



## **INTERNATIONAL ASSOCIATION OF GOVERNMENT OFFICIALS**

Representing the Finest clerks, recorders, election officials & treasurers.

### **POLICIES, PROCEDURES AND GUIDELINES**

Policies, Procedures and Guidelines are for the purpose of establishing an effective and efficient method of operating IAGO. The Policies, Procedures and Guidelines may be amended by a majority vote of the Board of Directors.

#### **POLICIES, PROCEDURES AND GUIDELINES**

##### **Section 1. IAGO Travel Policy**

###### **I. POLICY STATEMENT**

Members of IAGO are not generally reimbursed for any travel expenses incurred for attending IAGO meetings due to the limited funds to support travel. There are provisions, however, for reimbursement of travel expenses if attending meetings on behalf of IAGO business, or if approved by the President and the Treasurer.

- A. Members traveling on IAGO business must have prior approval of the President. If prior approval is not obtained, no reimbursement will be made.
- B. All air travel should be by Coach Class at the lowest available fare. Advance purchase requirements should be utilized whenever possible. Saturday night stay-over should be utilized whenever possible if it will save the Association money. Upgrades to First Class will be allowed at the Member's expense.
- C. Auto travel will be reimbursed at the prevailing IRS approved rate. Reimbursement will be for travel by the most direct route between the two locations. Reimbursement shall not exceed the lowest commercial airfare. The use of rental cars is authorized when their use is more time or cost-effective than airline or rail-travel, or when other modes of transportation are not available.
- D. Reimbursement shall be limited to the following:

Transportation	
Transfers	(The least expensive means)
Hotel Rooms	
Meals	(Not provided by the group, which the laoGO Member is attending)
Tipping	(\$1.00 per bag)

- E. laoGO will not reimburse expenses for alcoholic beverages for Members traveling on laoGO business. Meals will be reimbursed at the prevailing Federal Government approved rate. Only the meals of the traveling Member shall be reimbursed. Receipts will be required.
- F. Expenditures determined to be "lavish" will not be reimbursed.
- G. laoGO will reimburse for actual cost of hotel rooms for Members traveling on laoGO business. Room upgrades or suites may be used if the Member pays the difference for such room.
- H. Any Member traveling must submit, with a request for payment, a justification for the length of stay for travel, including, but not limited to, an invitation.

## **Section 2. Budget Policy**

- I. The purpose of this policy is to ensure the orderly creation of the Annual laoGO budget and establish the proper format for the use of laoGO funds.
  - A. The laoGO budget shall be prepared annually by the Budget Committee. The budget shall be presented with the Chief Staff Officer to the Board of Directors and approved by the General Membership at the Mid-Winter Conference.
  - B. During the period between January 1 and the acceptance of the new budget, the Association will operate business as usual.
  - C. The budget must be balanced with anticipated income equal to or exceeding expenditures.
  - D. The budget shall be a line item budget.
  - E. All expenditures must state the line item from which the money is to be expended. Line items may not be exceeded.
  - F. Line item transfers may be made with approval of the majority of the Executive Board.

- G. No expenditure may be approved that conflicts with any Policy or By- Law of this organization.
- H. The financial business of this organization shall be on an accrual basis.
- I. Expenses incurred in any fiscal year shall have funds encumbered at that year's end for payment in the next fiscal year.
- J. Makes recommendations to the executive committee for any expenditure exceeding 10 percent of the approved budget line item.
- K. The Executive Board hereby establishes a Cash Reserve, which Cash Reserve shall be equal to six (6) months of the average annual operating expenses of laoGO. The Executive Board may appropriate necessary funds from the unrestricted funds for unanticipated expenses, in accordance with the Cash Reserve fund policy set forth herein.

### **Section 3. Nominations and Elections**

- A. Nominations for those who timely file a Statement of Candidacy for the Offices of First Vice President, Second Vice President, Secretary, Treasurer, Directors-at-Large and Delegation Directors' Chair shall be made from the floor at the Annual Conference. Nominations and seconding speeches may be made only by Members in good standing. Nominations for each Office to be elected shall be limited to one (1) nominating speech, and one (1) seconding speech. The length of all speeches shall be limited to three (3) minutes, unless otherwise determined by the President and announced in advance of all nominating speeches.
- B. An unopposed candidate will not appear on the ballot and voting shall be dispensed with for that Office and the unopposed candidate shall be declared elected to said Office by the President.
- C. Voting for the election of remaining Officers shall be conducted by Ballot in the manner prescribed by the Conference Elections Committee. No write-in Candidates shall be allowed. The Conference Elections Committee will determine the schedule for the Election. Hours for voting shall be for a period of at least four (4) hours, the times for which shall be determined by the Conference Elections Committee, at a location convenient for the Members. Electronic voting will be available for Absentee Voting to all eligible laoGO members. After all Ballots have been counted, the Elections Committee Chair shall file the results of the Election with the Secretary. The results shall also be made a part of the official records.
- D. No one shall be permitted to electioneer within 50 ft of the entrance of the polling location.
- E. The Candidate receiving the most votes for an Office shall be declared by the President to be elected to that Office. In the event two (2) or more Candidates for the same Office receive an equal and the highest number of votes, the winner will be determined by a drawing of lots conducted by the Chair of the Conference Elections Committee.

#### Section 4. Site Selection

- A. Site selection shall be the responsibility of the President, and Staff, who will make the arrangements for the visits, the Trade Show Director and one active Member appointed annually by the President. These visits must be made prior to laoGO's Semi-Annual Meeting of the year in which the site will be selected.
- B. The Annual Conference shall be held in one of three regions of the United States. The Annual Conference must be rotated between the regions and one (1) Annual Conference must be held in each one of the three regions before repeating a region. The states included in each region are as follows:
- (1) Western Region: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, Guam, Northern Mariana Islands
  - (2) Central Region: Alabama, Arkansas, Illinois, Indiana, Iowa, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Ohio, Oklahoma, Tennessee, Texas, Wisconsin
  - (3) Eastern Region: Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia, Puerto Rico, US Virgin Islands
- C. Selection Process:
- In order to provide both a wide-based review by the Board of Directors representing the Membership and to allow the Executive Board to exercise fiscal responsibility and due diligence, future Conference sites shall be selected in the following manner:
- (1) At the Board of Directors Meeting, at laoGO's Semi-Annual Meeting, the President shall present no more than three (3) sites that meet the RFP. The Board of Directors shall vote and make a recommendation to the Executive Board ranking the sites in order of preference. If only one (1) site meets the criteria, the site shall be considered recommended.
    - (2) Upon receiving the recommendations, the Executive Board and Conference Chair shall select one of the eligible sites submitted by the Board of Directors. Upon review and contractual acceptance, the site shall be announced at the Annual Conference to the general Membership.
    - (3) The Executive Board shall determine the timetable and schedule of the site selection process to the greatest benefit of the organization.
- D. Request For Proposal:
- The Request for Proposal (RFP) shall be prepared by the Chief Staff Officer and Conference Chair and shall be approved by the Executive Board. Criteria shall

be based on the most current Conference needs and requirements. It shall include, but not be limited to, access to reasonable transportation, sleeping rooms, registration facilities, meeting rooms, trade show accommodations, and food and beverage requirements. It may also include, as an option, specifications for laoGO's Semi-Annual Meeting.

#### **Section 5. Audit Committee**

- I. The Audit Committee's major responsibilities shall be to review the Association's financial reports, its external audit, if any, and its system of internal accounting control.

The Audit Committee Shall:

- A. Be appointed by the current President and shall meet in conjunction with laoGO's Semi-Annual Meeting or another location as determined by the President if the timing of the laoGO Semi-Annual Meeting precludes the timely filing of laoGO's Annual Financial Report with the Internal Revenue Service.
  - B. Recommend to the Board of Directors the selection, retention or termination of the external auditor as selected by the Executive Board to prepare an annual review of internal control of the Association's books and records.
  - C. Review the overall scope of the audit with any external auditor.
  - D. Review the financial statements and any external audit results.
  - E. Submit the Committee's report to the Executive Board and to the Board of Directors at the Association's Semi-Annual Meeting.
- F. A full audit shall be conducted by a professional firm not less than every three years. The professional firm must be rotated.

#### **Section 6. Scholarships & Awards**

- A. Annual laoGO Scholarships and Awards will be determined by the Scholarship Committee and Awards Committee, respectively.
- B. The names of the winners shall remain confidential until the appropriate time of publication, determined by the committee and Board.
- C. Criteria for selection shall be published annually at least three months prior to deadline for application.
- D. An applicant is eligible to receive only one (1) laoGO Scholarship.

## **Section 7. Professional Certification Program**

### A. Program Description

laoGO offers a professional Certification Program in conjunction with an accredited University to provide an educational based program designed toward a Certificate in Public Leadership. The Certificate Program is designed to assist laoGO Members in their professional development and to facilitate in the improvement in the operation of their Office.

### B. Program Eligibility

In order to be eligible to participate in the Professional Certification Program, the participating Candidate must be a Member in good standing, as defined in the By Laws, throughout the duration of the Certificate course of study.

### C. Program Particulars

- (1) The Certificate Program will be presented in classes or modules, as determined by the Education Chair.
- (2) The courses will be offered through an accredited University affiliated with laoGO.
- (3) Courses will be offered on-line, throughout the year, and in class at any regularly scheduled laoGO Conference.
  - (4) In the event laoGO affiliates with another accredited University during the course of study in the Certificate Program, laoGO will make every attempt to ensure that the credits earned, up to three (3), are transferable to the new University for a Certificate.
  - (5) Candidates in Certificate Program may be assessed a fee, as determined by laoGO.
  - (6) Additional Certificates in various courses of study may be offered, as determined by laoGO.
  - (7) Certification expenses incurred in any membership year shall be encumbered in the Budget for that year and shall be paid out of the Budget for the year in which the expenses are incurred.

## **Section 8. Dues**

- I. Notice of Annual Dues shall be distributed in October and are due by January 31. Membership shall be effective January 1-December 31 of the calendar year.

### **Section 9. Expenses**

- A. The President's expenses shall be paid at all official functions including the laoGO Semi-Annual Meeting and the Annual Conference. The term "expenses" in this Section refers only to transportation, hotel room, Conference registration expenses as defined in the laoGO travel policy and per diem for meals.
- B. The General Counsel, if not publicly employed and not a voting Member of laoGO, may have all travel and lodging expenses paid for attendance at all meetings and assigned representations of laoGO, and further, said counsel may be reimbursed for other necessary expenses incurred in the representation of laoGO.
- C. If an laoGO Member has expenses paid by laoGO, he/she will not get further compensation from the organization.
- D. All requests for reimbursements shall be submitted for payment no more than sixty (60) days after the expenditure was incurred.
- E. If a vendor is a speaker at an laoGO meeting, he/she shall not be paid a speaker fee or be reimbursed for expenses and they must have a booth in the Trade Show with exceptions considered by the Executive Board.

### **Section 10. Website**

- I. laoGO shall have a website to be updated and maintained by the laoGO staff designees. It shall contain Membership requirements, Conference information and all contact information, as well as any other information deemed appropriate by the Executive Board.

There will be a line item in the annual budget to cover all website expenses.

- A. Meeting Minutes  
The minutes of all meetings shall be posted to the website.
- B. Online Member Directory  
laoGO members may choose to have their Member Profile, which includes name, address, phone number(s), email address and website, listed in an Online Directory. If a member does not wish to have their Member Profile listed in the Online Directory they may designate so in their account profile.

### **Section 11. Conference Committee**

- I. The purpose of this policy is to ensure the creation of the Annual Conference Program and the Annual Conference Budget in accordance with budget policies.
  - A. Within sixty (60) days of the beginning of the year, the Conference Committee shall be responsible for preparing an agenda, budget, and registration rates for the conference.

### **Section 12. Meetings**

- A. For all meetings conducted by telephone, electronically or other than in person, all decisions must be made available by web or publications to the Membership.
- B. Agendas for the Executive Board and the Board of Directors shall be provided at least five (5) business days prior to the commencement of the meeting. These are to be made available to the appropriate Boards.
- C. A Committee Chair must be notified prior to the meeting if a report is to be presented.
- D. For all scheduled meetings, a uniform policy for registration fee refunds shall be:
  - (1) Thirty (30) Day Prior: Any request for full refund of a registration fee postmarked or an electronic transmission dated thirty (30) days or prior to the meeting shall be granted;



- (2) Seven (7) Days Prior: A request postmarked or electronic Transmission dated less than thirty (30) days, but at least seven (7) days prior to the meeting shall be granted fifty percent (50%) refund of the registration fee; and
- (3) Less Than Seven (7) Days: Requests postmarked or an electronic transmission dated less than seven (7) days prior to the meeting will not be refunded.
- (4) The first day of registration of the meeting shall be used to compute refund requests.
- (5) Any appeal shall be made in writing to the Executive Board within thirty (30) days of the end of the meeting that the refund request applied to. The Executive Board shall review the appeal and issue a decision in writing within sixty (60) days of the end of the meeting that the refund request applied to.

- E. The First Vice President, prior to the Annual Conference, shall present to the Executive Board, for the Board's approval, a recommendation for the date and location of the next year's Semi-Annual Meeting. The site shall substantially conform to the requirements set out in the RFP developed by IAOGO. Travel expenses should be a consideration in selection of the site. The Semi-Annual Meeting shall be no more than four (4) days in length, exclusive of any pre or post meeting education.

### **Section 13. Trade Show**

- I. Up to five (5) vendors who would have on-site sales of merchandise not related to our professions will be allowed at the trade show subject to the approval of IAOGO's Trade Show Director.

### **Section 14. Publications**

- I. The Communications Director will announce deadlines and a publication schedule for the current year at each meeting of the Executive Board and Board of Directors and within thirty (30) days of the beginning of the fiscal year by posting the deadlines on the IAOGO website and communicate the deadlines by other means at such intervals as determined by the Communications Committee.

### **MISCELLANEOUS PROCEDURES**

## Document Retention

- I. laoGO shall follow the document retention policies outlined by the Management Company. laoGO relies upon its association management company to abide by and comply with this document retention and destruction policy.
  - A. Documents regardless of format (paper, electronic, microform) described in the terms for retention below will be transferred and maintained by the association management office or its equivalent;
  - B. Volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements with them) may destroy their copies of association records, provided that permanent and ten year documents described below have been forwarded to the association management company, or its equivalent;
  - C. All other records, regardless of format, may be destroyed after three years; and
  - D. **No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding, or private litigation.**

### 1. Terms for retention.

- A. Retain permanently:
  - *Governance records* – Charter and amendments, Bylaws and amendments, other organizational documents, budgets, financial summaries, governing board and board committee minutes.
  - *Intellectual property records* – Copyright and trademark registrations and samples of protected works.
- B. Retain for ten years:
  - *Government relations records* – State and federal lobbying and political contribution reports and supporting records.
  - *Tax records* – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.
  - *Financial records* – Audited financial statements, attorney contingent liability letters, and similar documents.
- C. Retain for three years:  
(Retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement)
  - *Lease, insurance, and contract/license records* – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, consultant agreements, and all other agreements.
  - *Correspondence files, publications, policies and procedures (until superseded), survey information.*

### 2. Exceptions and Additions. Exceptions and additions to these rules and terms for

retention may be granted only by a vote of the association's Board of Directors.

### **Check Signing Policy**

1. All checks and accompanying invoices being paid will be scanned by the accounting department and emailed to the laoGO treasurer.
2. The treasurer will verify the budget for that invoice is available in the respective line item account. The treasurer will respond with his or her approval for payment, or with any questions he or she might have.
3. Once approval has been authorized, checks will then be signed by the accounting general manager, maintaining the two-party check-approval system.
4. Checks will be mailed directly to the payee.

This check-signing process ensures proper association internal financial controls. Proper controls include division of duties to preclude collusion and improper disbursing of the association's money.

### **Logo Usage Policy**

Members of the laoGO who wish to utilize the logo of the association to promote name recognition, membership participation in association activities and the elevation of professional performance must adhere to the following guidelines.

laoGO members may place the laoGO logo on letterhead, marketing pieces, websites and other such printed and broadcast publications.

The words such as "member of," and "in cooperation with" may be used. Words "endorsed by," "approved by" and "in partnership" may NOT be used. When used on marketing materials and reports, the laoGO logo must NOT be placed in close proximity to the address and/or phone number of the organization incorporating the laoGO logo.

The Board of laoGO has the authority and absolute discretion to grant express written permission to use the laoGO logo. The fact that a person requesting permission to use the laoGO logo is a member of laoGO, or a member of any organization affiliated with laoGO, does not guarantee that permission to use the laoGO logo will be granted. Permission may be refused without explanation. Additionally, once granted, permission can be revoked at any time by the Board.

The use of the laoGO logo on contracts, checks and other documents that may imply a contractual relationship with laoGO is disallowed.

laoGO staff shall notify the Board of any and all known uses of the logo which fail to comply with these approved uses.

## Whistleblower Policy

This Whistleblower Policy of the Association: (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the association; (2) specifies that the association will protect the person from retaliation; and (3) identifies where such information can be reported.

**1. Encouragement of reporting.** The association encourages complaints, reports or inquiries about illegal practices or serious violations of the association's policies, including illegal or improper conduct by the association itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the association has existing complaint mechanisms should be addressed under those mechanisms, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

**2. Protection from retaliation.** The association prohibits retaliation by or on behalf of the association against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The association reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

**3. Where to report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the association's executive director or President of the Board of Directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Vice-President of the Board of Directors. The association will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the association may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

## Bereavement Policy

**Purpose:** To establish a policy for extending condolences for laoGO's leadership that will be consistently applied.

**Definitions:** This policy will apply to board members, committee and interest group co-chairs and their immediate family members only

- Board Members, Committee or Interest Group Co-chairs: sitting or retired.

- Immediate Family: spouse/significant other, mother, father, children or siblings of the association volunteer.

**Policy:**

- Current Board Members, Past Presidents, Committee or Interest Group Co-chairs and their Immediate Family: Flowers or a plant sent to the home with card acknowledging sympathy from the Board of Directors and Staff. If family has requested charitable donation, in lieu of flowers, a check for \$100 will be sent to the named charity with a request that acknowledgement be forwarded to family.
- Committee or Interest Group Chair or Co-chair Immediate Family: Sympathy card sent to the home or workplace on behalf of the Board of Directors and Staff.
- Association Volunteer: Flowers or a plant sent to the home of surviving spouse or immediate family member with card acknowledging sympathy from the Board of Directors and Staff. If family has requested charitable donation, in lieu of flowers, a check for \$100 will be sent to the named charity with a request that acknowledgement be forwarded to family.
- Volunteer Immediate Family: Sympathy card sent to the home or workplace on behalf of the Board of Directors and Staff.

**Policy Enactment:** The association staff will automatically enact this policy once they are informed of a death and determine relationship to the association member.

The Executive Board will have the flexibility to modify this policy based on extenuating circumstances.

**THESE POLICIES, PROCEDURES AND GUIDELINES SHALL TAKE EFFECT**

**UPON PASSAGE BY THE MEMBERSHIP**

**To be voted upon at the Annual Conference  
of laoGO / laoGO on June 28, 2016**