

**AMENDED BYLAWS
FOR
THE PANHANDLE DISTRICT ASSOCIATION OF COUNTY OFFICIALS**

**ARTICLE I
NAME OF ASSOCIATION**

The name of this Association shall be ***The Panhandle District Association of County Officials of Nebraska*** (Panhandle District) and, as such, is a District of the Nebraska Association of County Officials (NACO).

**ARTICLE II
OBJECTIVES**

The objectives of this Association shall be to:

1. provide opportunity for County Officials to exchange ideas on the administration of their respective offices;
2. offer ways and means to better serve the public;
3. determine and encourage the passage of uniform laws pertaining to the administration and duties of County Officials;
4. exemplify the ideals of public service as an influence in business and civic life;
5. cultivate friendships among its members and work toward creating better public understanding of its respective offices, and;
6. participate in formulating and helping to advance the official policies of the Nebraska Association of County Officials (NACO).

**ARTICLE III
MEMBERSHIP**

The membership of this Association shall consist of all elected and appointed County Officials of the following Counties: Banner, Box Butte, Cheyenne, Dawes, Deuel, Garden, Kimball, Morrill, Scotts Bluff, Sheridan and Sioux and any other Counties of Western Nebraska who desire to affiliate with this Association.

ARTICLE IV OFFICERS

Section 1. Officers. The Officers of this Association shall consist of a President, Vice-President, Secretary, Treasurer and a District Representative representing the Panhandle District on the Board of Directors of the Nebraska Association of County Officials.

Section 2. Executive Committee. The Executive Committee shall consist of the President, Vice-President, Secretary and Treasurer.

Section 3. Election of Officers. The offices of President and Vice-President shall be elected at the annual Fall meeting each year in September or October by a majority vote of the members present. The offices of Secretary and Treasurer are not elected positions. These positions are appointed by the Association and the term may be for an unlimited number of years.

Section 4. Term of Office. The term of office of elected officers of the Association shall be one (1) year or until their successors are elected and qualified. No officer shall be elected to hold the same office for more than one (1) year with the exception of the Secretary and Treasurer who may be for an indefinite number of years.

Section 5. District Representative on Nebraska Association of County Officials (NACO) Board of Directors. There shall be a County Board of Commissioners member elected to serve as the District Representative on the Nebraska Association of County Officials Board of Directors. Such Representative shall be elected by a majority vote of the members present for a two (2) year term beginning January 1st of 2021 and every two (2) years thereafter.

Section 6. Vacancy.

- A. A vacancy in any elected office of the Association shall be filled by the remaining members of the Executive Committee with the exception of the District Representative on the Nebraska Association of County Officials Board of Directors.
- B. If a vacancy occurs during the term of the District Representative, the Executive Committee shall make a recommendation to the Nebraska Association of County Officials Board of Directors. The Nebraska Association of County Officials Board of Directors shall fill the vacancy by appointment.

ARTICLE V DUTIES OF OFFICERS

Section 1. President. The President shall preside at all meetings and shall call any special meetings that he or she may deem necessary with the consent of the Executive Committee. The President shall appoint all standing and special committees.

Section 2. Vice-President. The Vice-President shall preside at the meetings in the absence of the President.

Section 3. Secretary. The Secretary shall prepare an Agenda and Minutes for all meetings of the Association, keep a permanent record of all Agendas, Minutes, Treasurers reports and any other official documents and manage all of the correspondence of the Association.

Section 4. Treasurer. The Treasurer shall be responsible for all monies of the Association and shall maintain a report of all transactions.

ARTICLE VI MEETINGS

Section 1. Regular Meetings. The regular meetings of the Association shall be held in February or March and in September or October. Notice of the time, location and date of any meeting will be given to the Nebraska Association of County Officials and to all County Clerks in the District.

Section 2. Location of Meetings. The location of the regular meetings of the Association shall be held in Scotts Bluff County, Morrill County or Box Butte County.

Section 3. Annual Meeting. The regular meeting held in September or October shall be designated as the annual meeting for the election of officers. The term of the elected officers will begin January 1st of the following year.

Section 4. Special Meetings. A special meeting of the Association may be called by the Executive Committee. The time and location of any special meetings shall be determined by the Executive Committee.

Section 5. Quorum. A quorum of Counties present shall be necessary to conduct business.

Section 6. Virtual Meetings. Meetings may be conducted by videoconferencing, telephone conferencing or other electronic communication.

Section 7. Meeting Cancellation. The President of the Association, with the concurrence of a majority of the Executive Committee, may cancel any regular meeting. The Executive Committee shall give no less than 24 hours' notice of cancellation of a regular meeting.

**ARTICLE VII
DUES AND ASSESSMENTS**

Dues and assessments shall be determined by the Executive Committee and approved by the membership.

**ARTICLE VIII
AMENDMENTS TO BY-LAWS**

These By-Laws may be amended at any regular meeting by a two-thirds (2/3) vote of the members present and voting. Notice of any amendment to these By-Laws must be given at least 15 days prior to consideration.

**ARTICLE IX
DECORUM**

Roberts Rules of Order shall generally govern the handling of all meetings.

**ARTICLE X
NOMINATING COMMITTEE**

The Executive Committee shall appoint a Nominating Committee to nominate officers for the ensuing year and submit such nominations to the annual meeting in the Fall. The Committee shall contact each nominee for his or her consent to allow his or her name on the slate.