



BYLAWS

ILLINOIS COUNTIES INFORMATION MANAGEMENT ASSOCIATION (ICIMA)

SECTION A – OBJECTIVES

1. To assist all local government agencies and officials regarding the functions and operations of all aspect of Information Technology.
2. To promote sound general principles for information technology development and operations.
3. To encourage and facilitate the sharing and exchange of information technology among its members.
4. To provide a continuing source of education in information services for members and local government officials.

SECTION B - MEMBERSHIP

1. Regular membership will be composed of the local government employee designated as the administrator responsible for the Information Management for that county.
2. Associate memberships are available to local governments which do not have an information technologies organization, or whose information technologies functions are performed by the private sector. State agencies and/or local government, non information technologies representatives may qualify as associate members at the discretion of the Board of Directors. Associate members cannot vote nor hold office in the Association.
3. Membership will be approved by the Board of Directors of the I.C.I.M.A.
4. Perspective members will be required to submit a completed survey form to the Board of Directors in order to be authorized for membership.
5. Members will be required to annually submit a current survey and newsletter contribution as a condition of membership.
6. At the discretion of the Board of Directors, members may be expelled for non attendance.

SECTION C – OFFICERS

1. Officers of the Association shall be a President, Vice-President, Treasurer/Secretary. Each officer must be a regular member of the Association in good standing.
2. Terms of Office - All officers will serve for a term of one year. The President may not serve more than four complete consecutive terms.
3. President - The President shall preside at all meetings of the Association and Board Of Directors. The President shall appoint the members of all standing and special committees, except as otherwise provided in these bylaws. The President shall perform such other duties as are usual or that may be requested by the Association.
4. Vice-President - In the absence of, or disability of the President, or in case of a vacancy in the office of President, the Vice-President shall succeed to the duties of the President. The Vice-President shall perform such other duties as determined by the President.
5. Secretary/Treasurer - The Secretary/Treasurer shall:
 - a. Maintain minutes of the annual meeting and any other official meetings of the organization.
 - b. Receive and disburse all monies of the Association.
 - c. Keep an accurate account of all transactions
 - d. Submit an interim report of the financial condition of the Association at each business meeting.
 - e. Furnish a financial report semi-annually to the President and Board of Directors. File an annual report on or before January 31st of each year of all receipts and disbursements during the preceding fiscal year, together with the status of all funds and investments.
 - f. Perform other duties as directed by the President to accomplish the objectives of the Association.
 - g. Handle surveys for the Organization and distribute results to participating members.
6. Vacancies - Vacancies in office, except for the office of President, may be filled for the unexpired term by any regular member, in good standing, to be appointed by the President with a majority approval of the Board of Directors.

SECTION D - BOARD OF DIRECTORS

1. Board of Directors - The Board of Directors shall be composed of the President, Vice-President, Secretary/Treasurer, immediate Past-President, and two at-large members. The office of any Director who ceases to be an official of Local government shall be deemed vacant.
2. Authority - The Board of Directors shall have charge of the offices of the Association when the Association is not in session. It shall meet at such time and place as may be designated by the President, or upon the request of any three members thereof, upon not less than three days notice. The Board of Directors shall determine the disability of any officer of the Association.
3. Quorum - The Board of Directors may conduct official business with a minimum of four members present. The majority rule shall apply when voting.

SECTION E - ELECTIONS

1. Elections - Officers and at-large directors shall be elected at the annual meeting by a majority of the regular members in good standing registered for the meeting. Each officer and at-large director shall hold office until his successor is elected or appointed.
2. Nominations - Nominations for election of officers and at-large directors shall be made by the nominating committee. Additional nominations for any elective office may be made from the floor.

SECTION F - VOTING

1. GENERAL - The election of officers, and at-large directors, the adoption of resolutions and the determination of Association action on issues put before the general membership shall be accomplished by simple majority vote of those regular members registered for the meeting at which a vote is taken, except that amendment of these bylaws shall require approval of two-thirds of the registered regular members.
2. ELIGIBILITY - Each active regular member county in good standing of the Association, registered and present for the meeting shall be entitled to cast one vote.
3. Voting shall be by ballot. At the discretion of the presiding officer, or upon request of a member from the floor voting shall be by roll call of those members duly registered for the meeting. There shall be no voting by proxy.
4. The President may appoint a parliamentarian at any meeting of the membership.

SECTION G - COMMITTEES

1. The Association may have four standing committees and such special committees as may be established from time to time by the Board of Directors and appointed by the President. Members of the standing committees shall be appointed to serve two year terms. The president shall appoint a Chairman and Vice-Chairman for each committee with exception of nominating committee. The standing committees shall be defined as follows:
 - a. **NOMINATING COMMITTEE** - there may be a standing nominating committee consisting of three members. The purpose of this committee shall be to recommend candidates for the officers, at-large directors, and committee chairmanships. Its chairman will report the findings of the committee at the annual meeting at which an election is to be held.
 - b. **PROGRAM COMMITTEE** - There may be a standing program committee consisting of not less than three members. The purpose of this committee is to maintain the Association's overall program and to develop the program and agenda for regular meetings.
 - c. **MEMBERSHIP COMMITTEE** - There may be a standing membership committee consisting of not less than three members. The purpose of the committee is to recruit new members, to maintain current members and to adopt rules to determine eligibility for membership.
 - d. **TECHNOLOGY TRANSFER AND TRAINING** - There may be a standing technology committee composed of not less than three members. Its purpose shall be to maintain and disseminate information concerning local government computer installations to the membership only. The technology committee shall prepare and report on the Association's training program.
 - e. **SPECIAL COMMITTEES** - The President may appoint such other committees as the Board of Directors shall determine necessary.
2. Each committee shall adopt rules and regulations as to its procedures, except that the Chairman shall preside over all meetings of the committee and shall report his/her findings. Each committee shall meet at such time and place as the Chairman thereof shall designate.
3. Committee membership shall be limited to regular members in good standing.

SECTION H - ADOPTION AND AMENDMENT

1. ADOPTION - These bylaws shall be adopted by a majority vote of the officials present and registered for the first annual meeting or special meeting called for that purpose. It shall become effective immediately thereafter.
2. AMENDMENT - Amendments shall be submitted to the Board of Directors and presented at the next annual meeting or special meeting called for that purpose. The amendment shall be adopted by a two-thirds vote of the regular members in good standing present for that meeting. A copy of the proposed amendments must be mailed out to the regular members at least 30 days prior to the meeting called for the adoption of the amendment.

SECTION I - SERVICES OF THE ASSOCIATION

1. ENTITLEMENT - only active members in good standing of the Association shall be entitled to receive publications and other services of the Association.

SECTION J - DUES

1. There shall be no set dues. Dues shall be waived in lieu of fees necessary for registration.

