

# CALIFORNIA MUNICIPAL TREASURERS ASSOCIATION

## STANDING RULES



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# CALIFORNIA MUNICIPAL TREASURERS ASSOCIATION

## STANDING RULES

### SECTION I. GENERAL OPERATING POLICIES

California Municipal Treasurers Association (CMTA) is a professional association whose mission is to lead in promoting and enhancing the fiduciary responsibility and integrity of individuals responsible for public funds. The following Standing Rules are general operating procedures for the Association.

- A. Only ACTIVE public agency members of CMTA may serve as the Chair of any committee or on the Board of Directors.
- B. Records of CMTA business sessions shall be maintained for a six-year period.
- C. The Association shall not endorse any candidate for public office.
- D. Insurance bond coverage shall be maintained for errors and omissions and general liability.
- E. It is the policy of CMTA not to endorse any privately delivered product, commodity, or service. CMTA on occasion partners with commercial providers to meet the mission of the Association.
- F. In accordance with the Code of Professional Conduct, adopted by the general membership, member cities may request assistance from CMTA to review and evaluate their existing treasurer management policies, procedures and practices. Such requests shall be submitted in writing by the governing body of the member agency to the Board of Directors, who will consider the merits of the request and determine the appropriate level of response.
- G. A Retirement Certificate of Appreciation may be presented to a Treasurer vacating the office of City Treasurer, whether voluntarily or involuntarily, provided that at the time of such vacation of post said Treasurer is a member in good standing.
- H. The Board of Directors shall establish the fee for the Treasurer and the Law handbook.
- I. The Board shall engage an independent auditor who shall verify the financial transactions of the association through a review or compilation of the financial statements. Every third year, an audit shall be performed and the CPA shall render an opinion on the financial statements.
- J. The President of the Association shall be the official spokesperson.

## SECTION II. STATE OFFICERS ROLES & RESPONSIBILITIES

### A. President

1. In accordance with the By-Laws Article VI, Section 4 the President shall perform the duties of Chief Executive Officer of the Association. The President shall have general supervision, direction, and control of the business affairs of the Association. The President shall preside at the Annual Meeting of the Association and the Board of Directors meetings. The President shall appoint the chairs and members of the various Standing Committees, shall be an ex-officio member of all committees except the Nominating Committee, and cause to be performed all other matters necessary for the prudent conduct of the Association.
2. Cause an Annual Business Meeting of the Association to be held during the annual conference.
3. Cause Board Meetings to occur at such times as necessary, but not less than three times a year. Hold Special Meetings of the Association at such times and places as deemed necessary, subject to Article VIII, Section 2 of the By-Laws.
4. Appoint a member to represent CMTA on the Revenue & Taxation to the League of California Terms to coincide with the League terms and legislative calendar.
5. Participate in the administrative oversight including facilitating the completion of contracts.
6. Form, or cause to be formed, such other operating committees, as well as appoint the necessary number of Active Members to perform the charge of the committees, as are deemed necessary for the conduct of the Association's business as ratified by the Board of Directors.
7. Perform duties and responsibilities with ratification from the Board of Directors when required and in compliance with the Associations By-Laws, Standing Rules, Code of Ethics, and Code of Professional Conduct consistent with the CFA code of ethics.
8. Forward copies of all official correspondence written by the President to the Association's management company for CMTA's official records.
9. Make recommendations for Board approval for special recognition awards.
10. Has primary responsibility for articulating policies and procedures to the press and/or other organizations.
11. Sign letters of recognition for the Certification Subcommittee Chair to notify recipient's head of governing board, applicable mayors and councils of award of CCMT designation, CTC certification or Investment Policy certification.

12. Cause to create an annual report of activities to include such things as financial activities, committee activities and major accomplishments.
13. Coordinate with or cause Committee and Subcommittee Chairs to update their policies and procedures annually. Changes to the policies and procedures will be forwarded to the Immediate Past President and the Association's Management Company.
14. Review annually and update as needed the policies and procedures governing this position. Changes to the policies and procedures will be forwarded to the Immediate Past President and Association's Management Company.
15. Upon expiration of office, surrender to successor all reports, properties, and files of CMTA as soon as possible, but not later than May 1.

**B. President Elect**

1. In accordance with the By-Laws Article VI, Section 5, the President Elect shall perform all the duties of the President in the absence or disability of the President and other duties as assigned by the President.
2. Assist the President in all duties and responsibilities regarding CMTA.
3. Assume the office of President should the President not complete the term of office.
4. Chair the Conference Site Selection Committee, which may consist of up to three CMTA members including the President, Past President and the Association management team. The Conference Site Selection committee works with contracted conference planners to determine possible sites and to evaluate each potential site before selecting a proposed site and brings forth the recommendation to the Board for their approval. CMTA strives to hold the Annual Conference during the month of April and is generally alternated between northern and southern California for the travel convenience of the membership.
5. Coordinate with Association Management to acquire a plaque for the outgoing President.
6. In coordination with the Membership Chair, be engaged with membership development including the recruitment of new Active Members and new Commercial Associate Members in coordination with the Commercial Associate Liaison.
7. In coordination with the Communications Chair, be engaged with marketing and public relations including the development and updating of materials used to recruit new members. Also includes the development of relationships with other professional organizations, press releases, etc.

8. Participate in administrative oversight including facilitating the completion of contracts, etc. Also assists the President with developing, maintaining and/or affirming the goals of the organization and development of the strategic direction.
9. Review annually and update as needed the policies and procedures governing this position and oversee administrative activities of the organization. Changes to these policies and procedures will be forwarded to the Immediate Past President and Association Manager to present to the Board and to update.
10. Upon expiration of office, surrender to successor all reports, properties, and files of CMTA as soon as possible, but not later than May 1.

### **C. Immediate Past President**

1. In accordance with the By-Laws Article VI, Section 8, the Immediate Past President continues to serve one additional year on the Board of Directors of CMTA. This extra year of service will ensure continuity of programs from one administration to another.
2. Inform the Board of Directors of any unfinished business from the previous year.
3. Serve as Chair of the Governance and Finance Committee and ensure Board decisions made during the year are updated in the Standing Rules.
4. Serve as Chair on By-Law changes. Refer to Article XII of the By-Laws for specific requirements on proposed changes.
5. In accordance with the By-Laws Article VII, Section 5, serve as chair of the Nominating Committee who is responsible for collecting candidates' data and submitting a proposed slate for Board offices to the CMTA Board.
  - a. By January 31, the Chair will identify a nominating committee of at least two sitting board members and two CMTA members in good standing. The Nominating committee shall determine a slate by February 28, and the election will be held by electronic means no later than March 10, and will conclude at 11:50 p.m. on March 31.
  - b. Results of the election shall be shared to the membership no later than the annual conference usually held in April.
  - c. In the event any office has not been filled, the Committee shall identify other members who are eligible and bring the recommendation to the full Board for their consideration.

- d. To the extent possible, an attempt will be made to secure interested and qualified candidates from all areas of the State, in order to give true representation to various geographical areas.
6. The Immediate Past President will assemble and review all policies and procedures governing this position received and prepare a draft of Standing Rules to the Board for their approval.
7. Upon expiration of office, surrender to successor all reports, properties, and files of CMTA as soon as possible, but not later than May 1.

#### **D. Secretary**

1. In accordance with the By-Laws Article VI, Section 6, the Secretary of CMTA ensures the Association management company maintains a record of all Board and Special Meetings, reviews the minutes prepared by the Association management company of the meetings, and prepares and/or distributes official CMTA correspondence as directed by the Board.
2. As soon as practical, but in any event prior to the next regularly scheduled or Special Board Meeting, the Secretary and/or Association Manager is to forward to the President the minutes of the prior meeting with all pertinent executed information that describes the actions taken. The Secretary and/or Association Manager will scan and forward the minutes and agenda to all Board members. Of particular importance is to establish the fact that a quorum was present, who attended, and that all action matters requiring Board approval contain the exact motion and Board vote. Of particular importance is to identify those Board members dissenting, as well as a concise statement of their concerns.
3. Take notes and review action minutes prepared by Association Manager during each Board meeting and approve available to the Board 7 days prior to the next schedule meeting following the meeting. These action minutes will reflect who has agreed to specific tasks and the agreed upon time frame for completion. Posted to website for all meetings. Assures minutes are posted to the website within 7 days of adoption.
4. At the next Board Meeting, the Secretary and/or Association Manager will amend or correct the minutes as directed by the Board. The Association Manager will maintain the approved copy of the minutes.
5. The Secretary will sign and maintain a copy of the final approved minutes.

6. The Secretary will serve as Parliamentarian and is responsible for interpreting the By-Laws and Standing Rules and for making rulings on procedural issues during Board and business meetings of CMTA. The duties of the Parliamentarian include declaring a quorum at each Board and business meeting and having the bylaws and standing rules available at every meeting.
7. When leaving office at the end of his or her elected term, the Secretary has responsibility for turning over approved minutes of the prior year's meeting to the incoming Secretary.
8. Review annually and update, as needed the policies and procedures governing all division officer duties. Changes to these policies and procedures will be forwarded to the Immediate Past President and Association Manager.
9. Report to the Board actions or other matters in the responsibility area, which are deemed appropriate.
10. Upon expiration of office, surrender to successor all reports, properties, and files of CMTA as soon as possible, but not later than May 1.

#### **E. Treasurer**

1. In accordance with By-Laws Article Vi, Section 7, the Treasurer shall monitor the Association's financial transactions. CMTA has contracted with a management company to perform the day-to-day tasks of the CMTA Treasurer. The Treasurer and/or Association Manager shall maintain and control all checking accounts with one bank in Sacramento. The Treasurer and the Association Manager will share in the responsibility for ensuring that all bank accounts are reconciled on a monthly basis and that copies of the monthly reconciliations are on file with the Association Manager for the purposes of the annual audit. The Association Manager will request that the bank mail all bank statements and canceled checks to the Association Manager.
2. The Association Manager receives and deposits monies for general operating and investment purposes and disburses all general funds.
3. At the Annual Conference, the Association Manager is responsible for obtaining new signature cards for all accounts as new officers. For the general operating types of bank accounts, the Treasurer and the President are signers on the bank accounts with two representatives of the Association Management Company.



4. The Treasurer is responsible for supervision of the Association Manager and submission of the financial report as prepared by the Association Manager to the Board of Directors at each Board meeting and at the Annual Conference to all attendees.
5. Ascertain the status of insurance coverage for the organization and the probable cost for the following year for budget purposes.
6. Coordinate preparation of and provide all officers and board members with final copies of the current approved budget. Review the budget for reasonableness and consistency with the prior year budget. Understand and be prepared to explain variances to board members when appropriate.
7. Coordinate with the Association Manager for format of revenue and expense authorization to be used.
8. Review Federal and State tax forms filed by the Association Manager.
9. Serve as Chair of the Budget Committee.
10. Review and approve a Financial Statements and supporting records prior to the annual audit of the association audit.
11. Review annually and update, as needed the policies and procedures governing all division officer duties. Changes to these policies and procedures will be forwarded to the Immediate Past President and Association Manager.
12. Upon expiration of office (no later than May 1), the Treasurer will surrender to the Association Manager all reports, properties, and files necessary for annual audit with all other reports, properties, and files submitted to successor. The Association Manager will provide a preliminary annual report to the out-going elected Treasurer prior to the formal audit.

**F. Division Officers – North & South**

1. Division officers will be established in accordance with By-Laws Article III, Section 3.
2. Ensure meetings are held on a regular basis and in accordance with By-Laws Article VIII, Section 3.
3. Serve on the CMTA Board as a voting member.
4. Both Division Officers will serve as members of the Membership Committee.
5. Review annually and update, as needed the policies and procedures governing all division officer duties. Changes to these policies and procedures will be forwarded to the Immediate Past President and Association Manager.

6. Upon expiration of office, surrender to successor all reports, properties and files of CMTA as soon as possible, but not later than May 1.

### **SECTION III. COMMITTEES**

#### **A. Certification and Education Committee Chair**

1. In accordance with By-Laws Article IX, Section 4, the Certification and Education Committee Chair is responsible for coordinating the activities of the Certification, Education and Investment Policy Certification Subcommittee Chairs into a cohesive program. The Chair shall be responsible for working collaboratively with CMTA's chosen education partners including, but not limited to, identifying suitable partners, managing the contract scope of work and bring matters to the Board for their resolution.

##### **1. Certification Subcommittee Chair**

- a. The Certification Subcommittee Chair is responsible for receiving, reviewing and evaluating applications for Certification and Recertification from CMTA members.
- b. The Certification Subcommittee Chair is responsible for maintaining and updating all materials. Current information shall be maintained on the CMTA website. Accepted applications are a permanent file and should be preserved. All other applications should be preserved until the applicant is no longer an Active Member, or demonstrates no further interest (destroy at that point).
- c. Develop, revise and distribute marketing materials and proactively educate public finance and investment professionals regarding the certification programs offered by CMTA.
- d. Coordinate with the Association Management to maintain detailed records on all certification holders, including new registrations, those in progress and a list of completed certification holders.
- e. Coordinate with the Education Subcommittee Chair in the development of course materials for the specialized training. Update the list of approved courses. Incorporate any changes to instructions.
- f. Respond to member questions regarding the Certification and designation program and regularly communicate with the CMTA membership about the program.

- g. Prepare articles for the Newsletter.
- h. Prepare a progress report for each Board meeting and send it to the President and Association Manager in advance of the meeting.
- i. Prepare the annual budget request as deemed appropriate for the certification program. Submit it to the CMTA Treasurer 30 days prior to the March Board meeting, or shortly thereafter.
- j. Prepare the Certification Committee Report for the business meeting at the Annual Conference.
- k. Upon granting of Certification, the following steps shall be taken:
  - i. A confirming letter is sent to the applicant.
  - ii. A copy is sent to the President requesting a letter be sent to the applicable governing body.
  - iii. Arrange for the President to sign the CTC Certificates.
  - iv. Coordinate with the Association Manager the acquisition of plaques, and present them to the recipients at the Annual Conference.
- l. Honoring of Certification recipients:
  - i. A press release for each new certification recipient should be sent to the applicant to submit to their local newspaper.
  - ii. Each recipient should receive one (1) picture taken at the Annual conference.
    1. Certificate/Designation Maintenance Requirements - Ongoing CPE Credits
 

In order to maintain the CCMT designation, the holders must complete the recertification process. Refer to policy to determine the eligibility requirements. The Chair shall maintain and update a list of holders, their respective credits and status. The Chair shall provide each holder with a list of eligible CPE venues and credits needed on an annual basis.
    2. Review annually and update as needed the policies and procedures governing this certification program. Changes to the policies and procedures will be forwarded to the Immediate Past President for update and subsequent approval at a Board meeting.

3. Upon expiration of office, surrender to successor all reports, properties and files of CMTA as soon as possible, but not later than May 1.

## 2. Education Subcommittee Chair

- a. The Education Committee is responsible for conducting at least one combined workshop each year (beginning/intermediate or advanced). Responsible for the development and coordination of specialized training for the certification program.
- b. Plan, organize and direct the conduct of the annual workshops, including booking the sites, providing participant meals, selecting the course content, arranging for qualified speakers,
- c. Prepare an appropriate communication to encourage membership participation and attendance at the workshops with emphasis placed upon the educational and technical nature of the seminar program.
- d. Prepare the annual budget request as deemed appropriate for the certification program. Submit it to the CMTA Treasurer 30 days prior to the March Board meeting, or shortly thereafter Marcus Woodward Memorial Scholarship Funds-CMTA Annual Training:
  - i. Receive, review and award Marcus Woodward Scholarships to worthy applicants, and report to the CMTA Board the actual scholarships awarded. If an application is denied, the Board is to be informed with a brief explanation of the reason for the denial.
  - ii. *The Marcus Woodward Memorial Scholarship Fund was established by the CMTA Board of Directors in honor of Marcus' years of service and his dedication to the Treasurer's profession. Marcus served on the CMTA Board of Directors and he was instrumental in getting CMTA's education workshops off the ground. Marcus was the Treasurer of Sierra Madre prior to his death in 1980 while serving on the CMTA Board.*
- e. Vincent Amado Scholarship – Annual Conference Fee
  - i. This is a need based scholarship;
  - ii. Applicants should be an active government agency member;

- iii. Applicants can apply every other year;
  - iv. Applications are subject to approval of the Education Subcommittee Chair and Membership Chair;
  - v. Requires participation in the conference committee;
  - vi. Awards are limited to five attendees per year unless additional scholarships are authorized by both the President and President Elect;
  - vii. Does not include hotel and travel.
- f. Review education needs and make recommendations to the Board on those needs.
  - g. Present a report of education activities at the annual business meeting.
  - h. Review annually and update, as needed the policies and procedures governing this position. Changes to the policies and procedures will be forwarded to the Immediate Past President for update and subsequent approval at a Board meeting.
  - i. Upon expiration of office, surrender to successor all reports, properties and files of CMTA as soon as possible, but not later than May 1.

### **3. Investment Policy Certification Subcommittee**

- a. The Investment Policy Certification Subcommittee shall promote the Investment Policy Certification to the membership.
- b. Agencies that submit their application and investment policy and associated fee to the Association are to be forwarded the Subcommittee chair for review.
- c. The Subcommittee chair will assemble an evaluation team to review if the policy meets the certification requirements.
- d. The Subcommittee chair will coordinate the recognition certificate to those agencies who meet the passing score.
- e. The Committee Chair shall send quarterly activity report to the President and the Association Manager to be included in the next board meeting reflecting the number of certifications received and passed.
- f. Upon expiration of office, surrender to successor all reports, properties and files of CMTA as soon as possible, but not later than May 1.

## B. Governance & Finance Committee Chair

1. In accordance with the By-Laws Article IX, Section 1, the Committee should, at a minimum, consist of the Chair (Immediate Past President), Treasurer, and Secretary. In addition, the appointed representative to the League of California Cities Revenue and Taxation Policy Committee shall also been a member of the Governance and Finance Committee to review
2. Revenue and Taxation Policy Committee Representative
  - a. The Revenue and Taxation Policy Committee reviews issues related to finance administration, taxation reform, revenue needs, and revenue sources at the federal, state and local levels. The practice of the Committee is to recommend to the League board of directors preliminary positions on legislation based on existing League positions, adopted annual conference resolutions and the collective knowledge and experience of Committee members.
  - b. The appointed representative should attend all quarterly meetings and report back to the CMTA Board at the next available Board meeting.
  - c. Since the League represents cities, it is expected that expenses incurred by the appointment will be paid by their local agency.
3. Legislative Ad Hoc Committee:
  - a. At certain times, there may be legislative matters that may affect the duties and responsibilities of municipal treasurers. The President may appoint an ad hoc committee to monitor and make recommendations on proposed legislation.
  - b. Conduct Legislative Committee meetings as required.
  - c. Coordinate development of recommendations on legislation affecting the duties and responsibilities of municipal treasurers.
  - d. Present Legislative Ad Hoc Committee recommendations to the Board and/or membership for consideration.
  - e. Prepare draft letters for the President's approval regarding CMTA adopted positions on legislation for distribution to the membership.
  - f. Prepare Legislative Ad Hoc Committee reports for the CMTA newsletter.
3. The Committee shall meet as needed to review existing protocols and procedures to determine if any changes to the Standing Rules require any updates.

4. Upon expiration of office, surrender to successor all reports, properties and files of CMTA as soon as possible, but not later than May 1.

### **C. Membership**

1. In accordance with the By-Laws Article IX, Section 2, the Membership Committee is responsible for encouraging City & County Treasurers, Special District Treasurers, and their qualified staff members, as well as Commercial representatives, to join CMTA.
2. Upon request, the Membership Chair or Division Chair will send out to prospective members (active and inactive) a CMTA introductory letter with the registration link on the CMTA website.
3. Membership changes are recorded by the Association Manager, and a status report is made at the Board meetings. Ensure that a membership roster is updated annually on the CMTA website. The Roster will contain each member's name, title, employer, address, telephone number, fax number, email address, and population of agency.
4. Suggest to retired Active Members that they become "Alumni Members" by sending a written request to the Association Manager, along with the required dues.
5. Coordinate marketing and public relations (press releases, etc.) to encourage and develop the membership base of CMTA.
6. Review annually and update, as needed the policies and procedures governing this position. Changes to these policies and procedures will be forwarded to the Immediate Past President and Association Manager.
7. Upon expiration of office, surrender to successor all reports, properties and files of CMTA as soon as possible, but not later than May 1.

### **D. Communications Committee**

1. In accordance with the By-Laws Article IX, Section 3, the Committee and Chair are primarily responsible for outreach to existing members through the organization's website and periodic newsletter.
2. Duties include the following:
  - a. Ensure that [www.cmta.org](http://www.cmta.org) is continuously up-to-date.
    - i. The Chair shall coordinate all requests with the Association Manager to add and delete information on the CMTA Web site. The Chair, Association Manager, and

- other designated committee members shall have access to update the website. The Chair, with the Association Manager, will coordinate website updates.
- ii. The Chair will coordinate with the Board the posting of new types of materials or resources or the creation of new website features.
  - iii. Perform an annual comprehensive website review to identify new opportunities for the use of the website and to consider revising or eliminating underutilized sections.
  - iv. The Association Manager shall provide the Chair and President monthly website usage reports.
- b. Prepare a periodic newsletter.
- i. The newsletter shall promote upcoming organization sponsored events, highlight organization-sponsored events of the past quarter, promote resources available to members, and feature articles of interest to members.
  - ii. The newsletter will be published in electronic format and the Association Manager will email members when it is available on the organization's website.
  - iii. The Chair and Committee will actively seek sponsors for the newsletter and identify advertising opportunities. The Committee will draft and maintain a policy related to sponsorships and advertising to be approved by the Board.
3. Review annually and update as needed the policies and procedures governing this position. Changes to the policies and procedures will be forwarded to the Immediate Past President and Association Manager.
  4. Upon expiration of office, surrender to successor all reports, properties, and files of CMTA as soon as possible, but not later than May 1.



#### **SECTION IV. EXPENSE REIMBURSEMENT**

- A. Members of the Board of Directors and Committee Chairs whose attendance is requested by the President, shall have the following expenses paid for by the Association (provided the expense is not paid by the member's agency):
  - 1. Travel expenses:
    - a. The cost of a round trip economy or coach fare only. The member should make every effort to make reservations early in order to obtain the lowest fare possible. Travel by land at the current IRS standard mileage rate.
    - b. Other incidental and necessary expenses, such as airport parking, taxis, and airport limousine service and rental cars will also be reimbursed.
  - 2. All necessary and valid expenses of the President to attend any seminar, conference or board meeting sponsored by CMTA will be borne by CMTA.
  - 3. All necessary and valid expenses of the President to attend any seminar or conference such as APT/US&C, CSMFO or County Treasurers Association of California as a representative of CMTA shall be borne by CMTA.

#### **SECTION V. COMMERCIAL ASSOCIATES**

##### **A. Role of the Commercial Associates**

- 1. CMTA values its relationship between its government and commercial members to mutually support CMTA and the treasury role at public agencies.
- 2. Commercial Association Liaison
  - a. In accordance with By-Laws Article IX, Section 5, the Commercial Associate Members will reorganize to select a Commercial Associate Liaison to represent the commercial vendor interests and actively support CMTA activity at the annual conference.
  - b. The Commercial Associate liaison is encouraged to assist the Executive Board of CMTA on all activities where commercial associates could to be involved that supports the strategic direction of the organization.
  - c. Coordinates with the CMTA Executive Board of support/sponsorships at all levels (annual conference, division meetings, newsletter, and educational seminars).

- d. Ensure that Commercial Associate members are aware of certain policies and procedures set forth by the Executive Board.
  - e. Give input and insight to the Executive Board from the Commercial Associates on matters and concerns that affect them, and to give the same to the Associates from the Executive Board (i.e., legislation, membership, etc.).
3. Commercial associate participation.
- a. Commercial associates are encouraged to participate in standing committees such as Membership, Communications, and Certification and Education to increase the knowledge and awareness of CMTA. The respective Chairs of each standing committee will determine the committee makeup and work through the Commercial Associate Liaison to identify interested commercial associates.
  - b. May participate in the Annual Conference Planning Committee at the invitation of the incoming CMTA president.
  - c. Encouraged to write news articles for CMTA's newsletters.
  - d. Support educational seminars/webinars with no vendor marketing.
  - e. During Association functions, no invitations are to be extended by Commercial Associates that would take members away from organized activities.
  - f. Working through the Commercial Association Liaison, bring forth pending legislation to the Executive Board of CMTA to discuss impact to the membership and next steps.

## **SECTION VI. ASSOCIATION MANAGER DUTIES**

The Consultant shall perform all the duties and services specifically set forth in the area of Association Management Services. Consultant shall provide such other services, as it deems necessary or advisable, or are reasonable and necessary to accomplish the intent of this agreement in a manner consistent with the standards and practice of services prevailing at the time such services are rendered to CMTA.

CMTA may, with the concurrence of Consultant, expand this agreement to include any additional services ("Extra Work") not specifically identified within the terms of this agreement.

### **Detailed Scope of Services**

- 1. General Administration
  - a. Maintain office in Sacramento, California.

- b. Maintain dedicated incoming telephone lines.
  - c. Provide a dedicated voicemail box.
  - d. Provide fax and mailing address.
  - e. Provide day-to-day administration of CMTA.
  - f. Maintain association records, including insurance policies, bylaws, minutes, etc.
  - g. Partnership building between CMTA and industry associations.
  - h. Provide information necessary to complete Form 700 to Board members by March 31.
2. Board and Committee Meetings
- a. Develop, plan and execute Board meetings.
  - b. Develop and distribute meeting materials as requested.
  - c. Prepare and distribute minutes of Board meetings.
  - d. Process and administer Board elections in accordance with governing documents.
  - e. Provide staff support for all Board meetings as requested.
  - f. Draft policies and procedures, as requested, for Board approval.
3. Financial Planning and Management
- a. Maintain all financial records.
  - b. Prepare monthly reports for the Board.
  - c. Develop annual budget in conjunction with CMTA Treasurer.
  - d. Keep track of accounts receivable, including membership dues.
  - e. Prepare all bank statement reconciliations.
  - f. Assist association CPA in filing of all applicable federal and state tax forms.
  - g. Annually prepare, file and distribute 1099s.
  - h. Assist in preparation of audits and reviews, as requested.
4. Membership
- a. Maintain association database, including making timely updates to keep member information current.
  - b. Correspond with the membership as requested.
  - c. Respond to member inquiries on a timely basis.

- d. Invoice members for association membership dues; follow up as necessary to work toward an 85 percent retention rate and report to the Board of Directors.
  - e. Process new membership applications, including sending out new member materials.
  - f. Handle registration process for Division meetings.
  - g. Work with Membership Committee to prepare and distribute membership recruitment materials.
  - h. Maintain online membership directory.
5. Communications and Publications
- a. Proofread all materials.
  - b. Oversee editorial content, design and production of CMTA's quarterly Newsletter
  - c. Work with appropriate committee and/or Board members to ensure the inclusion of timely information in the quarterly newsletter.
  - d. Post electronic newsletter on the CMTA website.
  - e. Distribute an electronic notice to all CMTA members regarding the online publication of the quarterly newsletter.
  - f. Maintain association website.
  - g. Update and maintain social media outlets with relevant industry news and association updates.
  - h. Develop and distribute membership directory and provide membership updates electronically as requested.
  - i. Advertising sales and management for newsletter and website.
6. Conference and Professional Development Offerings
- a. Manage online registration process, including accounting.
  - b. Prepare registration materials, including name badges, tickets, ribbons, etc.
  - c. Provide up to two (2) onsite staff.
  - d. Work with Annual Conference committees as appropriate to establish a timeline for tasks associated with the planning of the conference.

- e. Organize all speaker materials, including distributing speaker confirmations, establishing audio-visual needs, collecting presentations, biographies and pictures, making hotel arrangements, etc.
- f. Coordinate the publication of the conference brochure, including drafting the text and collecting course descriptions.
- g. Distribute promotional materials electronically to database contacts as provided.
- h. Coordinate, promote and sell exhibit space to vendors.
- i. Work with confirmed exhibitors and sponsors to ensure accurate and prompt registration.
- j. Collect exhibitor and sponsor logos and ads, as appropriate, for coordination in printed materials.
- k. Design exhibitor floor plan in coordination with hotel and assigning booths.
- l. Order board, attendee and speaker giveaways, such as tote bags, as directed by the committee or item sponsor.
- m. Responsible for all hotel logistics, including BEOs, selecting menus, room block management, etc.
- n. Production of awards, certificate and plaques.
- o. As a subcontractor to the Association Manager or as a direct vendor relationship will provide the following for the annual conference:
  - i. Negotiate final contract with selected hotel to ensure concessions, room rate, etc. is the “best deal” for CMTA and its attendees.
  - ii. Conference logistics – liaison with hotel to develop program flow (session placement, etc.) AV, exhibit hall and prepare BEOs for all necessary functions.
  - iii. Attend pre-conference meetings with hotel staff to go through event prior to start.
  - iv. Onsite hotel contact person. Ensure event runs smoothly, troubleshooting with property, AV provider, etc.
  - v. Work with CMTA contract staff to finalize, distribute and evaluate RFP for site selection (based on Board’s desired location).
  - vi. Present the CMTA Board Members with recommendations for future events.

- vii. Coordinate with appropriate CMTA Board members to visit potential venues for future meetings and be responsible for making travel arrangements and hotel accommodations if necessary.
  - viii. Work with CMTA Board to secure the site of the Annual Meeting at least one year prior to the event, and preferably prior to the current year's conference.
7. Certification
- a. Administrative support for CMTA certification programs including marketing, information dissemination and CE tracking.
  - b. Coordinate monthly, or as needed conference calls to market, promote and educate participants.
  - c. Securing plaques and certificates for those participants who have satisfied program requirements.
  - d. Maintain a roster of all CCMT and CTC participants with start and end dates of each participant and CMTA Specialized Training hours. Submit the roster to Certification Committee as requested.
  - e. Maintain a listing of Investment Policy Certification holders and send certificate and press release to new recipients.
8. Education Program
- a. Process registration, provide onsite materials and develop and disseminate promotional materials for all education programs offered by CMTA in conjunction with CMTA partners.
9. Other
- a. The Association Manager will act as historian for CMTA and maintain CMTA supplies and promotional items.
  - b. Will send out the Standing Rules to all new Board & Committee members each April.
  - c. Send flowers, or a gift, on behalf of CMTA, when deemed appropriate by the President.

## **SECTION VII. AMENDMENTS**

- A. At the first meeting of new Board of Directors, the President shall direct the distribution of the Standing Rules of the CMTA Association for review by the Board. The Board members shall bring suggested revisions to the following Board meeting for Board action.

- B. The Standing Rules Chair should be the Immediate Past President or designee, in conjunction with the Association Manager, will update this document with the revisions, and will propose amendments throughout the year as policies and practices are put into place by the Board.
- C. The Association Manager will maintain the master copy of the Standing Rules for consistency.

**SECTION VIII. POLICIES AND PROCEDURES**

- A. It is the responsibility of all officers, appointments, and committee chairs to update the policies and procedures of their respective position each year. Sections pertaining to legislation, certification, site selection, annual conference, education and president elect/program chair duties have policies and procedures that are part of the Standing Rules. These policies and procedures will be updated annually, or as needed, by the incumbents and provided to the Association Manager for centralization.

**SECTION IX. LEGISLATION AD HOC COMMITTEE**

- A. Authority

At the discretion of the President, there shall be an Ad Hoc Legislative Committee consisting of not less than two (2) members including the Chair, appointed by the President, whose duties shall be to review and submit recommendations on legislation which may be necessary or beneficial to the cities or to the City Treasurers, counties or special districts. These recommendations shall be reviewed by the Board. Within a reasonable time, the Board shall determine whether or not the recommendations warrant further action. The Ad Hoc Legislative Committee shall, at all times, act as the agent of the organization on legislative matters, and may establish legislative positions with the approval of a two-thirds vote of the officers of the Association. In the event that the Board adopts a formal legislative position, the Legislative Chair and the President shall announce the position to the membership and lead further discussion on the issue. It shall be the shared responsibility of the President and the Legislative Chair to inform the membership as to all actions affecting the position."

- B. Authority to Represent CMTA positions on Legislation.
  - 1. CMTA Standing Rules Section III E (3) authorizes the Legislative Committee Chair to convey the organization's position after one of the following:
    - a. Receiving specific direction from the general membership;

- b. Receiving specific direction from the Executive Board;
- c. In emergency situations, after consulting with the President.
- d. In the event it is not possible to do a, b, or c above, the Legislative Chair must refrain from any action, unless directed otherwise by another Board member.
- e. Should any of the officers be called upon to articulate CMTA's policies and procedures, every effort must be made to refer the inquiry to the President. In the event this is not possible, the summary of the transaction and/or conversation must be immediately referred to the President.

C. Committee Structure

- 1. The ideal committee membership includes representatives from counties, special districts, or large and small cities elected and appointed representatives, and an associate member. At least one of the Committee members should be from an agency that has an active lobbying program to assist in identification of legislation of interest to CMTA or clear channels for receiving regular updates on legislative actions pertaining to the membership. To the extent possible, the Legislative Chair and President should be available on short notice to attend hearings and provide testimony in Sacramento or Washington D.C. as necessary.

D. Primary Responsibilities.

- 1. The Ad Hoc Committee's primary responsibilities are:
  - a. Monitor and make recommendations on legislation to the Board and membership affecting the duties and responsibilities of municipal treasurers and their staff.
  - b. Develop regular and timely legislative updates for presentation at all Board meetings, the annual conference, and more frequently, as needed.
- 2. Legislative Committee Chair Primary Responsibilities
  - a. Conduct Legislative Committee meetings as required.
  - b. Coordinate development of recommendations on legislation affecting the duties and responsibilities of municipal treasurers and their staff.
  - c. Present Legislative Committee recommendations to the Board and/or membership for consideration.
  - d. Prepare draft letters for President's approval regarding CMTA adopted positions on legislation for distribution to the membership.



- e. Present annual Legislative Committee report at the annual conference.
  - f. Prepare and present Legislative Committee activity reports to the Board during meetings.
  - g. Prepare Legislative Committee reports for the CMTA newsletter.
3. CMTA Legislative Program
- a. The CMTA's legislative program is for the most part reactive rather than proactive due to the limited resources. The Ad Hoc Legislative Committee reviews and monitors legislation brought to the attention of the Committee through various sources. These include individual members, associate members, city lobbyists, the League of California Cities, California Special District Association, and the California County Treasurers and Tax Collectors Association.
  - b. The Ad Hoc Legislative Committee recommends positions to the Board and membership within the legislative policy guidelines adopted from time to time by the Board and membership. The Chair develops the recommendations by polling the Committee via email. The positions recommended by the Committee include:
    - i. Support
    - ii. Support if Amended
    - iii. Neutral
    - iv. Oppose unless Amended
    - v. Oppose
  - c. The strongest and most favorable position to recommend is "Support". An "Oppose" position should be a position of last resort because it is considered an affront by the authors. However, in some cases, the position is the proper avenue.
  - d. The Legislative Chair presents Committee recommendations to CMTA officers and/or members for their consideration. Generally, CMTA officers and/or members adopt the Committee recommendations but may modify or change the recommendation. The Legislative Chair prepares draft letters for the President's approval to distribute to the membership to use to lobby by their legislative representatives.
  - e. The CMTA legislative program relies upon the individual participation of the membership in contacting and writing their representative to express their views. The Legislative Chair

should remind the membership of the importance of their individual participation and support at every opportunity.