

*Constitution and By-Laws of the*  
**NATIONAL ASSOCIATION OF COUNTY INFORMATION OFFICERS**

 **CONSTITUTION**

*Adopted with amendments July 19,1966; further amendments adopted June 27,1972;  
further amendments adopted July 10,1984; further amendments adopted March, 1988;  
further amendments adopted July 17,1993; further amendments adopted July 13; 1996;  
further amendments adopted July 14, 2001; further amendments adopted May 12, 2002  
further amendments adopted July 14, 2001; further amendments adopted July 12, 2003,  
further amendments adopted July 12, 2007*

**ARTICLE I - Name and Purpose**

SECTION 1—The association shall be known as the “National Association of County Information Officers.”

SECTION 2—Objectives:

A. To support and advance to the fullest possible extent the programs and policies of the National Association of Counties.

B. To promote and uplift public understanding of the functions and role of county government in American life by conscientiously applying in an ethical and professional manner the most advanced techniques of public enlightenment.

C. To engender in its members a continuous striving toward and understanding between the public and its public servants so that each may service its highest and best function in self-government.

D. To promulgate and adhere to the Public Relations Society of America Code of Ethics that demands not only the altruistic purposes of public office, but the constant effort of individual members to raise their professional capabilities.

**ARTICLE II - Membership**

SECTION 1—The membership of this organization shall include those professional employees with a current or previous role in Public Information service. These shall include, but not be limited to; Information Officers, Information Directors, Administrative Assistants, Director of Public Relations, Communications Specialists, and Research and Information Services. Voting privileges shall be limited to those whose dues are paid for the current year.

SECTION 2—Membership requirements for NACIO will mirror NACo’s eligibility standards.

Membership will consist of three categories; Member—for county governments belonging to NACo and state associations of counties; Associate—those employed by other levels of government such as federal agencies, states, townships, boroughs, a county not belonging to NACo or a non-profit, incorporated agency; and Corporate membership.

#### **ARTICLE V - Officers and Directors**

SECTION 1—The officers of the Association shall be a President, First Vice President, Second Vice President, Secretary and Immediate Past President who shall be elected for a two-year term at the annual meetings of the Association. Only county government and state association of counties members shall be eligible to hold elected office.

SECTION 2— The President shall appoint a Secretary who shall keep records of the proceedings and transactions of the association and its Board of Directors and who shall advise the President on parliamentary procedures and protocol.

SECTION 3—The Board of Directors shall consist of the above-named officers, four Regional Directors and up to four At-Large Directors appointed by the President. The NACo Liaison shall be determined by NACo, shall be an ex-officio member and shall serve as treasurer of the Association.

#### **ARTICLE IV Amendments**

SECTION 1—This constitution may be amended at any annual meeting or by mail ballot by a majority of the active members of the Association. The manner of voting shall be determined by the Board of Directors. All members voting shall first be given a report by the Board of Directors on the proposed amendment.

#### **ARTICLE V - Meetings**

SECTION 1—The Association shall meet twice yearly in conjunction with the annual and legislative conferences of the National Association of Counties. Special meetings of the Association may be conducted at such times and places as may be determined by the Board of Directors. Conferences of groups of officials may be called by the President.

SECTION 2—Procedures followed at annual or special meetings shall be in accordance with Robert's Rules of Order when not inconsistent with the constitution, bylaws or rules of this Association.

#### **ARTICLE VI - Election of Officers and Directors**

SECTION 1—The four regional directors representing the four regions of the United States set forth in Section 4 of this Article shall be appointed by the incoming President for two-year terms. Likewise, vacancies of a Regional Director shall be filled by appointment by the President. Persons so appointed shall serve until the next election.

SECTION 2— A “Director At-Large” may be appointed as the needs of NACIO require. The Director At-Large will serve the same general privileges and responsibilities as a Regional Director. Up to four At-

Large Directors may be appointed by the President. The specified duties and responsibilities of the At-Large Director will be determined by the president. When an At-Large Director is serving, all references to a Board of Directors are understood to include the Director(s) At-Large.

SECTION 3 – At the first election of Officers and Directors, nominations shall be from the floor and election shall be by secret ballot. Prior to each subsequent election, the President shall appoint a three-member nominating committee that shall nominate one or more candidates for each office that shall become vacant at that election.

SECTION 4 – All successions and vacancies occurring in the offices of the President, First Vice President, and Second Vice President will be filled by straight-line succession. The First Vice President will become President, the Second Vice President will become First Vice President, with the remaining vacated office filled through a special election to be held at the earliest possible date. The new Second Vice President will be determined by a simple majority based on the number of votes cast. This vote may occur through the use of electronic media and will be open to all current NACIO members. All such vacancies will be filled for the unexpired term. If qualified, these individuals filling an unexpired term for less than six months would automatically be re-nominated for election to the same positions the following term.

SECTION 5—At least one director shall be elected from each of the regions of the United States, divided as follows:

Region 1: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, Delaware, Kentucky, Maryland, Ohio, Pennsylvania, West Virginia]

Region 2: Alabama, District of Columbia, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia

Region 3: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Texas, Utah, Washington, Wyoming

Region 4: Arkansas, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota, Wisconsin

## **ARTICLE VII - Duties of Officers and Directors**

SECTION 1—The President shall preside at all meetings of the Board of Directors and at the business meetings of the Association. He/she shall appoint all committees, unless otherwise provided, and shall perform other duties as are usually incumbent upon that officer. The President shall serve as a member of the NACo Board of Directors. In case of absence or disability of the President, the First Vice President shall exercise this function.

SECTION 2—The Board of Directors shall have general control and supervision over the affairs of the Association and shall, except and, unless otherwise provided by these by-laws, be empowered to decide upon all questions that may arise during the interval between meetings of the general membership of the Association. The Board of Directors shall be responsible for developing rules and the original by-laws for this organization, subject to approval of the members.

SECTION 3—The Board of Directors may meet at the annual conference following the annual business meeting and thereafter shall meet at such time and place as may be designated by the President or by any

three members thereof after no less than four weeks notice to each member of the Board. A majority of the Board of Directors shall constitute a quorum thereof.

### **ARTICLE VIII - Committees**

SECTION 1—The President may appoint a committee on resolutions, to consist of not less than three members of the Association, prior to each annual meeting. All resolutions presented to the Association shall be referred to the committee for consideration and report to the annual meeting.

SECTION 2—The President shall appoint such special committees as he/she deems necessary for the proper transaction of the business of the Association, including a State Association Communicators Committee to be chaired by a state association communicator who is a member of NACIO.

SECTION 3—A majority of each committee shall constitute a quorum thereof and any question may be decided by a majority vote of those in attendance. Vacancies shall be filled by the President.

### **ARTICLE IX Dues**

SECTION 1—There shall be annual dues in an amount established by the Board of Directors, assessable and collectable by NACo, or other designee, but no separate registration fee at NACo conferences.

SECTION 2—Dues and membership run concurrently with the calendar year. New member dues collected after June 30<sup>th</sup> of any given year will be pro-rated on a quarterly basis. Existing member dues will be paid at the full rate.

SECTION 3- Secretarial and related services will be provided by NACo headquarters in accordance with policies established by the NACo Board of Directors, with regard to staff support for affiliate organizations, or another designee determined by the Board of Directors.

### **ARTICLE X - Budget**

NACIO's officers will serve as the budget committee. NACIO's budget committee shall present a written proposal to our organization's board for adoption when it meets at NACo's Annual Conference. NACIO's fiscal year will run from July 1 – June 30.

Once adopted the budget may be amended by unanimous agreement from the Past-President, President, 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President.

NACIO's President is authorized to pay up to \$1,500 in emergency expenses each year. The president's "emergency fund" must be included in each year's adopted budget. Otherwise, the procedures for amending each fiscal year's budget must be followed.

Additional funds may be budgeted for professional development efforts sponsored by NACIO. These professional development efforts could include regional conferences and webcast seminars. The NACIO board will approve the budget for these proposals at NACo's Annual Conference.

Seminar proposals must be submitted to the President by May 1 to be included for consideration for the following fiscal year.