

ADDENDUMS

ADDENDUM A

Organized Regional Chapters as of April 20, 2005:

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|----------------------|-------------------|
| 1. NORTHERN KENTUCKY | 7. KIPDA |
| 2. LINCOLN TRAIL | 8. PENNYRILE |
| 3. PURCHASE | 9. GREEN RIVER |
| 4. BARREN RIVER | 10. GATEWAY |
| 5. LAKE CUMBERLAND | 11. BUFFALO TRACE |
| 6. BLUEGRASS | |

An organized regional chapter is a chapter formed within an Area Development District, with a President, Secretary, and Treasurer, and which meets on a timely basis.

ADDENDUM B

~~To become a Certified Municipal Clerk in the State of Kentucky one must complete one hundred and twenty (120) hours of training in an IIMC Certified Program. The one hundred and twenty hours of training includes:~~

- ~~_____ 50 % in Public Administration~~
- ~~_____ 30 % in Social and Interpersonal Concerns~~
- ~~_____ 20 % of Electives~~

~~If it becomes necessary, due to extenuating circumstances, to miss credit hours during a 40-hour session of the Institute, missed hours must be completed at a subsequent Institute in order to complete certification. Participants may attend a half-day session if four hours or less are needed or a full-day session if more than four hours are needed. The course(s) taken should correspond as closely as possible to the missed course(s).~~

~~No course substitutions may be made for KMCI course hours. One hundred and twenty (120) hours of IIMC approved sessions must be completed in order to complete CKMC certification. Requests to complete Institute hours outside the state of Kentucky at an IIMC-approved Institute~~

~~must be submitted in writing to and approved by the KMCA Education Committee prior to the Institute.~~

~~Those eligible for CKMC designation include clerks who have been paid Full Members as defined in Article III above for two years.~~

ADDENDUM C

~~Expenses paid for the President and Region V Director for the IIMC Conference are:~~

~~_____ Registration.~~

~~_____ Travel which includes airline fare, fees, parking fees, and mileage.~~

~~_____ Hotel Expense.~~

~~Meals incurred during travel and conference.~~

ADDENDUM D ADDENDUM B

**HISTORY OF ADOPTION AND AMENDMENTS
STARTING IN 2009**

AMENDMENTS:

<u>YEAR</u>	<u>ARTICLE</u>	<u>AMENDMENT MADE</u>
<u>2020</u>	<u>Addendum B</u>	<u>Removed entire Addendum B pertaining to clerk certification to be addressed by individual policy</u>
<u>2020</u>	<u>Addendum C</u>	<u>Removed entire Addendum C pertaining to expenses paid for the President and Region V Director for the IIMC Conference</u>
<u>2020</u>	<u>Addendum D</u>	<u>Changed Addendum D to Addendum B pertaining to the History of Adoption and Amendments Starting in 2009</u>

- 2019
- V Removed “immediate past president”
- Designated Governing Board as including Executive Board Officers and Regional Representatives
- Added that the IIMC Region V Director shall be an ex-officio member of the Governing Board
- Added that a person serving as a Regional Representative and as an Executive Board Officer concurrently shall only have one vote
- Added that all Regional Representatives shall be a Certified Kentucky Municipal Clerk or enrolled in the Kentucky Municipal Clerk Institute and actively working towards their certification
- Defined how to fill vacancies on the Governing Board
- 2018
- IV Replaced the date “June 30th” with “the last day of February”
- V Replaced the word “mail” with “distribute”
- Replaced the word “statements” with “forms”
- Replaced the date March 1st with February 10th
- Added “The Treasurer shall ensure that an updated version of the dues form is available on the Association’s website at all times and posted to the Association’s social media accounts by January 10th of each year. A reminder to pay shall be posted to the Association’s social media accounts concurrent with the distribution of delinquency notices”
- 2017
- Replaced the word “active” with the word “full” in regards to membership throughout the Bylaws
- III Replaced the word “active” with the word “full”
- IV Replaced the word “active” with the word “full”
- IV Replaced the word “an” with “a” in the third paragraph
- VIII Deleted “KMCA Newsletter, which shall be published twice per calendar year, and the...”

- VIII Added "www.kyclerks.com and other Board approved social media sites"
 - XI Added the word "General" in front of budget
 - XI Added "The proposed Education budget shall be submitted by the Treasurer to the Governing Board fourteen (14) days prior to requested approval and adoption by the Governing Board."
- 2016
- III Added "...in any city in the Commonwealth of Kentucky as stated in KRS 83A.085..."
 - III Deleted "...individual performing duties commensurate to the duties by a City Clerk..."
 - III Added "...other municipal employee performing or contributing to the performance of any duties of a City Clerk as outlined by statute or ordinance..."
 - III Deleted "...in any city in the Commonwealth of Kentucky as stated in KRS 83A.085..."
 - V Added "...unless (1) no other qualified member has presented a letter of intent and therefore, a vacant position would be created, and he or she shall not serve for more than two consecutive terms or (2) they have presented a letter of intent to have their name placed on the ballot for the next term, and if elected cannot serve more than two consecutive terms in total. "
 - V Deleted "..., and..."
 - VII Added "Committee members must be an active member in good standing."
 - VII Added "Committee members shall serve a two-year term beginning after Spring Conference in April of even numbered years."
 - VII Added "The President shall designate a Chair for each committee. This person must be a Certified Kentucky Municipal Clerk."
- 2013
- II Deleted "To..."
 - II Deleted "...by..."
 - II Added "...through..."
 - II Deleted "...problems..."
 - II Added "...issues..."
 - II Deleted "Promotion..."
 - II Added "Promote..."
 - II Deleted "...of..."
 - II Deleted "Development of"

- II Added “Develop”
- III Added “...or...”
- III Deleted “...clerk...”
- III Added “...individual...”
- III Added “...as stated in KRS 83A.085...”
- III Added “An Associate member who returns to employment within a municipality shall return to Active Membership status and will be required to pay dues amounts accordingly.”
- III Deleted “...that...”
- III Added “...who...”
- IV Replaced all “fees” with “dues”
- IV Added “...retired or...”
- X Replaced “kyclerks.com” with “KMCA website”
- XI Deleted “The Treasurer shall, thirty (30) days prior to the annual meeting submit to the Governing Board the proposed budget before being presented to the membership at the annual meeting, for approval and adoption.”
- XI Added “The Treasurer shall submit the proposed budget for review to the Governing board thirty (30) days prior to the annual meeting where it is presented to the membership for approval and adoption.”
- XII Replaced “their” with “its”
- Addendum A Replaced “who meet” with “which meets”
- Addendum B Replaced “you must have completed” with “one must complete”
- Addendum B Deleted “...in a three (3) year cycle.”
- Addendum B Added “If it becomes necessary, due to extenuating circumstances, to miss credit hours during a 40-hour session of the Institute, missed hours must be completed at a subsequent Institute in order to complete certification. Participants may attend a half-day session if four hours or less are needed or a full-day session if more than four hours are needed. The course(s) taken should correspond as closely as possible to the missed course(s).”
- Addendum B Added “No course substitutions may be made for KMCI course hours. One hundred and twenty (120) hours of IIMC approved sessions must be completed in order to complete CKMC certification. Requests to complete Institute hours outside the state of Kentucky at an IIMC-approved Institute must be submitted in writing to and approved by the KMCA Education Committee prior to the Institute.”

Addendum B Added "Those eligible for CKMC designation include clerks who have been paid Active Members as defined in Article III above for two years."

2011

- V Added "...an IIMC Region V Director shall serve a (3) year term and is elected in rotation with Indiana and Tennessee taking office at the May IIMC Conference."
- V Added "...Region V Director"
- V Added "...and Region V Director"
- V Added "...and Region V Director"
- V Added "The Region V Director term shall be Three (3) years within the rotation of Indiana and Tennessee, taking office at the May IIMC Conference."
- V Added "...Regional"
- V Added "A partial term does not constitute a full term for succession purposes."
- V Added "...10th..."
- V Deleted "...as stipulated for the President..."
- V Added "...as budgeted..."
- V Added "...an..."
- V Deleted "...with a maximum amount to be up to \$1,500 per IIMC Conference, effective with the IIMC Conference of 2005."
- VI Deleted "One additional meeting shall be held each year and may be in conjunction with the Kentucky League of Cities annual convention."
- VI Deleted "...annual meeting..."
- VI Added "...Spring Conference..."
- VI Added "One additional meeting shall be held each year and may be in conjunction with the Kentucky League of Cities annual convention or with the Master Municipal Clerks Academy."
- X Added "...in conjunction with..."
- X Deleted "...at..."
- X Deleted "...a two-thirds vote of the members present..."
- X Added "...two thirds of votes received..."
- X Added "...and a ballot..."
- X Added "...or electronically..."
- X Added "...and posted on kyclerks.com..."
- X Added "Ballots must be received within 10 days of the close of Spring Conference."

ADDENDUM C Added "...President and Region V Director..."

ADDENDUM C Added "...fees..."

2009

- II Under "Purpose", reformatted & added sentence to Fourth (4th) and fifth (5th) bullet.
 - III Added "Affiliate Membership" Classification and definition
 - IV Added: dues of \$100.00 for Affiliate Membership
 - V Added that Immediate Past President is part of the Executive Board
 - V Added Secretary serves as Historian
 - V Added "The Treasurer shall be Bonded."
 - V Added "...who demonstrates any dereliction of duties..."
 - V Last ¶, last sentence added, "...up to..."
 - V 3rd ¶, 2nd sentence removing "Committee" and adding "Chair"; adding "The Election"...
 - V 11th ¶, 1st sentence, changed "at least quarterly" to "semi-annually"
 - VIII Updated publication to just "twice yearly" from "twice yearly in June and December"; added "per" calendar...
 - IX Last sentence, changed "shall" to "may"
 - X Bylaws may be amended at the "Spring Conference", and deleted "meeting".
 - XII 3rd ¶, Changed "President" to "Regional Director"; 5th ¶, Changed "Presidents" to "Directors"
- ADDENDUM B
- Changed "100 Hours" to "120 Hours"; Added, "... in an IIMC Certified Program"; Changed "50, 30 & 20 Hours" to "50, 30 & 20 (percent) %"