



CMCA BOARD POLICIES

Title	ANNUAL CONFERENCE	
Number	107	
Dates	Adopted: 04/26/2013	Revised: 09/19/2023

1. POLICY STATEMENT AND PURPOSE

It is the policy of the California Municipal Clerk Association (CMCA or Association) to provide the Association with an annual conference and educational offerings that provide quality learning opportunities, networking connections, interaction, and demonstrations from relevant state-of-the-art vendors, and fundraising opportunities to engage the membership and support CMCA's specific scholarship goals.

This policy and procedures document (Policy) provides policy guidelines and directs outcomes for certain aspects of the annual conference and other educational offerings. Procedures are covered in-depth in the CMCA Conference Manual.

2. SCOPE

This policy shall apply to all Board of Directors and the Annual Conference Committee for the CMCA Annual Conference.

3. RESPONSIBILITY

A conference committee led by the President and consisting of volunteer members shall convene in the Fall to begin planning.

Specific details regarding the planning, scheduling, timing, roles, and responsibilities of the Board of Directors and the CMCA Conference Committee are found in the CMCA Conference Manual.

4. POLICIES AND OUTCOMES

4.1 Site

The site of the CMCA Annual Conference will be based on the recommendation of the First Vice-President for their year as President.

4.2 Theme

The theme for the CMCA Annual Conference will be provided by the President presiding at the conference.

4.3 Finances

All CMCA Conference facility and program expenses shall be accounted for, and the Association Management Firm and Treasurer shall submit a written report to the Board of Directors within forty-five (45) days of the close of the CMCA Annual Conference.

4.4 Expenses for President, First Vice-President, and Second Vice President

The President shall have a complimentary suite, and the 1st Vice-President and 2nd Vice President shall have a complimentary upgraded room at the expense of CMCA and the conference registration for the President, 1st Vice President, and 2nd Vice President shall be complimentary. Cross reference Policy No. 105 - Expense Reimbursements.

4.5 Fundraising

All proceeds derived from the annual conference fundraising efforts will be used to fund training and educational workshops sponsored by CMCA. All fundraising expenses and receipts shall be submitted to the CMCA Treasurer for processing and reporting purposes.

4.6 Expenses for Honored Guests

When an invitation to the CMCA Annual Conference is extended to a Region IX State President, CMCA will assume costs (registration fee, all events at conference, and all other related costs), except travel and lodging expenses.

All expenses for the IIMC President and/or Designee will be assumed by CMCA which includes the registration fee, all events at conference, and lodging expenses, except travel costs.

Expenses related to the CMCA Institute Director's attendance at the annual conference shall be covered up to the approved budget amount in the annual CMCA budget for Institute Director conference travel.

Expenses related to the IIMC Region IX Director's attendance at the annual conference shall be covered by the Region IX Director travel fund in the CMCA budget, per the Region IX Agreement.

4.7 Complimentary Rooms and Waiving of Registration

Any complimentary rooms other than the standard practice of President, 1st Vice President, 2nd Vice President, and Association Management Firm staff shall be approved by the 1st Vice President and the President. Complimentary rooms for AV staff and speakers shall be based on negotiation with those individuals during a particular conference year.

4.8 Attendee Cancellation Policy

An attendee may cancel, for any reason:

A. If more than 30 days –full refund minus an administrative fee of 25%.

B. Up to 15 days before the event - 50% refund.

C. Less than 15 days before the event - no refund

Refunds are processed after the event.

Exceptions: There are some exceptions to this policy if there is a medical emergency or death in the attendee's immediate family. Exceptions to the cancellation policy are only given in consultation with both the CMCA Treasurer and CMCA President.

5. **POLICY HISTORY**

This Policy was part of Executive Board Policies reformatted into separate policies in April 2013; and revised 6/1/2011 and 7/11/2013.