reports separate from the Board packet, the Board will remain fully informed; but potentially private information, like members names, topics discussed, etc., will not be disclosed on the KACM website.

SECTION 4. LEAGUE OF KANSAS MUNICIPALITIES.

(a) **Administrative Services Agreement.** KACM and the League enter into an agreement which establishes the special and additional services provided to KACM by the League and establishes the fees for such services.

(b) **Executive Secretary.** The League shall designate one professional staff member to carry out the responsibilities necessary to provide such support as to coordinate the agendas, minutes, reports, correspondence, contracts and agreements pertinent to the KACM association business and to record them in a permanent manner. The executive secretary, and/or designee, will provide reports as required.

(c) **Membership Services.** The League shall work with the KACM board to provide a prompt and enthusiastic welcome and solicitation of membership, information, and communicate relevant inquiries and communication with the KACM Board.

(d) **Communication.** The League will assist KACM in all communications by maintaining a current database, membership directory, and salary information; updated twice annually by member solicitation. The League will maintain the KACM listserv and provide such service as required.

(e) **Facilities and Materials.** The League shall assist KACM in furnishing members with the necessary materials and scheduling of facilities as are required for the orderly conduct of the business of the Board and Association.

(f) **Financial Management.** The League shall provide specific financial management services for KACM.

(g) **Event Planning.** The League shall assist KACM by providing event planning services for the Annual Conference and in anticipation of the KACM Fall Conference and end of year business; at least one League staff member shall attend each meeting to take administrative direction from the KACM board.

SECTION 5. LISTSERV.

(a) **Listsersv Etiquette.** The League shall post the KACM listsersv etiquette policy on the KACM listsersv at the beginning of each year and monitor the listsersv as stated per policy.

SECTION 6. MEMBERSHIP.

(a) Membership Dues. Membership dues shall be set as per “Attachment A.” Dues will be paid in full for KACM members who join the association prior to October 31. Those who join in November or December will have dues waived until the following January.

(b) Membership Categories. Consideration for membership to KACM shall be determined based on the following categories: full, affiliate, business affiliate, student, retired and life.