

OHIO COUNCIL OF COUNTY OFFICIALS BY-LAWS

As amended on November 21, 2012

ARTICLE I

Sec. 1 — NAME

The name of this organization shall be the OHIO COUNCIL OF COUNTY OFFICIALS, hereinafter referred to as OCCO.

Sec. 2 — PURPOSE

The purpose of the organization is to unite in a joint effort the various associations representing county elected officials and judges to promote sound, efficient, and fiscally responsible governance, while maintaining sufficient checks and balances within the county government structure; to serve as a forum where the various associations can discuss issues of mutual concern and attempt to resolve any differences of opinion; to advocate in the General Assembly for legislative outcomes that are beneficial to county government; and, to promote a greater understanding by the citizens of Ohio of the important role county government serves.

Sec. 3 — MEMBERSHIP

The membership shall consist of the statewide associations of elected county officials representing Auditors, Clerks of Common Pleas Court, Commissioners, Coroners, Engineers, Judges' of the Court of Common Pleas as selected by the Ohio Judicial Conference, Prosecuting Attorneys, Recorders, Sheriffs, and Treasurers.

Sec. 4 — DELEGATES

Each member association shall be represented by no more than three (3) delegates who shall be selected by their respective associations. Judges of the Court of Common Pleas shall be selected by the Ohio Judicial Conference. Each association may also appoint alternate-delegates as needed who shall exercise all the rights and privileges of an absent delegate.

Any member of a member association who is serving as President of OCCO may be appointed as an alternate-delegate but shall not be appointed as a delegate. Any employee of any member association may be appointed as an alternate-delegate but shall not be appointed as a delegate.

The President or appropriate official of each association shall certify a list of delegates and alternate-delegates to the Secretary-Treasurer of OCCO and only those persons so certified may serve as a member of the association delegation to OCCO.

ARTICLE II

Sec. 1— OFFICERS

The officers of this organization shall consist of a President, Vice-President, and Secretary-Treasurer whose terms of office shall begin on the first day of January following their election and extend for a period of two (2) calendar years, such terms to run concurrently with the session of the General Assembly. The term of office for any officer elected to fill an unexpired term of office shall extend only until the end of the term of office of the officer being replaced. No two (2) officers may be members of the same member association and no person may qualify as an officer who has not served at least one (1) year as a delegate to OCCO.

Sec. 2 — DUTIES OF OFFICERS

PRESIDENT — The President shall preside at all meetings of OCCO; ensure that all provisions of these by-laws are performed and enforced; appoint all committees required or deemed to be necessary; act as Chairman of the Executive Committee; act as spokesperson for OCCO when required; and perform any and all other duties usually incidental to the Office of President.

VICE PRESIDENT — The Vice President shall perform any and all duties of the President in the President's absence or disability, in which case all the duties and power of the President shall be vested in the Vice President. If the Office of President should become vacant, for any reason, the Vice President shall serve as President until the Office of President is filled by election.

SECRETARY-TREASURER — The Secretary-Treasurer shall record the minutes of all meetings of OCCO which shall be attested and kept as a permanent record; shall maintain a complete and up-to-date list of all names and addresses of the delegates to OCCO; serve notice of all meetings and conduct any other correspondence necessary for the operation of OCCO; shall have custody of all funds of OCCO; shall deposit all funds in a bank convenient to the Secretary-Treasurer, or as designated by the Executive Committee, to the credit of OCCO; shall sign all checks for disbursement of said funds only at the direction of the Executive Committee; shall maintain a permanent record of all funds received and disbursed and provide a financial report to the membership at each regular meeting of OCCO; and, shall perform any other further duties incidental to the Office of Secretary-Treasurer as they become necessary or as required by the membership. Upon leaving office, the Secretary-Treasurer shall deliver to a duly elected successor, or the President, all monies, securities, books, records, or property of OCCO.

Sec. 3 — ELECTION OF OFFICERS

At the regular meeting in September of each even-numbered year, the President shall appoint a special committee consisting of three (3) members, each of whom shall represent a different member association, which shall select nominees for election to the officers of OCCO. At the regular meeting in November of each even-numbered year an election of officers shall be conducted. Voting for officers shall be by secret ballot with each member association casting one (1) vote for each office. The ballots

shall be tabulated by the committee appointed for the purpose of selecting nominees for office. For election, an individual must receive an affirmative vote from a majority of the member associations.

Sec. 4 — VACANCY OF OFFICE

When a duly elected officer cannot serve, or complete, a term of office for any reason, a special election may be held to fill the vacancy. A three (3) person nominating committee may be appointed immediately following the occurrence of the vacancy and the election may be conducted at the next regular meeting. The President shall appoint an acting-officer to perform the duties of the vacant office until a successor is duly elected.

Sec. 5 — COMMITTEES

There shall be an Executive Committee consisting of three (3) elected officers plus two (2) additional members from different associations selected by the President. The Executive Committee may take any action or conduct any business of OCCO necessary between regular meetings that comply with these by-laws.

The President, with approval of the Executive Committee, may appoint any other standing committees deemed to be appropriate and necessary to the efficient operation of OCCO.

The President may appoint any special committees deemed to be necessary and shall appoint such committees when required or when so directed by a majority vote of the membership. The committees shall meet at the discretion of the committee chair.

ARTICLE III

Sec. 1— MEETINGS

Regular meetings of OCCO shall be held on days established at the last meeting of the year, bimonthly, beginning in January in the City of Columbus, Ohio at a location selected by the Executive Committee. Any regular meeting may be cancelled or postponed at any preceding regular meeting by a majority vote of the membership.

Special meetings may be called by the Executive Committee at any time and shall be called upon written request to the President by at least three (3) member associations. No special meeting may be convened without prior notification to all members at least seven days before the time set for such meeting.

Sec. 2 — QUORUM

No official business of OCCO may be transacted at any regular or special meeting without the presence of a quorum. A quorum shall consist of a majority of the member associations. An association shall be considered present and eligible to vote when at least one (1) delegate or alternate-delegate is in attendance.

Sec. 3 — MOTIONS

Motions may be offered and seconded by any delegate present or any alternate-delegate acting in the stead of a delegate.

Sec. 4 — VOTING

For any motion offered at any meeting of OCCO, each member association shall cast one (1) vote. A motion shall be considered approved when, in the opinion of the President, a majority of the membership have voted in the affirmative. At the discretion of the President, voting may be accomplished by voice vote of the delegates present or by a roll call of the member associations.

When any delegate so requests, or when the President is in doubt as to the outcome of a voice vote, a vote by roll call of the member associations shall be taken and tabulated by the Secretary-Treasurer who shall keep a permanent record of such votes.

ARTICLE IV

Sec. 1— DUES

Each association participating as a member of OCCO shall contribute as annual dues, the amount established by a two thirds vote of the board at the last meeting of the year to be used for the expense of normal and proper operations of OCCO. Expenditures of funds shall be made with the approval of the Executive Committee.

Sec. 2 — ASSESSMENTS

Member associations may be assessed amounts in addition to the annual dues when it is decided by a two-third (2/3) vote of the membership that such assessment is necessary for a specific purpose.

Sec. 3 — PAYMENTS

Annual dues, and any assessment, shall be paid promptly upon receipt of a statement from the Secretary-Treasurer.

ARTICLE V

Sec. 1 — AMENDMENT OF BY-LAWS

These by-laws may be amended at any regular meeting when two-thirds (2/3) of the membership agrees in the affirmative. Any proposed amendments shall be presented in printed form to the Secretary-

Treasurer who shall distribute a copy to each member association at least thirty (30) days prior to the meeting at which a vote is to be taken on the question of adoption.

Sec. 2 — RULES OF ORDER

Procedures of OCCO shall be governed by the most recently published version of ROBERT'S RULES OF ORDER, except when a particular procedure is otherwise mandated within these by-laws.