



BYLAWS OF THE COLORADO COUNTY CLERKS ASSOCIATION

ARTICLE I NAME

This organization shall be known as the Colorado County Clerks Association (hereafter referred to as the Association).

ARTICLE II MISSION STATEMENT

“Create an organizational structure that supports best practices, use of technology, and appropriate legislation through teamwork, communication, and mutual respect.”

ARTICLE III ANNUAL MEETINGS AND OBJECTIVES

This Association shall convene bi-annually for its state conferences (one summer conference and one winter conference) and other times as deemed necessary, with dates set by the **Executive Board**, hereafter referred to as **Board**. The objectives of this organization shall be:

1. To encourage better and uniform state legislation affecting the administration and conduct of the office of County Clerk and Recorder of the State of Colorado and all legislation impacting county government.
2. To encourage high standards among elected officials of this state.
3. To further the understanding of comparable working operations among counties and to share similar practices.
4. To develop and foster goodwill as a means of sharing knowledge to improve citizen service.
5. To represent the people of the State of Colorado and promote high-quality local government.

ARTICLE IV MEMBERSHIP

Membership will consist of each County Clerk and Recorder of the State of Colorado through an annual payment of membership fees.

VOTING

- A. Each County Clerk shall have a vote at the business meeting or special meetings. A County Clerk may give a signed proxy to another County Clerk or a designee from their office. All proxies shall be announced during the roll call at all business or special meetings. A County Clerk can only accept a proxy affidavit from five (5) County Clerks. A County Clerk's designee can only present a proxy signed by their County Clerk. County Clerks must submit an absentee ballot for candidates (refer to Attachment A and Rules 1,2,3,4).

HONORARY MEMBERS

Any person who has rendered distinguished service to the cause of better county government and this Association's betterment shall be eligible for honorary membership. Members may nominate honorary members at the summer or winter conference, and the Association shall vote to approve such honorary membership. Honorary members shall be entitled to all privileges of the Association, except that they shall not be eligible to vote or hold office in the Association (refer to Attachment D).

ARTICLE V GOVERNING BODY AND MEETINGS

- A. The Association governing body shall consist of the President, President-Elect, Vice President, Secretary, Treasurer, Past President, and chairperson of each region (Central Eastern, Southern, and Western) and shall be known as the **Board** (refer to Attachments B & C). While legislative chairs may participate in Executive Board meetings, they will not get to vote.
- B. When a statewide disaster declaration prevents in-person convening bi-annually, the President can choose to conduct the CCCA business meeting via virtual video conference. Attending members must appear on camera.
- C. A quorum is defined as a majority of the members (at least 50%) who may decide on any question.
- D. Voting may take place by voice, a show of hands, a written ballot, or an absentee ballot.
- E. Each **Board** member shall work toward stimulating interest in this organization and inform members of conferences and meetings.
- F. The **Board** shall have full power to call special meetings of the **Board** and make decisions for the Association in case of emergencies affecting legislation impacting the County Clerk and Recorder's office. The **Board** shall act and speak for the Association in the following circumstances:
 - 1. When the Legislature is in session and time is short, making it impractical to contact all members.
 - 2. When it must make decisions for the good of the membership other than during regularly scheduled conferences.

- G. The President and Secretary shall sign all **Board** resolutions. Resolutions shall be deemed official with the same force and effect as if passed by a majority vote of the Association's membership at a duly convened meeting. It shall be the duty of the Secretary to record resolutions in the minutes and notify all members.
- H. The presence of six (6) members shall constitute a quorum at any **Board** meeting. The Board may meet via teleconference should the need arise.

**ARTICLE VI
REGIONS**

- A. To further the Association objectives, four regions (as defined in Attachment B) shall be established based on geographic proximity, size of counties, or potential ease of travel.
- B. Each of the four regions shall elect a chairperson who will serve on the Board for a two-year term. Regions will elect their chairs at their fall regional meetings during odd-numbered years. The President will swear the chair-elect into office at the following winter conference. If a vacancy occurs, the region may appoint a replacement to complete the chair's term until the next election.
- C. Regions shall strive to promote better communication, share information of common interest, obtain uniformity in procedures, increase the influence of the Clerk and Recorders, strengthen communication, and provide more significant input and assistance to the Association.
- D. Beginning in 2025 and every ten (10) years thereafter, counties may request to switch CCCA regions. Any county wishing to change regions must notify the new region by March 1 of the applicable year. The new region must approve the new county with a simple majority vote.

**ARTICLE VII
OFFICERS, ELECTIONS, TERMS OF OFFICE, DUTIES, AND VACANCIES**

- A. The officers shall consist of a President, President-Elect, Vice President, Secretary, Treasurer, and Past President, who must be duly elected or appointed County Clerks of the State of Colorado and members of this Association. Members shall make every effort to provide representation from the various regions in nomination for the organization's offices (refer to Rules 5 & 6).
 - 1. Association members shall elect the Vice President at the winter conference unless otherwise required. Members may elect a Vice President at the next regularly scheduled Association conference if a vacancy occurs.
 - 2. The Vice President shall advance to the position of President-Elect at the next winter conference when the President-Elect becomes President, and the outgoing President becomes the Past President.
 - 3. Association members shall elect the Secretary and Treasurer in even years every two years for a two-year term.

- B. The President shall preside at all Association meetings. The President shall exercise power and authority and perform the duties required of this office and others prescribed by the Association members. The President shall appoint all committees and conduct the activities of the organization.
- C. When the President is absent or in other instances that deem it necessary, the President-Elect shall perform the duties of the President.
- D. The President may also designate the Vice President to perform the duties of the President if they or the President-Elect are absent or otherwise unable to perform their duties.
- E. The Secretary shall keep minutes for all semiannual Executive Board and Clerk Business meetings and be responsible for all records of this Association. Minutes shall include the meeting agendas.
- F. The Treasurer shall be responsible for the Association funds. The Treasurer shall submit a budget for the next calendar year for the **Board's** approval before the summer conference, where the President presents the proposed budget for adoption. The President shall appoint an Audit Committee from among the membership, including one officer from the Executive Board and no more than four members. The Treasurer shall be available to answer questions and provide necessary documents to the Audit Committee upon request.
- G. The Vice President or Executive Director shall serve as the parliamentarian unless otherwise designated by the Board.
- H. If a vacancy of President or President-Elect occurs in the office, each officer below the position vacated shall advance to the next position except Secretary and Treasurer. If the term of office is more than half over, all officers shall complete the current term plus one (1) year. If the term of office is less than half over, it will constitute the term.
- I. If a vacancy of the Past President occurs, the next immediate Past President who is a voting member shall fill the position. Other **Board** members will absorb the Past President's duties if no Past President can fill the position.
- J. The Board will fill vacancies in any other office until the next election.
- K. The Board shall conduct a fall workshop to plan for the following year. During this workshop, the President-Elect shall present their plan/priorities for their terms as President. The Board shall conduct a review of CCCA Policies. Amendments require vote of the executive board.
- L. The Board shall create a media plan for the following year by the summer conference.
- M. Duties for officers are as follows:

PRESIDENT:

- 1. Conferences
 - a. Appoint and oversee a Conference Planning Committee.
 - b. Approve conference agenda created by the Conference Planning Committee.
 - c. Conduct the business meetings.
 - d. Present awards or gifts to **Board** members when appropriate.

2. Represent the Board on partner agency committees.
3. Conduct four (4) business meetings a year, two **Board** meetings and two clerk business meetings that include a review and approval of the budget.
4. Fill vacancies in committee and subcommittee chairs as necessary.

PRESIDENT-ELECT:

1. Serves as Board liaison for the Motor Vehicle Technical Committee (MVTC).
2. Serve on Conference Planning Committee for review and oversight.
3. Assist with vendor relations at conferences.
4. Appoint committee and subcommittee chairs for the following year.

VICE PRESIDENT:

1. Serve on Conference Planning Committee for review and oversight.
2. Solicit nominations and run **Board** elections.
3. Serves as Board liaison for the Recording Technical Committee RTC.

PAST PRESIDENT:

1. Buy awards/gifts for Board when necessary.
2. Assist with the silent auction at conferences.
3. Serves as Board liaison to the Election Technical Committee (ETC).
4. Chair the CCCA Ethics Committee and appoint committee members.
5. Serve on Conference Planning Committee for review and oversight.

SECRETARY:

1. Take minutes for the organization and distributes to members.
2. Maintain all meeting minutes as required in Article 7(E) of these bylaws, contracts and other Association documents.
3. Maintain a current and accurate directory of contact information.
4. Collect nominations and proxies.
5. Serve on Conference Planning Committee for review and oversight.
6. Maintain and distribute CCCA forms.

TREASURER:

1. Publish the annual approved budget on the CCCA intranet site a minimum of 10 days before the summer conference.
2. Provide quarterly financial reports to the Board.
3. Deposit and disburse funds.
4. Accept dues and conference registration payments and communicate attendance figures to the host county.
5. Provide all necessary documentation to the Audit Committee.
6. Bill counties for annual membership dues.
7. Work with the Association accountant and assist with annual taxes.
8. Work with the Executive Director to circulate scholarship information and oversee the award process.
9. Serve on the Conference Planning Committee for review and oversight.

ARTICLE VIII
REVENUE, DUES, AND EXPENSES

- A. All County Clerk and Recorders of the State of Colorado, duly elected or appointed, may be affiliated with the Colorado County Clerks Association and shall pay an annual membership fee no later than February 1 of each year. Annual membership fees may not increase more frequently than every two years. Criteria for membership fee increase must consider the percentage change in the metro Denver Consumer Price Index. The members will set the fee by a resolution based on county class established by 30-2-102 C.R.S. The City and County of Denver are Category I, and the City and County of Broomfield are Category II.
- B. All necessary expenses incurred during the current year for the purpose of the Association shall be paid by the Treasurer.
- C. The Association members shall approve the annual budget for the following calendar year at the summer conference, including all regional fees or expenditures. The CCCA Executive Board has the authority to approve and transfer budget line items during the year.
- D. The members may approve a mid-year budget amendment at the winter conference business meeting.

ARTICLE IX
COMMITTEES AND QUORUM

- A. The President shall appoint committees deemed necessary for the proper transaction of Association business and make every effort to provide for representation from the state's regions when selecting committee members. A majority of any committee shall constitute a quorum that may decide on any question.
 - 1. Whenever possible and at least ten days before any committee meeting, the committee chair shall notify all Association members of the meeting's date, time, and location.
 - 2. Any Association member may attend any committee meeting and offer comments. Only committee members may vote.
 - 3. Within two weeks after any committee meeting, the chair shall post reports on the CCCA group site.
 - 4. All Committees may conduct teleconference meetings.
 - 5. The **Board** will confirm all Legislative Chair(s).
 - 6. Non-standing committees shall meet at least twice a year and report to the President, except for committees appointed by the President. All written reports/minutes shall be posted on the CCCA group site within two weeks after a meeting.
 - 7. The President or Board may appoint task forces as deemed necessary.
- B. Committees shall not establish bylaws.

C. Ethics Committee

If a member violates the spirit of the CCCA mission statement or their oath of office, another member may file a written ethics complaint against them and send it to the CCCA Past President (or the CCCA Executive Director if the subject of the complaint is the Past President). The Past President or Executive Director shall send the complaint to the member against whom the complaint was filed within 48 hours of receipt.

The CCCA Ethics Committee shall convene in person or via conference call within 30 days of receiving the complaint. The complainant and the subject of the complaint shall have the opportunity to address the members during the Ethics Committee meeting. Upon consideration and investigation, if a majority of the committee determines the complaint has merit, they must call a meeting and present their determinations to the entire membership within 30 days. This full membership meeting may take place in person or via conference call.

The committee can adjust all timelines in this section in an emergency.

Upon receiving the presentation and supporting documentation, attending members will vote to determine the course of action, which may include the following:

- Removing the member from the Association (no refund of annual dues)
- Revoking the member's CCCA privileges for a prescribed period, including, but not limited to, CCCA voting rights and access to the CCCA group site
- Censure: a formal statement expressing the member violated the CCCA mission statement or their oath of office
- No action

Any meeting to consider an ethics complaint shall only include Clerk and Recorders. No staff may attend the call, and only the Clerk and Recorders on the call shall vote; no proxies. Sixty percent (60%) of those clerks on the call must vote in favor of acting, or the committee shall take no further action.

The complainant and subject shall have the opportunity to address the members in the meeting and may cast a vote.

The CCCA Executive Board shall provide a public statement if the CCCA removes a member. The **Board** may provide a public comment if the CCCA revokes a member's voting rights or censures them.

Chair: Past President

Membership shall include an equal number of Democrats, Republicans, and Unaffiliated members, if possible, representing each region. Membership shall not exceed five (5) members, including the chair. To the extent possible, the membership of this committee should not include members of the CCCA Executive Board other than the Past President serving as chair.

If a member of the Ethics Committee has a complaint brought against them, the committee chair shall appoint a different clerk to serve on the committee to hear the complaint. If a member brings a complaint against the Past President, the President shall serve as the committee chair.

D. The CCCA will hold all conference calls via video call and with the following requirements:

1. All members/participants must turn on video during calls. If a county does not have video call capability, they must notify the CCCA Executive Director before a scheduled call, who may permit access without video. The Association may help counties purchase a webcam if they don't have one. Only Clerk and Recorders and employees of their office may participate in CCCA conference calls.
2. At the beginning of each year, the Clerk and Recorders must submit a list of approved employees to attend CCCA conference calls, including identifying a proxy to vote on any call. Clerks may change their proxies throughout the year by informing the Executive Director. A member must send a written request to the CCCA Executive Director 48 hours before a call if they would like a non-employee to attend the call. Leadership may disconnect any unauthorized person from the meeting.

STANDING COMMITTEES

Audit
 Bylaws/Structure
 Ethics
 Legislation
 Education/Training & Certification

ARTICLE X RESOLUTIONS

- A. Members must submit all resolutions to the membership no later than the first day of the winter or summer conference. Members will vote at the end of the business meeting; the **Board** may approve exceptions. The Parliamentarian shall assist any member(s) with a presented resolution upon request.
- B. All resolutions presented shall include suggestions to the President for how to proceed with action upon adoption.

ARTICLE XI AMENDMENTS

A majority of Association members present and voting may amend these bylaws at any business meeting. Amendments must be presented in writing to the entire membership at least ten (10) days before any such meeting.

ARTICLE XII EXECUTIVE DIRECTOR

A. SELECTION, CONTRACT, AND REVIEW

1. The **Board** may approve a contract for an Executive Director (who serves at the will of the **Board**) to manage the day-to-day Association business. The **Board** may entertain new proposals each year. The selection committee should also

consider criteria for the members, including county size, partisan makeup, and selection committee size.

2. The President shall appoint a Special Presidential Board for the sole purpose of hiring a new Executive Director.
3. The **Board** may negotiate a new contract for the Executive Director each year, based on a recommendation by the majority and signed by the Association President.
4. The President will review the Executive Director's performance for key deliverables by the end of each calendar year and report their findings to the **Board**. The **Board** will renew or instate the Executive Director's contract contingent upon budget approval at each winter conference.

B. DUTIES

1. The Executive Director shall identify the deliverables accomplished during the contractual year to the membership at least thirty (30) days before the chosen date of the summer business meeting.
2. The Executive Director has the responsibility and the authority to carry out the policies and procedures adopted and approved by the **Board**.
3. The key deliverables include:
 - a. Oversight and consult for other contractors
 - i. Press management
 - ii. Website and other social media outlets
 - iii. Lobbyists
 - iv. Association Attorney(s)
 - b. Administrative support
 - i. Communication
 - ii. Leadership
 - iii. Organization
 - c. Conferences
 - i. Contracts
 - ii. Agendas
 - iii. Review post-survey results (quality of event)
4. The **Board** can designate other duties as necessary.

C. POSITION DEFINITION

1. The Executive Director shall serve as a non-voting, ex-officio.
2. The Executive Director shall serve on any committees allowing for such participation.

3. The role of the Executive Director is to assist in designing, developing, and implementing strategic plans for the Association in a cost-effective and time-efficient manner.
4. The Executive Director is a leadership role for the organization and often fulfills a motivational role in addition to office-based work. The Executive Director motivates and mentors members, volunteers, and independent contractors and may chair meetings with the approval of the Association President.
5. The Executive Director is also responsible for the day-to-day Association operation in collaboration with the **Board**, including helping manage committees and independent contractors and planning the summer and winter conferences in cooperation with the host county.
6. All Association operations will include the Executive Director, including independent contracts, membership, budget, assets, and all other resources to help make the best use of them and enhance the Association's visibility and profile.

COLORADO COUNTY CLERKS ASSOCIATION STANDING RULES

Rule 1. Not less than 30 days before the winter business meeting, any member desiring to run for the office of Vice President, Secretary, or Treasurer, shall submit a “Statement of Candidacy” to the Vice President to have their name placed on the ballot. The Vice President shall accept nominations for write-in candidate(s) during the business meeting. All currently elected officers of the CCCA are ineligible to nominate candidates during the business meeting.

Rule 2. Candidate names shall be placed in order on the ballot by lot drawing.

Rule 3. County Clerks attending the winter conference will receive ballots for the election of officers. Any County Clerk unable to attend may submit an absentee ballot for the election of officers; however, proxies will not be accepted.

Rule 4. In a contested race, each candidate may give a three (3) minute introductory speech at the opening business meeting.

Rule 5. Newly elected officers will take the “Oath of Office” at the winter conference, and their terms will begin after the conference.

Rule 6. To continue the mission of the Colorado County Clerks Association for providing educational opportunities, conference registrations will meet the following guidelines:

- a. The **Board** will approve registration category rates
- b. Registration rate categories shall be members and staff, non-members, and vendors. The **Board** must approve guests or conference contributors
- c. Media attendance is free to credentialed members of the Colorado Press Association, Colorado Broadcaster Association, or at the invitation of the Executive Director, in consultation with the **Board**
- d. The Association reserves the right to revoke the conference credential, without refund, of any attendee that violates the mission and objectives of the Association

Rule 8. No later than April First each spring, the Audit Committee will conduct its audit of the previous calendar year’s closed accounts. The Treasurer shall turn the CCCA books over to the **Board** when the Association elects a new Treasurer. The Treasurer will work with the CPA and file the proper documents with the IRS or other entities.

Rule 9. The **Board** shall approve Executive Board meeting minutes at their next meeting, allowing the Audit Committee access for auditing purposes. The Secretary will send draft minutes from the previous business meeting to all members for approval at the subsequent business meeting.

Rule 10. Records and Retention. The Board will retain all meeting minutes, CCCA reports, agendas, budgets, nominating forms, proposed by-law amendments, and other documentation in the CCCA Cloud site within two weeks of approval or adoption. Once saved, the Board can destroy paper copies. The Board must keep all ballots cast at CCCA elections for three months following the election before destruction.

ATTACHMENT A



COLORADO COUNTY CLERKS ASSOCIATION

PROXY AFFIDAVIT
CCCA Business Meeting

Affidavit

I, _____, _____ COUNTY CLERK, HEREBY
GRANT AUTHORITY TO _____, MY DESIGNATED EMPLOYEE OR
_____ COUNTY CLERK, TO VOTE ON MY BEHALF AT THE CCCA BUSINESS MEETING
ON _____, 20_____.

DATE

SIGNATURE

Each County Clerk shall have a vote at the business meeting or special meetings. A County Clerk may give a signed proxy to another County Clerk or a designee from their office. All proxies shall be announced during the roll call at all business or special meetings. A County Clerk can only accept a proxy affidavit from five (5) County Clerks. A County Clerk's designee can only present a proxy signed by their County Clerk. County Clerks must submit an absentee ballot for candidates (refer to Attachment A and Rules 1,2,3,4).

Visit the CCCA website at www.clerkandrecorder.org
rev. January 2023

ATTACHMENT B

EASTERN REGION

Baca
Cheyenne
Elbert
Kiowa
Kit Carson
Lincoln TOTAL 13
Logan COUNTIES
Morgan
Phillips
Prowers
Sedgwick
Washington
Yuma

CENTRAL REGION

Adams
Arapahoe
Boulder
Broomfield
Denver TOTAL 10
Douglas COUNTIES
El Paso
Jefferson
Larimer
Weld

WESTERN REGION

Clear Creek
Delta
Eagle
Garfield
Gilpin
Grand
Hinsdale
Jackson
Lake TOTAL 19
Mesa COUNTIES
Moffat
Montrose
Ouray
Pitkin
Rio Blanco
Routt
San Juan
San Miguel
Summit

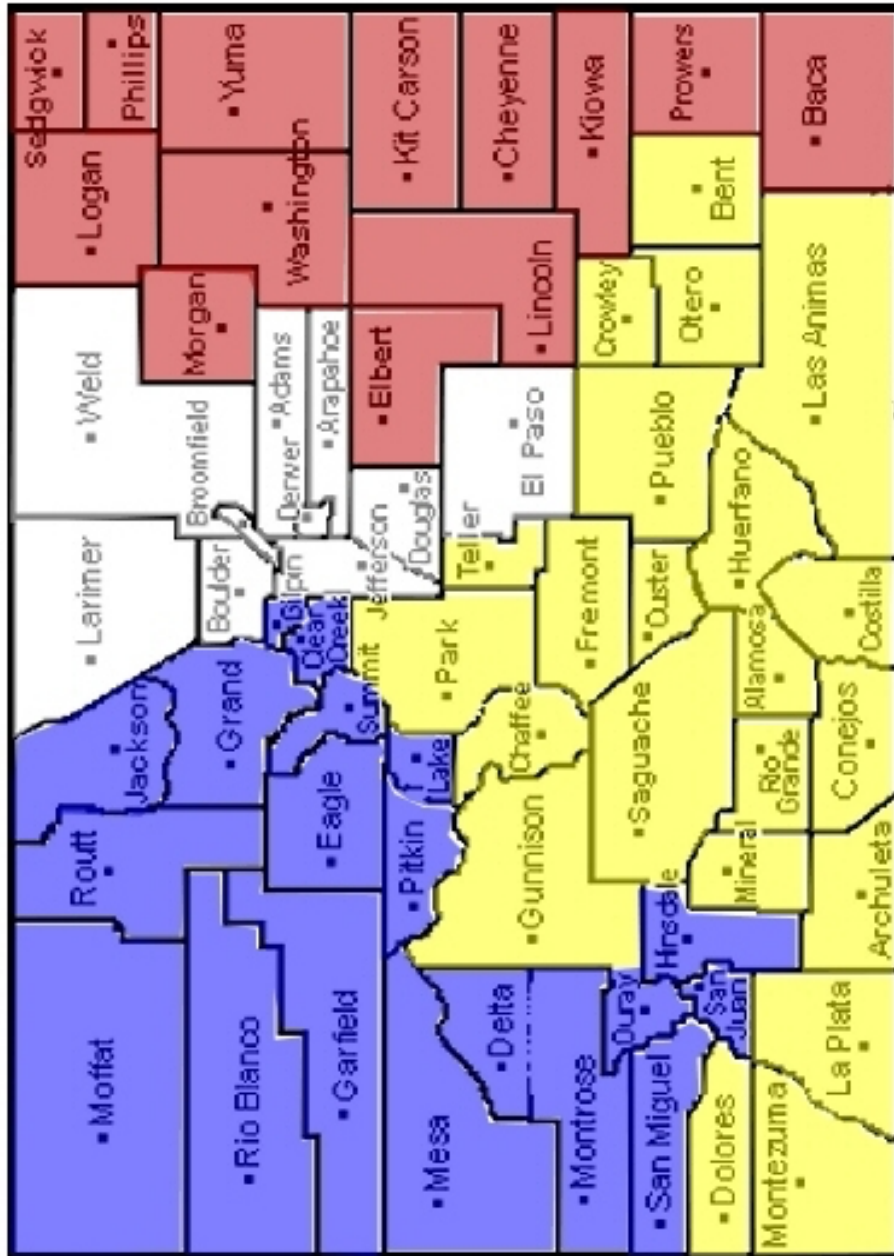
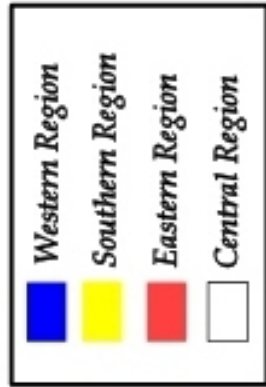
SOUTHERN REGION

Archuleta
Alamosa
Bent
Chaffee
Conejos
Costilla
Crowley TOTAL 22
Custer COUNTIES
Dolores
Fremont
Gunnison
Huerfano
La Plata
Las Animas
Mineral
Montezuma
Otero
Park
Pueblo
Rio Grande
Saguache
Teller

TOTAL OF 64 COUNTIES

ATTACHMENT C

CCCA Regions



2006

ATTACHMENT D

Honorary Members

Lewis Entz (Added to Bylaws in 2006)

RJ Hicks (Added to Bylaws in 2006)

Steve Tool (Added to Bylaws in 2006)

Donetta Davidson (01/07/09)

Barbara Pasco (01/20/14)

Willis Carpenter (01/20/14)

Scott Doyle (01/19/2016)

Pam Anderson (6/14/2021)