

A scenic view of a river flowing through a forested valley. The river is surrounded by lush green trees and rocky banks. In the foreground, there are several tall stalks of purple lupine flowers. The sky is clear and blue.

# **CALIFORNIA ASSOCIATION OF CLERKS AND ELECTION OFFICIALS**

**DIRECTORY 2023**



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# CALIFORNIA ASSOCIATION OF CLERKS AND ELECTION OFFICIALS

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The cover photo was taken by Donna Johnston of the Yuba River.

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 Rebecca Spencer, Vice President (Riverside County)  
 Jesse Salinas, Treasurer (Yolo County)  
 Tricia Webber, Secretary (Santa Cruz County)

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 Dean Logan, Los Angeles County  
 Rebecca Martinez, Madera County

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#### **County Clerk:**

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 Bob Page, Orange County  
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John Gardner, Solano County

Rebecca Turner, Calaveras County

John Tuteur, Napa County

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Katrina Bartolome, Northern Area, Mendocino County

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Deva Proto, Bay Area, Sonoma County

Lupe Villa, Central Area, Kings County

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CACEO Bylaws, Article IV, Section 2(d) state: "Honorary Membership may be granted by majority vote of the Board of Directors to individuals, including retired deputies and others, who have made significant contributions to the Association."

Since the Association was established in 1908, the following outstanding persons have been granted the title of Honorary Member of the California Association of Clerks and Election Officials.

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Jim Ellis, Former State Senator

John Davi, Retired Vice President, Sequoia Pacific Systems, Inc.

March Fong Eu, Former Secretary of State

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Robert C. Frazee, Former Member of the Assembly

**PAST PRESIDENTS:**

<b>Name</b>	<b>Term</b>	<b>County</b>
W.B. Hamilton	1908-1910	Sacramento
Hale McCowan	1910-1914	Mendocino
H.A. Pfister	1914-1937	Santa Clara
G.G. Halliday	1937-1941	Solano
J.B. McLees	1941-1945	San Diego
Frank W. Hogan	1945-1947	Santa Clara
G.E. Wade	1947-1951	Alameda
L.E. Hallowell	1951-1955	Ventura
Lewis Morrill	1955-1957	Solano
Walter T. Paasch	1957-1959	Contra Costa
Gordon Pequegnat	1959-1961	Riverside
Jack Blue	1961-1963	Alameda
Robert B. James	1963-1965	San Diego
Ralph G. Towle	1965-1967	San Benito
J.L. Brown	1967-1969	Fresno
Floyd A. Hicks	1969-1971	Tehama
Harry M. Free	1971-1973	Imperial
Ralph W. Epperson	1973-1975	San Joaquin
Marvin Church	1975-1977	San Mateo
George A. Mann	1977-1979	Santa Clara
Robert L. Hamm	1979-1981	Ventura
Peter Meyer	1981-1983	Marin
Howard C. Menzel	1983-1985	Santa Barbara
Robert D. Zumwalt	1985-1987	San Diego
Norma Price-Geyer	1987-1989	Siskiyou
Gale Enstad	1989-1991	Kern
Lonna B. Smith	1991-1993	Sutter
Larry J. Monteith	1993-1994	Los Angeles
John D. Alexander	1994-1996	Del Norte
Kenneth A. Pettit	1996-1998	Santa Barbara
Marsha A. Wharff	1998-2000	Mendocino
Bradley J. Clark	2000-2002	Alameda
Ann Reed	2002-2004	Shasta
Conny McCormack	2004-2006	Los Angeles
Stephen Weir	2006-2008	Contra Costa
Rebecca Martinez	2008-2010	Madera
Gail Pellerin	2010-2012	Santa Cruz
Cathy Darling Allen	2012-2014	Shasta
Neal Kelley	2014-2016	Orange
Dean Logan	2016-2018	Los Angeles
Joe Holland	2018-2020	Santa Barbara
Brandi Orth	2020	Fresno
Donna Johnston	2020-2022	Sutter



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**CONSTITUTION AND BY-LAWS OF THE  
CALIFORNIA ASSOCIATION OF CLERKS  
AND ELECTION OFFICIALS**

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**Proposed amendments July 2021**

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**ARTICLE I.**

**NAME AND MOTTO**

**SECTION 1 – NAME OF ASSOCIATION.**

The name of this Association shall be “THE CALIFORNIA ASSOCIATION OF CLERKS AND ELECTION OFFICIALS, INCORPORATED”, a non-profit Association incorporated under the laws of the State of California.

**SECTION 2 – MOTTO OF ASSOCIATION.**

The motto of this Association shall be OFFICIUM POPULI, OFFICE OF THE PEOPLE.

**ARTICLE II.**

**OBJECTS AND PURPOSES**

**SECTION 1 – TO PROMOTE HIGH STANDARDS IN OFFICE.**

To develop and promote a high standard of administrative ability and efficiency in personnel conducting the administrative affairs of the departments of the County Clerk, the Clerk of the Board of Supervisors, and the Registrar of Voters.

**SECTION 2 – TO PROMOTE EFFICIENCY THROUGH LEGISLATION.**

To cooperate with the legislative branch of state government in the research and development of a high standard of proficiency in the conduct of elections and in the performance of the functions of the Clerk of the Board of Supervisors, Registrar of Voters, and of the County Clerk.

**SECTION 3 – TO PROMOTE WELFARE OF MEMBERS.**

To promote the welfare of members of the Association and the counties they represent.

**SECTION 4 – TO PROMOTE UNIFORMITY OF PRACTICES.**

To promote uniformity of practice and procedures in the application of the laws governing the departments of the County Clerk, Clerk of the Board of Supervisors and Registrar of Voters.

**ARTICLE III.**

**AVOIDANCE OF PARTISAN POLITICS**

**SECTION 1– ASSOCIATION SHALL BE NON-PARTISAN.**

This Association shall be non-partisan in character and shall not endorse any candidate for public office.

**SECTION 2 – ASSOCIATION MAY ENDORSE LEGISLATION.**

This Association may endorse legislation that will support and/or enhance the objects and purposes of the Association and oppose legislation that would be detrimental to such objects and purposes.

**ARTICLE IV.**

**MEMBERSHIP AND DUES**

**SECTION 1 – CLASSIFICATIONS AND DEFINITIONS OF MEMBERSHIP.**

There shall be five classifications of membership in this Association as follows:

**(a) Principal Member.**

1. Principal Members shall be the County Clerk, the Registrar of Voters and the Clerk of the Board of Supervisors in those counties having one or more county officers holding these titles.
2. When a Principal member vacates office, the successor shall be entitled to all rights and privileges accorded to his or her predecessor with no payment of dues required for the remainder of that fiscal year.
3. Notwithstanding paragraph (1), a person who is eligible to be a Principal Member may authorize an executive, or otherwise appropriate, staff member in lieu of themselves to join as a Principal Member in his/her stead, with all the rights and privileges afforded to a Principal Member.
4. There may only be one Principal Member in each discipline per county.

**(b) Deputy Member.** Deputy Members shall be any person duly deputized by a person who is eligible as a Principal Member. When a Deputy Member vacates office, the successor shall be entitled to all rights and privileges accorded to his or her predecessor with no payment of dues required for the remainder of that fiscal year.

**(c) Associate Member.** Associate Membership shall be extended to any City Clerk in the State of California or any person duly deputized by a person who is a City Clerk in the State and California and to officials and staff members of agencies of the State of California. When an Associate Member vacates office, the successor shall be entitled to all rights and privileges accorded to his or her predecessor with no payment of dues required for the remainder of that fiscal year.

**(d) Honorary Member.** Honorary Membership may be granted by majority vote of the Board of Directors to individuals, including retired deputies and others, who have made significant contributions to the Association.

**(e) Life Member.** Upon retirement, a Principal Member in good standing in this Association shall be granted Life Membership.

**SECTION 2 – RIGHT TO HOLD OFFICE AND TO VOTE.**

The right to hold office in the Association or to vote on any matter shall be granted only to Principal Members, except as provided in Article VIII, Section 5.

**SECTION 3 – DUES.**

Dues shall be set by the Board of Directors. It is the intention of this Association that the Honorary Members and Life Members shall have no annual dues imposed upon them.

**SECTION 4 – RESIGNATION.**

A member may resign from the Association at any time upon notice to the Secretary in writing, or

orally at any meeting. Such resignation shall be recorded in the minutes of that meeting.

#### **SECTION 5 - SUSPENSION OR TERMINATION OF MEMBERSHIP**

Any member may have their membership terminated for non-payment of fees or dues, or for other just cause. The Board of Directors shall make a reasonable effort to notify the affected member of the suspension of membership and will provide 15 days from the time the notification is received to respond before membership is terminated.

Any member who challenges the suspension or termination of membership for just cause shall be provided with an opportunity to be heard. The hearing officers shall be composed of the Advisory Council. After a hearing, which shall be scheduled as soon as it is convenient, a majority vote of the Board of Directors is required to finalize the termination. The Advisory Council shall determine the length of termination and reserves the right to restore a past termination.

If the affected member is an officer, the suspension precludes that officer from voting on matters directly affecting the status of their membership. Voting rights on all other matters remain unaffected during the suspension.

A Deputy Member of the same county shall subsume the Principal's membership in the case of termination, including the right to vote, until a replacement is found.

#### **ARTICLE V.**

#### **OFFICERS, DIRECTORS, MANAGEMENT AND POWERS**

##### **SECTION 1 – BOARD OF DIRECTORS TO HAVE CERTAIN POWERS.**

Subject to the limitations established by these By-Laws as to actions to be authorized or approved by the membership, all powers shall be exercised by and under the authority of, and the business and affairs of this Association shall be controlled by a Board of Directors composed of the Directors and the Elected Officers, each of whom shall be either a Principal Member or a Deputy Member of this Association.

##### **SECTION 2 – OFFICERS ENUMERATED.**

The Officers shall be: A President, a Vice-President, a Treasurer, and a Secretary. Not more than one officer shall be elected from any one county.

##### **SECTION 3 – DIRECTORS TO BE APPOINTED.**

The Directors of this Association shall consist of the following: The four elected officers of the Association, the members of the Advisory Council, each Area Chair, the chair (or in the event there are co-chairs, one of the co-chairs) of each of the Legislative Committees and seven members appointed by the President of the Association. In the event a member sits on the Board of Directors in multiple capacities (e.g. Area Chair, member of Advisory Committee), that member shall have a single vote. In addition, one Associate of the Association who is a City Clerk or a Deputy City Clerk may be appointed to the Board of Directors as a non-voting member. At the discretion of the Board of Directors, the official publication Editor may be a member of the Board, pursuant to Section 1 of Article XII.

##### **SECTION 4 – ELECTION OF OFFICERS.**

The Officers shall be elected by ballot at the annual meeting of the membership of this Association and shall hold office for two years following their installation at the annual meeting at which they were elected, or until their successors are elected and qualify except as otherwise herein provided, and shall not succeed themselves in office, except for the office of Secretary.



**SECTION 5 – VACANCIES.**

A vacancy on the Board of Directors shall exist in case of the death, resignation, removal of a member of the Board or upon the failure of a member to attend three meetings of the Board of Directors without being excused by the President in writing. A vacancy in the position of an officer of this Association shall be filled by the vote of a majority of that Board, to serve for the remainder of the unexpired term of that officer. A vacancy in an Area Chair shall be filled for the remainder of the term by appointment by the President.

**SECTION 6 – ADVISORY COUNCIL.**

Past Presidents, who retain their voting membership, shall constitute the Advisory Council to the Board of Directors. Council members shall have voting rights and all privileges of full membership on the Board of Directors.

**ARTICLE VI.**

**DUTIES OF OFFICERS AND DIRECTORS**

**SECTION 1 – PRESIDENT.**

The President shall preside at all meetings and shall exercise general supervision over the activities of this Association. The President shall appoint chairs of all Standing and Special Committees, provided that such appointments shall be approved by the Board of Directors. The President, by right of office, shall be a member of all committees.

The President shall submit an annual report to the Board of Directors at the annual meeting. The report shall include, but is not limited to, a description of significant activities and projects of the Association during the previous fiscal year.

**SECTION 2 – VICE-PRESIDENT.**

The Vice-President shall be responsible for stimulating interest and participation in regional meetings of member counties. The Vice-President shall actively work throughout the year to increase membership of eligible Principal, Deputy and Associate Members in all of the professions within the Association. The Vice-President shall assume the duties of President in his or her absence or inability to act and shall perform such other duties as are assigned by the President or Board of Directors. The Vice-President shall be chair of the Membership Committee.

**SECTION 3 – TREASURER.**

The Treasurer shall have charge of all funds of this Association and shall be accountable therefore to the Board of Directors. In the case of the Vice-President's inability to serve in the absence of the President, the Treasurer shall assume the duties of the President. The Treasurer shall chair the budget committee.

Funds received by the Treasurer shall be allocated to the activities of the Association. The Treasurer shall send statements for money due the Association and make collection of all payments of money to the Association. The Treasurer shall send statements for dues to all members at the end of each fiscal year.

The Treasurer shall maintain a complete roster of the membership and shall promptly supply copies to the President, the Vice-President, the Secretary, and the Association's conference coordinator, complete with mailing addresses, as revised from time to time.

**SECTION 4 – SECRETARY.**

The Secretary shall keep the minutes of the Association, including minutes of the meetings of the Board of Directors and shall have charge of all records pertaining to this office. The Secretary shall

provide a copy of the minutes of all meetings to each member of the Board of Directors within thirty days. Minutes of the Annual Conference shall be sent to all Principal Members within thirty days. The Secretary shall send notices of meetings as provided herein and shall perform such other duties as are necessary and pertinent to the office, or as the President or Board of Directors may direct.

**SECTION 5 – DIRECTORS.**

The Directors shall be in attendance at all Board meetings and shall assist the Officers in the conduct of the business of the Association. Directors shall perform such other duties as may be assigned by the President and shall rule on all interpretations of these By-Laws.

**SECTION 6 – AREA CHAIRS AND FUNCTIONS.**

**AREA CHAIR DUTIES.**

The Area Chairs shall carry out in each of their respective Areas the functions and policies of this Association. The Area Chairs shall promote the welfare and interest of all disciplines represented by the membership, consistent with the objects and purposes as set forth in Article II of this Constitution and By-Laws. Area Chairs shall file a report with the President promptly after each Area meeting. Each Area Chair shall make a concerted effort to schedule activities for County Clerks and Registrars of Voters at the Area meetings. Each Area shall establish rules for the conduct of its own meetings, as long as such rules are not in conflict with the Constitution and By-Laws of this Association.

**AREAS ENUMERATED.**

There shall be a chair of each of the Areas to be elected at the same time as the President of the Association from the membership of that Area. The Association shall consist of five Areas to be known as and consist of the following counties:

**1. BAY AREA.**

Alameda	Napa	Santa Clara
Contra Costa	San Benito	Santa Cruz
Marin	San Francisco	Solano
Monterey	San Mateo	Sonoma

**2. CENTRAL AREA.**

Fresno	Mariposa	San Luis
Obispo		
Kings	Merced	Stanislaus
Madera	San Joaquin	Tulare

**3. MOTHER LODE AREA.**

Alpine	El Dorado	Sierra
Amador	Mono	Sutter
Butte	Nevada	Tuolumne
Calaveras	Placer	Yolo
Sacramento	Yuba	

**4. NORTHERN AREA.**

Colusa	Lake	Plumas
Del Norte	Lassen	Shasta
Glenn	Mendocino	Siskiyou
Humboldt	Modoc	Tehama
Trinity		

**5. SOUTHERN AREA.**

Imperial	Orange	Santa
Barbara		
Inyo	Riverside	Ventura
Kern	San Bernardino	Los Angeles

San Diego

The composition of said Areas may be adjusted upon majority vote of the Board of Directors.

**SECTION 7 – SALARY OR OTHER REMUNERATION.**

No salary or other remuneration shall be allowed to any member of the Association.

**ARTICLE VII.  
COMMITTEES**

**SECTION 1 – STANDING COMMITTEES.**

(a) Within thirty (30) days after election, the President shall appoint the Chairs of the following Standing Committees:

- (1) Budget Committee
- (2) Constitution and By-Laws Committee
- (3) History and Awards Committee
- (4) Technology Committee
- (5) Legislative Committees
  - A. Elections
  - B. Clerk of the Board of Supervisors
  - C. County Clerks

- (6) Nominating Committee
- (7) Site Selection and Conference Planning Committee
- (8) Business Process Committee
- (9) Voters with Specific Needs Committee

(b) The following Standing Committees shall be chaired as shown:

- (1) Budget Committee (the Treasurer shall be chair)
- (2) Nominating Committee (the immediate Past President shall be chair)

**SECTION 2 – SPECIAL COMMITTEES.**

Special Committees may be appointed by the President as may be required.

**SECTION 3 – COMMITTEE MEMBERS.**

Additional members of standing and special committees shall be appointed from the membership by the President or may serve at the invitation of the chair thereof.

**SECTION 4 – ELIGIBILITY.**

Any member of this Association may be selected and appointed to act as a chair of any committee or to otherwise serve on any committee.

**ARTICLE VIII.**

**DUTIES OF STANDING AND SPECIAL COMMITTEES**

**SECTION 1 – BUDGET COMMITTEE.**

The Budget Committee shall be comprised of the Treasurer, as chair, and one member representing each of the disciplines of the Association. The Budget Committee shall meet no later than March 31<sup>st</sup> of each year and shall prepare a budget of revenues and anticipated expenditures for the ensuing fiscal year. The Officers and chairs of the committees shall submit their requests for necessary money to perform the duties required of their office or committee and the Budget Committee shall make a report of the proposed budget, which shall be presented at the next meeting of the Board of Directors. Upon receipt of the proposed budget, the Board of Directors shall meet prior to June 30<sup>th</sup> of each year to review and adopt the budget for the ensuing fiscal year. All budget items that are approved and adopted by the Board of Directors shall thereby be authorized to be paid out of said

budget funds by the Treasurer without further direction by the Board. Copies of the approved budget shall be furnished to respective officers and committee chairs concerned. Unbudgeted items necessary to the operation of the Association may be paid by the Treasurer upon approval of the President and Vice-President.

**SECTION 2 – CONSTITUTION AND BY-LAWS COMMITTEE.**

The Constitution and By-Laws committee shall have referred to it all matters pertaining to the Constitution and By-Laws of this Association for consideration and study, including revisions thereto, and shall submit recommendations in writing to the Board of Directors who shall submit recommendations to the principal membership.

**SECTION 3 – HISTORY AND AWARDS COMMITTEE.**

The Chair of the History and Awards Committee shall be appointed by the President of the Association. The Committee shall compile and maintain a complete record of all-important events pertaining to the Association and shall inform the President of the Association of all retiring principal members of the Association. The Committee shall provide for recognition of any member of the Association as directed by the Board of Directors.

**SECTION 4 – TECHNOLOGY COMMITTEE.**

The Technology Committee shall have primary responsibility for maintenance of the Association Internet Website. The Technology Committee shall also advise the Association on technology issues related to the functions of the Association.

**SECTION 5 – LEGISLATIVE COMMITTEES.**

The Legislative Committees shall carefully study all proposed legislation affecting the administrative functions of the offices of the County Clerk, Registrar of Voters and Clerk of the Board of Supervisors and legislation affecting the personnel of members of this Association. The committees shall cooperate with the legislative branch of government in the research and development of a high standard of proficiency in the administrative duties and performance of services in the best interest of the people of this State. The Legislative Committees shall be authorized to attend sessions of the Legislature or any committee or interim committee thereof and shall act on behalf of the Association according to the general policy established by the Board of Directors and in the best interests of the membership of this Association.

The chair, (or in the event there are co-chairs, one of the co-chairs) of each of the Legislative Committees shall sit on the Board of Directors of this Association as voting members. A co-chair not appointed as a voting member of the Board of Directors shall sit on the Board of Directors in an advisory capacity only. The chair or co-chairs of the legislative committees shall issue reports periodically regarding legislation of interest that has been introduced or is signed into law.

**SECTION 6 – NOMINATING COMMITTEE.**

The Nominating Committee shall be composed of the past presidents of this Association who retain their voting membership. If there are fewer than three past presidents, the President shall appoint one or more Principal Members to the committee to bring the total membership to three. In appointing additional members to the Nominating Committee, the President shall ensure that the Committee members are representative of the three professional groups of the Association. The past president, who has held office of President most recently shall have the responsibility to call meetings, set the time and place and act as chair.

With due consideration for the policies of this Association, the abilities and cooperative response of individual members, and consideration for equitable geographic representation, the committee shall

nominate one or more candidates for each office to be filled by election at the annual meeting as herein provided by these By-Laws.

The names of the candidates nominated by the committee shall be submitted in writing to the President at least forty-five days before the first day of the annual meeting at which offices are to be elected.

The President shall forthwith notify the Secretary of such nominations that shall be included in the annual meeting notice.

**SECTION 7 – SITE SELECTION AND CONFERENCE PLANNING COMMITTEE.**

The Site Selection and Conference Planning Committee shall be responsible for locating and contracting for the Association’s Annual Meeting and New Law Workshop. The Site Selection and Conference Planning Committee shall also be responsible for recommending a conference planner to the Board of Directors and for assisting (as needed) in the planning and conduct of meetings and workshops. The Committee members shall include adequate representation of the three professional groups of the Association.

**SECTION 8 - BUSINESS PROCESS COMMITTEE.**

The Business Process Committee (BPC) is a county advisory body comprised of ten (10) California Association of Clerks and Elections Officials (CACEO) members. The participant counties are intended to represent the diversity of California county elections officials and their offices with respect to the populations served, geographic location, county size, and other attributes impacting the concerns and perspectives represented by a county elections official’s office and the manner in which it operates. Each BPC member voluntarily agrees to participate.

The primary objective of the BPC is to evaluate and provide feedback and recommendations on specific project questions and concerns submitted to the committee by the VoteCal project team because the questions and concerns may have an impact on voter registration-related business processes and practices statewide.

**SECTION 9 - VOTERS WITH SPECIFIC NEEDS COMMITTEE.**

The purpose of the committee is to share information about providing services to voters with disabilities and voters who require and/ or request election materials in languages other than English. It provides a platform for Elections Staff and Secretary of State Staff to discuss innovative ideas, updates to CA Law and their impact to voters with specific needs. The committee consults with subject matter experts and invites them as presenters to meetings when appropriate.

**SECTION 10 – SPECIAL COMMITTEES.**

Special committees shall perform such duties as are outlined in the order appointing such committees and shall function only as long as may be required to complete the work assigned.

**SECTION 11 – RESPONSIBILITIES OF COMMITTEE CHAIRS.**

At the President’s discretion, all committee chairs shall make either a written or oral report at the annual meeting. Their budget request for funds for operating expenses shall be submitted to the Budget Committee as provided in Section 1 of this Article.

**ARTICLE IX.  
MEETINGS**

**SECTION 1 – ANNUAL MEETING.**

The annual meeting of this Association shall be held at a date and at a place designated by the Board

of Directors.

The Secretary shall ensure that each member of the Association is notified at least one month prior to the date of such meeting.

Notice of meetings at which Association officers are to be elected shall contain the names of candidates nominated by the Nominating Committee.

**SECTION 2 – MEETING OF NEW BOARD OF DIRECTORS.**

Upon the appointment of the new Board of Directors, the Board shall hold its initial meeting during or immediately following the adjournment of the annual meeting of this Association.

**SECTION 3 – SPECIAL MEETINGS OF ASSOCIATION.**

A special meeting of the members of this Association may be called by ten members of the Board, or by twenty-five Principal Members of the Association. Notice of such meetings shall be signed by the members calling the meeting and shall be filed with the Secretary. At least seven days before the date of the meeting, notice thereof shall be mailed by the Secretary to each Principal Member.

**SECTION 4 – BOARD OF DIRECTORS MEETING.**

The Board of Directors shall meet at such times and places as may be designated by the call of the President, or by any ten members of the Board, but in no case shall there be fewer than two interim meetings of the Board during any twelve-month period.

Agenda items for Board meetings must be submitted to the President a minimum of three days before the meeting. The only exception would be approval at the meeting by a majority of the members present authorizing an item to be placed upon the agenda on the day of the meeting.

**SECTION 5 – NOTICE OF MEETINGS OF THE BOARD OF DIRECTORS.**

Written notice of the time and place of the meetings of the Board of Directors shall be emailed by the President to each member of said Board, addressed to the Board Member at his/her email address prior to the time of holding the meeting, unless the urgency of such meeting constitutes an emergency, in which event the Board shall be on call by the President of the Association. When the chair of any committee, or member thereof, is required at such meeting, notice shall likewise be mailed to him/her.

**SECTION 6 – QUORUM OF BOARD OF DIRECTORS.**

Members of the Board of Directors present at any regular or special meeting duly assembled shall constitute a quorum for the transaction of business at such meetings, and the action of the majority thereof shall be valid.

**SECTION 7 – CHAIR IN THE ABSENCE OF THE PRESIDENT.**

In the absence of the President at any regular or special meeting of the Board of Directors, the Vice-President shall assume his/her duties. In the absence of the President and the Vice-President, the Treasurer shall assume the duties of the President.

**ARTICLE X.**

**VOTING AND OTHER RIGHTS OF MEMBERSHIP**

**SECTION 1 – PRINCIPAL MEMBER.**

Each Principal Member shall have the right to one vote in this Association. A Principal member may vote by way of written proxy delivered to the Association Secretary.

**SECTION 2 – DEPUTY MEMBER GRANTED FLOOR PRIVILEGES.**

Any Principal Member may bring or send a deputy or deputies to any conference session or any other meeting of this Association. The deputies may speak and be granted floor privileges in attendance at said conference or meeting but will not be given voting privileges.

**SECTION 3 – DEPUTY MEMBERS, ASSOCIATE MEMBERS, HONORARY MEMBERS AND LIFE MEMBERS.**

Deputy Members, Associate Members, Honorary Members and Life Members may attend all conference sessions and other meetings, but shall have no right to vote or hold office in this Association, except that, pursuant to Article IV, Deputy Members who serve on the Board of Directors may vote on all matters coming before the Board.

**SECTION 4 – VOTING FOR ELECTION OF OFFICERS.**

Voting for the election of officers of this Association shall be by voice vote and the right to vote shall be determined in accordance with the provisions contained in this Article. In the event that the voice vote is not clear, the Secretary shall conduct a roll call vote of the Principal in each county. At an annual conference, during which a new President is elected, the incumbent President shall continue to preside through the final adjournment, after which authority shall transfer to the newly elected President.

**ARTICLE XI.**

**GENERAL PROVISIONS**

**SECTION 1 – RULES OF CONDUCT AT MEETINGS.**

The rules contained in ROBERT’S RULES OF ORDER shall govern the meeting of this Association in all cases to which they are applicable, in which they are not inconsistent with these By-Laws.

**SECTION 2 – AMENDMENT OF CONSTITUTION AND BY-LAWS.**

The Constitution and By-Laws of this Association may be amended by a vote of the Board of Directors, subject to ratification by the majority vote of the Principals present and voting and subject to Article X, Section 1 at any general session.

**SECTION 3 – EFFECTIVE DATE.**

This Constitution and By-Laws shall be effective immediately upon its adoption by this Association.

ADOPTED: May 26, 1961

AMENDED: July 26, 2006; September 5, 2007; July 2011 v.3; July 2021

## Notes

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