

Alabama City/County Management Association



Policy Manual

*Prepared by:
Government & Economic Development Institute
Auburn University*

**Effective:
June 7, 2017**

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Alabama City/County Management Association

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INTRODUCTION

0100-0199

Alabama City/County Management Association

Policy

Subject: Articles of Incorporation

Policy Number: 0100

Supersedes:

Page 1 of 2

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

Name

The name of this organization shall be the Alabama City/County Management Association hereinafter referred to as “the Association”.

Purpose

The purpose of the Association shall be to strengthen the quality of and to protect and promote local governments in Alabama by increasing the proficiency and professionalism of municipal and county managers and administrators through education, training, association, and mutual exchange of information and through cooperation with the Alabama League of Municipalities and the Association of County Commissions of Alabama in the production of meaningful research and information.

Mission Statement

The Alabama City/County Management Association exists to advance professional management in Alabama’s City and County Governments and support the professional development of its members and local officials.

Core Beliefs

The Alabama City/County Management Association believes in:

- Professionalism
- Ethics
- Integrity
- Education
- Camaraderie

Goals & Objectives

Establish Public Information

- Publish articles in the ALM's Journal and the ACCA's *The County Commissioner*.
- Post items of interest to the League and the Commission on Websites.
- Exchange ideas through bulletin board on ACCMA Website.
- Accomplish objectives through Public Information Committee.

Establish Meaningful Relationships

- Gain advisory "non-voting" seat on ALM and ACCA Boards of Directors.
- Establish relationships with the Governor, Alabama Legislature, and U.S. Senators and Congressmen.

Establish Partnership with Elected Officials and Managers/Administrators

- Create Intergovernmental Affairs Committee.

Financial Management

- Increase sponsorships through Sponsorship Committee.
- Develop budget.
- Create Budget Committee composed of Officers, Past-President and Executive Director.

Professional Development

- Establish a link of library resources on ACCMA Website.
- Develop statewide internship program through Intern Program Committee.
- Establish relationships with universities that have Master of Public Administration Programs.
- Encourage memberships and participation in ICMA, as well as ALM and ACCA.

Organizational Development

- Encourage networking and recruiting.
- Regional Meetings co-coordinated by Executive Director.

Alabama City/County Management Association

Policy

Subject: By-laws

Policy Number: 0101

Supersedes:

Page 1 of 1

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

Amendment

This Constitution and By-Laws may be amended by a two-thirds majority vote of the Regular Members present and voting at an annual or Special General Meeting of the Association provided that ten (10) days written notice of the proposed amendment has been made. Any such amendment shall become effective immediately upon declaration of its adoption.

Proposals for Amendment

Amendments to this Constitution and By-Laws may be proposed by the Board of Directors, by a Standing or Special Committee appointed to study the Constitution and By-Laws, or by a group of five Regular Members who petition the President for action to amend the Constitution and By-Laws.

Written Notice

On any proposal to amend the Constitution and By-Laws, written notice of proposed amendments shall be made in writing or by electronic mail by the Secretary/Treasurer to each Regular Member not later than ten (10) days prior to the General Meeting at which the proposed amendment shall be considered.

Adoption

This Constitution and By-Laws shall become effective upon its adoption by a two-thirds majority of the Regular Members of the Association in attendance and voting at a General Meeting.

Alabama City/County Management Association

Policy

Subject: DUTIES OF BOARD AND OFFICERS

Policy Number: 0102

Supersedes:

Page 1 of 2

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

The officers of the Association shall consist of a President, President-Elect, Vice-President, Secretary/Treasurer, and Board of Directors, each of whom shall be elected by the Regular Membership to serve for one year or until his/her successor has been elected and entered into office. Only Regular Members shall be eligible to hold office as an officer.

Board of Directors

The Board of Directors shall consist of the elected officers, the immediate Past-President, six (6) Directors elected from the Regular Membership (three (3) City and three (3) County), and two (2) Directors elected from the Associate Membership (one (1) City and one (1) County). The Board of Directors shall have authority to conduct the affairs of the Association except for matters decided upon by the membership at General Meetings. Duties of the Board of Directors shall include, but not necessarily be limited to, scheduling and planning of an annual seminar in city/county management and such other conferences as may be considered appropriate.

Officers

President

Serves as the chief executive officer of the Association and shall preside at all meetings of the Board of Directors. He/she shall in general supervise and control all business and affairs of the Association meetings of the Association. The President represent the Association in its contacts with ICMA and other state associations and organizations. The President may appoint additional task forces as he/she deems advisable.

President-Elect

Provides general assistance to the President, Chair the Conference Committee, serve on such committees as may be assigned by the President and preside over Board of Directors meetings in the absence of the

President. The President-Elect shall chair one of the conference sub-committees. The President-Elect shall also be responsible for facilitating the annual performance review of the Executive Director.

Vice President

Provides general assistance to the President, Chair one of the conference sub-committees, and serve on such committees as may be assigned by the President.

Secretary/Treasurer

Responsible for insuring the proper maintenance of minutes, budgets, records, standard operating procedures, and documents of the Association.

Past-President

Responsible for any special assignments such as committees and special projects.

Alabama City/County Management Association

Policy

Subject: COMMITTEES

Policy Number: 0103

Supersedes:

Page 1 of 2

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

The President shall appoint members to the following Standing Committees: By-Laws Committee; Scholarships Committee; and Vocational Excellence Award Committee. Other special committees may be established and appointed by the President.

By-laws/Strategic Plan Committee

The chair is the President-Elect.

Scholarships Committee

Coordinates all scholarship meetings and sending out correspondence to schools, MPA Directors, and students. Recommends two individuals annually for academic scholarships in the amount of \$2,500 and \$1,500 to MPA students interested in a career in local government. It also provides stipends for MPA students to attend both the ACCMA Winter and Summer Conferences. The committee shall also follow the various standard of operating procedures for the respective awards, as approved by the Board.

Vocational Excellence Award Committee

Coordinates all vocational excellence award committee meetings.

Nominating Committee

The chair is President-Elect and members are made up by the Executive Officers. Coordinates all vocational excellence award committee meetings.

Legislative Affairs Committee

The chair is the current serving President. Serves as the liaison between the Association and ALM concerning legislative and other matters of mutual interest and concern to local government in the State of Alabama. Committee members may be called upon to provide analysis and expertise in a variety of areas, including but not limited to financial management, personnel and labor relations, training and staff development, legislative mandates and other operational impacts or issues affecting local government.

Membership Committee

Membership committee chair evaluates current services and provide recommendations on additional member services. The committee shall be responsible for the retention of members as well as the attainment and recruitment of new professional managers for both ACMA and ICMA, implementation of the member-in-transition program.

Sponsorship Committee

The Sponsorship Committee is responsible for contacting sponsors who do business with Cities and Counties, explaining the benefits of sponsoring an event, meal or a conference, communicates discounts associated with being a sponsor and outlines the different sponsorship levels. It also conveys the several networking opportunities possible at a conference and discusses the table setup process.

Technology Committee (Website)

The Technology Committee maintains and updates the association's data, conference details, membership information, related news, interactive bulletin board, and government-related links on the website so members can have convenient computer access to ACCMA.

Conference Planning Committee

In conjunction with the Government and Economic Development Institute at Auburn University, the Conference Planning Committee is responsible for planning, organizing and coordinating the program for ACCMA's Winter and Summer Conferences, seeks door prizes, prepares agenda and topics, and create conference incentives and marketing materials.

ICMA Committee

Members of the ICMA Committee serve as a state liaison and representatives.

Alabama City/County Management Association

Policy

Subject: MEETINGS

Policy Number: 0104

Supersedes:

Page 1 of 1

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

General Meetings

The Association shall hold a General Meeting of the membership at each sponsored educational conference. In the event that no statewide seminar or other conference is scheduled to be held during a calendar year, the annual General Meeting of the Association shall be held at a time and place determined by the Board of Directors and written notice of such meeting shall be given to all members not less than 15 days in advance of said meeting. Those Regular Members in attendance at a General Meeting shall constitute a quorum.

Special General Meetings

The President with approval of the Board of Directors may call a Special General Meeting of the membership. The President upon petition by at least five (5) Regular Members shall call a Special General Meeting. Written notice of such Special General Meeting shall be given to all members not less than 15 days in advance of said meeting.

Board of Directors Meetings

The Board of Directors shall meet at the call of the President or by written request of a majority of the members of the Board of Directors. The Board of Directors may also conduct business by correspondence and/or telephone poll. A quorum shall consist of five (5) Board Members with a minimum of two (2) Officers.

Alabama City/County Management Association

Policy

Subject: ELECTION

Policy Number: 0105

Supersedes:

Page 1 of 1

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

Election of officers shall be held annually at the Summer General Meeting. Election to office shall require a majority vote of those Regular Members in attendance and voting.

Nominations

The President shall appoint a Nominating Committee, to be chaired by the President-Elect, prior to the Summer General Meeting, which Committee shall report at the Summer General Meeting a slate of one (1) nominee for each elective position with representatives from all areas of the state regardless of size and/or jurisdiction. Nominations may also be made from the floor.

Term of Office

Election of officers shall be for a term of one (1) year with said term to begin on the 1st day of the month following the Summer General Meeting and expire when a qualified replacement is duly elected or appointed as provided in Section 4 below.

Interim Appointment

In the event that any elective office becomes vacant, the vacancy shall be filled by appointment by the Board of Directors. The officer so appointed shall serve until his/her successor has been elected at the next General Meeting and has entered into office.

Alabama City/County Management Association

Policy

Subject: Approved Signatories
Supersedes:

Policy Number: 0106
Page 1 of 1

Approval Date: August 17, 2018

Effective Date: August 17, 2018 or earlier

Policy:

All ACCMA Officers (President, President-Elect, Vice President, and Secretary/Treasurer) are approved signatories with a minimum of two ~~signatures~~ **approvals** required for a transaction (*August 17, 2018*).

**MANAGEMENT GROUP/EXECUTIVE DIRECTOR
RESPONSIBILITIES**

0200-0299

Alabama City/County Management Association

Policy

Subject: Responsibilities of GEDI

Policy Number: 0200

Supersedes:

Page 1 of 2

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

The Government and Economic Development Institute (GEDI) at Auburn University provides association management services for the Alabama City/County Management Association. These services include membership, conference, and professional education program development, management, and facilitation.

Responsibilities of GEDI

- Provide timely and responsive customer service to all ACCMA members, potential members, sponsors and affiliate members or organizations.
- Provide ACCMA with a membership dues budget.
- Provide a budget for all conference costs and associated fees.
- Develop and maintain a policy manual for the association board and their members.
- Coordination and limited maintenance of ACCMA website.
- Create, develop and maintain newsletter if needed.
- Create, develop and maintain letterhead for association use.
- Provide one to two GEDI staff members for all conference planning meetings and any board or committee meetings as necessary.
- Coordinate meals, such as working lunch, for meetings when necessary.
- Develop or assist in development of meeting agendas.
- Administer SACs accredited Continuing Education Units with Auburn University for conferences and any other education programs.

- Apply for CPEs through the Alabama State Board of Public Accountancy (ASBPA) for conferences and education program.
- Administration and processing of accreditation with other organizations for CE credit for association members.
- Maintain membership data and any historical data concerning member services.
- Maintain any and all historical records for the association such as minutes.
- Collect and track membership dues, conference fees, and event sponsorships payable to ACCMA. Checks will be deposited into an ACCMA business checking account.
- Provide supporting documentation necessary for ACCMA to process checks for payment.

Alabama City/County Management Association

Policy

Subject: Education Program

Policy Number: 0202

Supersedes:

Page 1 of 1

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

GEDI will work with the ACCMA to deliver and modify a certificate education program that increases the specialized knowledge and skills of those in local government to master the complexities of the political, social, and economic environment of public administration.

- Five courses will be offered annually through the ACCMA Professional Management Certificate Program based on identified needs. This includes presentation materials and participant materials.
- Courses will be developed, planned, and updated to reflect changes in the law and scheduled every year with a new Continuing Education class developed every three years.
- GEDI will maintain records of course participants, certificate program participants, and individuals who have achieved their certificate and maintaining that certificate.
- Attendees of the Professional Management Certificate program will make checks payable to "Auburn University."
- Course registration fees and instructional content modifications will be evaluated and changed in partnership with ACCMA.
- GEDI will pay instructor and meeting room costs, travel expenses, food and beverage costs, and other course-related expenses from the registration fees collected for the education program.
- GEDI will provide annual announcements of course offerings and supplement with periodic electronic marketing communications to ACCMA members and to other local government individuals who may have an interest.
- GEDI will provide an ongoing report to the ACCMA Board concerning class attendance and evaluations. GEDI will also provide an annual financial statement to the Board concerning classes held in that year.

Alabama City/County Management Association

Policy

Subject: Membership

Policy Number: 0203

Supersedes:

Page 1 of 1

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

Membership

- *Recruit new members via marketing efforts.*
GEDI commits to work with the ACCMA Board to determine best processes for recruitment of new members. GEDI will provide marketing through website management, mailings and emails.
- *Send renewal notices and record payments.*
GEDI agrees to mail and email renewal notices to members; as well as record payments when made.
- *Send new member letters/packets.*
GEDI recognizes the importance of providing new members with as much information as possible and agrees to mail and email any ACCMA information out to new members.
- *Maintain membership database.*
GEDI will maintain all membership data and any historical data concerning member services.

Alabama City/County Management Association

Policy

Subject: Financial

Policy Number: 0204

Supersedes:

Page 1 of 1

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

ACCMA will maintain a business checking account with a statewide financial institution. This account will be used to pay for all ACCMA Expenses other than those associated with the Professional Management Certificate program.

GEDI will be responsible for collecting and tracking the following revenue on behalf of the ACCMA:

- a. Membership dues,
- b. Sponsorship contributions, and
- c. Conference registration fees or other related fees.

GEDI will deposit all checks collected for ACCMA (membership dues, conference fees and sponsorships) into the association's business checking account on a weekly basis.

GEDI will have reporting access to the ACCMA's business checking account and the association's credit card purchases to categorize expenses needed to produce financial statements (balance sheet, income statement).

Alabama City/County Management Association

Policy

Subject: Conferences

Policy Number: 0205

Supersedes:

Page 1 of 2

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

GEDI will be responsible for the organization and facilitation of two conferences annually. All conference fees and associated payments for materials, supplies, food, meeting rooms, etc., will be paid via participant registration fees and the collection of sponsorship funds from the ACCMA's business checking account or credit card. The following will be provided:

- *Coordinate with Officers all conference planning details, including site selection and logistics, registration, vendors, speakers, food and beverage and program agenda.*
GEDI commits to work with the ACCMA Officers to establish and book the most appropriate venue for the two annual conferences, develop and plan the agendas, selection of speakers as well as all logistics and food and beverage choices.
- *Solicit and secure new and renewing sponsors/exhibitors.*
GEDI recognizes the importance of financial backing from sponsors as well as conference exhibitors and will work with the ACCMA Officers to recruit new sponsors and exhibitors and renew current sponsors and exhibitors.
- *Handle all contract negotiations and coordinate all details with speakers, conference signage, awards, facilities, service contractors, and vendors.*
GEDI agrees to handle all contract negotiations and coordination of all details involved in the management of the two conferences annually. Agreements will be in the name of ACCMA. Related deposits and payments will be processed through the association's business checking account.
- *Prepare and print registration packets, name badges, ribbons for all registrants and Sponsors/Exhibitors.*
GEDI recognizes the importance of providing special attention to each of our conference participants through name tags and name tents, registration packets, and ribbon recognition.
- *Organize and pay for all food & beverage alcohol and any bar related bar or cashier fees, all audio-visual, equipment, entertainment, gifts, and exhibit booth rentals through the association's*

business checking account.

- *Provide hotel rooms for two GEDI staff members associated with the facilitation of ACCMA conference related activities. Hotel room costs will be directly billed to the ACCMA hotel master account.*
- Pay for Executive Director's (or approved substitute's) expenses (hotel, gas, meals, transportation, etc.) necessary to attend an ICMA conference, training or association meeting at the direction of the ACCMA's Officers. Expenses will be reimbursed according to AU Policies and Procedures and rates.

Alabama City/County Management Association

Policy

Subject: Code of Conduct for Instructors and Speakers

Policy Number: 0206

Supersedes:

Page 1 of 2

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

The ACCMA Board and the Government & Economic Development Institute (GEDI) at Auburn University expect from its instructors and speakers the highest possible standards of personal integrity, professional competence, sound judgment, and discretion.

- I. During a teaching assignment, instructors/speakers must conduct themselves with integrity. They should maintain an appropriate professional relationship with students, both inside and outside the classroom.
 - A. Instructors/Speakers are expected to maintain an open, courteous, and respectful attitude in their dealings with students.
 - B. It is the policy of the ACCMA Board and GEDI to promote a positive learning environment for all students. Harassment and/or discriminatory behavior directed toward a person because of his or her race, ethnicity, sex or physical disability is expressly prohibited. Instructors are obligated to refrain from such behavior and are required to discourage such behavior from occurring in the classroom by others.
 - C. Instructors/Speakers shall refrain from any overt statements or pointed humor that disparages the rightful dignity of any individual or group.
 - D. Instructors/Speakers shall refrain from making sexual advances toward students and refrain from accepting sexual advances from students.
 - E. Instructors wishing to set up special sessions for review should do so only in a public classroom or public meeting room.
 - F. Instructors who monitor exams should offer no help to the students relative to interpreting questions on the exam.

- II. Instructors/Speakers are expected to conduct themselves in an ethical, professional, and honest manner at all times.
 - A. Instructors/Speakers are to refrain from using their position to directly sell, promote, or otherwise encourage participants to purchase or use the speaker's products or services.
 - B. Instructors/Speakers must fairly represent their credentials, qualifications, experience, and ability.

- C. Instructors/Speakers must comply with all copyright laws and the laws and regulations governing their position; they must give full credit to the source of any materials quoted or cited in writings or presentations.
 - D. Instructors/Speakers are to teach approved course content and materials. Course material containing statutory or constitutional law, departmental rules and/or regulations, and formal guidelines and procedures must be presented accurately according to the specific context of the subject matter.
- III. Instructors/Speakers must be committed to providing quality instruction and to their own professional development.
- A. Each instructor should strive to provide students with the highest quality education, training, and development.
 - B. Instructors should keep informed of pertinent knowledge and competence in their field; they should strive to increase their knowledge and improve their professional and instructional skills.

Alabama City/County Management Association

Policy

Subject: Accountability Plan

Policy Number: 0208

Supersedes:

Page 1 of 2

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

ACCMA will maintain a business checking account with a statewide financial institution. This account will be used to pay for all ACCMA expenses other than those associated with the Professional Management Certificate program.

GEDI will be responsible for collecting and tracking the following revenue on behalf of the ACCMA:

- a. Membership dues,
- b. Sponsorship contributions, and
- c. Conference registration fees or other related fees.

GEDI will deposit all checks collected for ACCMA (membership dues, conferences fees and sponsorships) into the association's business checking account on a weekly basis.

GEDI will have reporting access to the ACCMA's business checking account and the association's credit card purchases to categorize expenses needed to produce financial statements (balance sheet, income statement).

*If the ACCMA decides to accept electronic credit card payments for its membership and conference fees, the ACCMA will be responsible for ensuring that the outside merchant vendor collecting payment information comply with all Payment Card Industry (PCI) Standards. The payment site will need to be separate from AU and provide detailed payment information that can be reconciled with conference registrations and membership dues. In the event additional programming or database interfacing work has been done to implement the acceptance of credit cards, GEDI will propose this work under a separate agreement with the ACCMA for the additional charges.

The ACCMA will be responsible for authorizing, processing, and paying for the following from the association's business checking account:

- Pay for a CPA firm to do any filing of Federal requirements such as the 990-EZ, 1099s, 1098s and

any other accounting requirements.

- Pay for the CPA firm to assist GEDI in developing an accountability plan and policies for a financial policy manual.
- Pay for scholarships as determined by the Executive Board and Officers to be given to selected ACCMA student(s) annually.
- Pay for students, chosen by ACCMA, to travel to each conference annually. This includes hotel rooms, travel costs, and meals.
- Pay travel expenses, if necessary, for speakers for two conferences annually.
- Pay travel expenses for ACCMA Board member(s) to attend ICMA conferences. Expenses will be reimbursed based on itemized receipts submitted.
- Provide conference registrations for students to attend each conference annually.
- Provide membership assistance for one new member (when pre-approved by the ACCMA Board) to attend conference (fees, travel, etc.)
- Payment of alcohol or alcohol related functions at conference/events through sponsorship fee collections.
- Payment for special awards (recognition for service plaques) for ACCMA members such as president, Vocational Excellence awardee, etc. as approved by the President, President-Elect, Vice President and Secretary/Treasurer.
- Pay for other miscellaneous expenses as related to the business purposes of the ACCMA.

ACCMA will agree to pay to the Government and Economic Development Institute an administrative/facilitation fee per year for the extent of the contract.

Alabama City/County Management Association

Policy

Subject: CANCELLATION

Policy Number: 0207

Supersedes:

Page 1 of 1

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

The Alabama City/County Management Association and/or the Government and Economic Development Institute may cancel this agreement after one year. Provided that notice be given by either party at least 90 days in advance of the termination date.

Alabama City/County Management Association

Policy

Subject: Overhead Costs/Indirect Costs

Policy Number: 0208

Supersedes:

Page 1 of 1

Approval Date: April 21, 2017

Effective Date: April 21, 2017

Policy:

The Alabama City/County Management Association (ACCMA) is a non-profit 501(c)(6) organization which offers services, resources and conferences for its members from Alabama municipalities and counties. The ACCMA agrees to pay all negotiated direct expenses related to the overall function and management of its association; (i.e. management team expenses, conference expenses, board meeting expenses, committee meeting expenses, general legal services, general accounting (CPA Firm), association management, membership in ICMA, scholarships, printing and mailing services). However, it is policy of the ACCMA that the association not pay overhead or indirect costs that exceed 5% of total direct expenses.

ACCOUNTING FIRM RESPONSIBILITIES

0300-0399

Alabama City/County Management Association

Policy

Subject: Engagement for client accounting services

Policy Number: 0300

Supersedes:

Page 1 of 4

Approval Date: April 21, 2017

Effective Date: April 21, 2017

Policy:

ACCMA will pay an accounting firm for accounting services through a contract every two years.

Bookkeeping Services:

Perform bookkeeping services using information provided by ACCMA or representatives of ACCMA. Audits will not be performed, nor will verification of data submitted. Deposits will be posted into the general ledger based on information furnished by Auburn University. Accounting firm will reconcile the bank account on a monthly basis.

Will advise about appropriate accounting principles and their application and will assist in preparation of financial records. The responsibility of the financial records remains with ACCMA. As part of preparing the general ledger, accounting firm may propose standard, adjusting, or correcting journal entries (after provided to ACCMA for review and approval). ACCMA is responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the general ledger and financial statements. ACCMA will be responsible for contacting accounting firm to correct any journal entries.

Accounts Payable Services

Prepare accounts payable checks based on preapproved coded invoices provided by ACCMA or representative once a month. Management must determine or approve appropriate account classification and sign approval on each invoice prior to forwarding to accounting firm for processing. ACCMA is responsible for reviewing all accounts payable checks prior to signing and promptly notifying accounting firm of any errors or omissions. The fee includes preparation of up to 40 checks per years. Checks will be delivered to the signer via USPS.

Form 1099 Preparation

Preparation of annual Forms 1099 based on information provided by ACCMA or representative. ACCMA is responsible for reviewing all Forms 1099 prior to mailing and promptly notifying accounting firm of errors or omissions.

ACCMA is responsible for identifying all payments, which must be reported on a Form 1099 and providing accounting firm with correct names, addresses, and social security numbers of payees. Special care should be taken to identify all payments of nonemployee compensation in excess of \$600 annually. Fee includes up to six 1099s per year.

Preparation of Financial Statements

The Objective and Scope of the Engagement

Accounting firm will prepare the financial statements of the Association of the calendar year quarterly periods which fall within the engagement period. The financial statements will not include all disclosures required by the cash basis of accounting.

Accountant Responsibilities

Prepare financial statements in accordance with the cash basis of accounting based on information provided by ACCMA. Engagement will be conducted in accordance with Statements of Standards for Accounting and Review Services (SSARs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

ACCMA Responsibilities

In accordance with SSARs, ACCMA will have the following overall responsibilities:

- a) Selection of the cash basis of accounting as the financial reporting framework to be applied in the preparation of the financial statements.
- b) The preparation and fair presentation of the financial statements in accordance with the cash basis of accounting.
- c) The inclusion of all informative disclosures that is appropriate for the cash basis of accounting. This includes a description of the cash basis of accounting.
- d) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements.
- e) The prevention and detection of fraud.
- f) Assurance that the entity complies with the laws and regulations applicable to its activities.
- g) Accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, provided to the accountant for preparation of financial statements.
- h) Provide the accountant with:
 - a. Access to all information of which ACCMA is aware as relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b. Additional information that may be requested for the purpose of the preparation engagement.
 - c. Unrestricted access to persons within ACCMA of whom determined necessary to make inquiries.

ACCMA is responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee preparation of financial statements.

ACCMA is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

ACCMA's Records and Assistance

The accounting firm may accumulate records containing data that should be reflected in the ACCMA's books and records. The ACCMA will determine that all such data, if necessary, will be so reflected. The accounting firm is not expected to maintain copies of such records.

Alabama City/County Management Association

Policy

Subject: Engagement arrangements for tax preparation services and certain additional services

Policy Number: 0301

Supersedes:

Page 1 of 4

Approval Date: April 21, 2017

Effective Date: April 21, 2017

Policy:

ACCMA will pay an accounting firm for the preparation of certain services including tax preparation through a contract every two years.

Tax Return Preparation Services

Accounting firm will prepare the ACCMA Federal 990-EZ, Return of Organization Exempt for Income Tax. Accounting firm will notify ACCMA if an income or franchise tax return should be filed, but will not prepare unless given authority.

If it is determined that ACCMA is eligible for any tax credit, exclusion, or deduction, accounting firm will either apply such tax benefit when preparing tax returns or will advise ACCMA of availability.

ACCMA's Copy of Tax Returns

A copy of paper filed Federal tax return will be provided to ACCMA. For electronically filed returns, the accounting firm will provide ACCMA with the information contained on the return.

Electronic Filing of Tax Returns

Accounting firm will use their best efforts to file electronically file tax returns. Prior to filing, ACCMA will be provided the information included on the tax return for review and approval. Signature will be required prior to filing.

ACCMA's Responsibility to Provide Information

ACCMA will be responsible for providing the accounting firm with the financial and other information requested as per their process. ACCMA must respond to the requests completely and accurately.

ACCMA must deliver all financial and other information necessary for preparation at least 45 days prior

to the due date of the returns. If an extension is requested, ACCMA will be required to pay the estimated amount of any taxes due by the original due date in order for the extension to be effective.

MEMBERSHIP

0400-0499

Alabama City/County Management Association

Policy

Subject: Types of Membership

Policy Number: 0400

Supersedes:

Page 1 of 4

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

Membership in the Association shall consist of the following classifications: Regular Members, Associate Members, Corporate Members, Student Members, and Honorary Members. It shall be the prerogative of the Board of Directors to award Honorary Membership.

Regular Members

Person eligible for membership as Regular Members shall consist of appointees and employees of local government in the State of Alabama who:

- a. Hold the position of Manager or Administrator; or
- b. Hold the position of City, Town, or County Clerk and exercise management authority over departments of the municipal or county government; or
- c. Hold the position of Assistant, Assistant to or Administrative Assistant to any official named above or to any elected official.

Associate Members

Persons eligible for membership as Associate Members shall consist of the following:

- a. Any person not eligible to be a regular member as listed above, but who is eligible to be a member in good standing of the International City/County Management Association; or
- b. Any person holding the position of City County Clerk or Assistant City or County Clerk in the State of Alabama who is not otherwise eligible for Regular Membership; or
- c. Any person holding office as Mayor, Chairperson, Commissioner or Council Member of a municipality or county in the State of Alabama provided that such municipality is an active member of the Alabama League of Municipalities and such county is a member of the Association of County Commissions of Alabama; or
- d. Any member of the staff of the Alabama League of Municipalities or the Association of County Commissions of Alabama, the faculty and staff of any institution of higher learning in the State of Alabama, and any other person approved by the Board of Directors.

Corporate Members

Any business, firm, or corporation authorized to do business in the State of Alabama is eligible for Corporate Membership so long as, in the opinion of the Board of Directors, said business supports the purpose of the Association.

Student Member

Any student enrolled in a degree program offered by an accredited college or university whose intent is to engage in a profession in public service.

Honorary Member

Past members who have distinguished themselves through service to local government, their community, and commitment to the Alabama City/County Management Association, if approved by the Board; the Executive Directors of the Association of County Commissions of Alabama and the Alabama League of Municipalities; and the Southeast Regional Vice-President, Alabama State Liaison and President of the International City/County Management Association.

Alabama City/County Management Association

Policy

Subject: Rights of the Members

Policy Number: 0401

Supersedes:

Page 1 of 1

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

Regular Members shall enjoy all rights, privileges, and benefits of the Association including the right to hold office and to vote. All other members shall enjoy all rights, privileges, and benefits except the right to hold office and to vote. Associate members elected to the Board of Directors shall have the right to vote on matters before the Board.

Alabama City/County Management Association

Policy

Subject: Tenure of Membership

Policy Number: 0402

Supersedes:

Page 1 of 1

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

- A. Any member in good standing who ceases to be eligible for membership in the Association shall retain current membership to the end of the year for which dues have been paid.
- B. The Board of Directors upon proper motion and vote at a meeting called in accordance with this Constitution, shall revoke the membership of any member, regardless of classification, for any one of the following causes: violation of the ICMA Code of Ethics for which the member loses his or her membership with the ICMA, the conviction of a felony, or other just cause as determined by unanimous vote of the Board of Directors. Members who have membership so revoked may request a hearing before the Board of Directors by filing a request in writing with the President not more than 30 days following notice of revocation.

Alabama City/County Management Association

Policy

Subject: Benefits of Membership

Policy Number: 0403

Supersedes:

Page 1 of 1

Approval Date: January 23, 2019 or before

Effective Date: March 1, 2019 or before

Policy:

1. Advance notification of ACCMA's Winter and Summer Conferences as well as the conferences and events of the Alabama League of Municipalities and Association of County Commissions of Alabama; Membership Directory; official lapel pin; access to educational opportunities, information and resources; and a network of people from across Alabama who support the purposes of ACCMA.
2. The ACCMA will manage and monitor a Job Posting Board on the www.accma-online.org website.
 - Postings on the Job Board are reserved only for members in the State of Alabama.
 - Out of State ICMA members will also be permitted to post jobs, if requested.Postings will be submitted through email to info@accma-online.org in plain text format, and will include an opening date and closing date for the vacancy. In the event that an opening and closing date are not provided, the listing will be published for a period of six (6) weeks.

Alabama City/County Management Association

Policy

Subject: Dues

Policy Number: 0404

Supersedes:

Page 1 of 2

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

Membership Dues

Regular membership \$75.00 per year, Associate members shall pay \$50.00 per year. Corporate members shall pay \$150.00 per year. Student members shall pay \$10.00 per year. Honorary members shall pay no dues.

Payment of Dues

Dues shall be payable on October 1 each year. Members whose dues have been delinquent for one year shall be dropped from membership.

**LOCAL GOVERNMENT PROFESSIONAL MANAGEMENT
CERTIFICATE**

0500-0599

Alabama City/County Management Association

Policy

Subject: Local Government Professional Management Certificate

Policy Number: 0500

Supersedes:

Page 1 of 2

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

The Alabama City/County Management Association (ACCMA) with support from the Government and Economic Development Institute at Auburn University provides a certificate program to increase the specialized knowledge and skills of those in local government to master the complexities of the political, social, and economic environment of public administration. Components of this program will include leadership, financial management, ethics, communication, personnel management, public service, community development, public policy, strategic planning, and relations with local elected officials.

When a participant completes the five courses, he/she will receive an ACCMA Local Government Professional Management Certificate. The person's certificate status will be reviewed every three years. To maintain the certificate, a person must attend three ACCMA or ICMA conferences and one ACCMA training course over the three-year period.

The program is composed of five courses and continuing education.

Courses and Descriptions:

- I. *Leadership and Effective Public Management* –This course will provide the participant with knowledge and skills necessary for their professional development by defining the role of public management in democratic government, maintaining effective relations with elected officials, broadening leadership skills, expanding knowledge of local government services and processes, and strategic planning.
- II. *Human Resource Management and Staff Effectiveness* –This course is designed to provide an overview of important personnel, employment, and human resource issues and discussions of the ways in which the workplace is affected. Current employment laws and how they impact personnel actions and processes will be addressed from the perspectives of both the employee and the supervisor. Throughout the course, an emphasis will be placed on consistently following approved policies and procedures, and on the necessity of appropriate documentation. The course will also examine strategies and techniques for effective employee supervision and motivation.
- III. *Public Budgeting and Financial Management* – Effective stewardship of public resources is one of the most important responsibilities for public managers. This course is designed to provide an overview of theories and techniques of governmental budgeting, financial planning and control,

risk management, procurement, grants and contracts management, reporting, and accounting.

- IV. *Public Management and Community Development* – Participants in this course will learn the importance of their positions as local government administrators in the planning, advancing, and marketing of their community. Topics of this course include: strategic and comprehensive planning, community leadership, community engagement, technology and development, and community branding. Participants will also expand their knowledge of policy development and implementation.
- V. *Laws and Ethics for Public Management* –This course explores ethics and basic legal responsibilities associated with managing in the public sector. Maintaining a balance between how the government administrator works and what the expectations are of the government agency for which they work is discussed in this course. This course will address the ethical tensions that may arise in sustaining that balance by addressing such questions as: What ethical issues does the government official and administrator face as they go about their day to day work and responsibilities? How do they make appropriate choices when faced with an ethical issue? How can the governmental entity maintain a strong culture for professional ethics? Using a combination of guided discussion, case studies, and review of professional ethics issues, this course will address these topics and more. The Tenets of the ICMA Code of Ethics will be explored in the course and these tenets are also incorporated into all of the other courses in the curriculum:

Certificate Maintenance

The participant's certificate status will be reviewed every three years. To maintain the certificate, a person must attend three ACCMA or ICMA conferences and one ACCMA Special Topics course over the three-year period.

Alabama City/County Management Association

Policy

Subject: Course Evaluation

Policy Number: 0501

Supersedes:

Page 1 of 1

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

All courses will be evaluated by the class participants completing the course.

Alabama City/County Management Association

Policy

Subject: Course Attendance Requirements

Policy Number: 0502

Supersedes:

Page 1 of 1

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

Every participant is expected to be present in class and a participating member of the class. Participants are not expected to miss any portion of the class.

**INTERNATIONAL CITY/COUNTY MANAGEMENT
ASSOCIATION (ICMA)**

0600-0699

Alabama City/County Management Association

Policy

Subject: Purpose

Policy Number: 0600

Supersedes:

Page 1 of 1

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

Primary Purpose

ICMA seeks to reinforce the importance and value of the relationship between ICMA and state associations, and the value of belonging to both. ICMA's goal is to complement and not compete with state associations on the support and delivery of services to local government management professionals

History

By entering into formal affiliation agreements with state associations beginning in 2011, ICMA made the initiative a high priority. ICMA made firm commitments of support to all state associations, and states, within their diverse sizes, scopes, and work programs, made commitments to ICMA. These mutual agreements have laid the groundwork for a serious and structured relationship between ICMA and 43 state affiliates.

Measurable commitments were agreed to in the priority areas of the 2008 ICMA Strategic Plan:

- 1) Leadership
- 2) Professional Development
- 3) Knowledge Sharing
- 4) Member Engagement and Support

Alabama City/County Management Association

Policy

Subject: ICMA Coaching Program

Policy Number: 0601

Supersedes:

Page 1 of 1

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

Invites local government management State Associations and affiliates to join the Coaching Program as a state partner and supporter of the program. The Coaching program is offered to any local government employee at no charge, and many local governments use the content to augment existing staff training, in addition to the individual use. ACCMA will pay an annual fee for participation in the Coaching program.

Alabama City/County Management Association

Policy

Subject: Affiliation Agreement

Policy Number: 0602

Supersedes:

Page 1 of 1

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

ICMA will organize the Regional Nominating Committee process for state and affiliate organizations annually, encourage candidates to consider Regional Vice President positions on the ICMA Executive Board, continue to seek new ways to strengthen the selection process for the ICMA Executive Board to encourage diversity and inclusion, promote ICMA student chapters in every state, and include key skills that support inclusive behavior into ICMA training and development portfolio.

ACCMA will designate representatives for the annual regional nominating committee, distribute information provided by ICMA on how to participate on ICMA member committees and task forces and the ICMA Executive Board, confirm state association acknowledgement and support of ICMA commitment to a diverse Executive Board, assist in identification of college/university links for prospective student chapters, and consider inclusion of ICMA diversity and inclusiveness offerings on state conference programs.

Alabama City/County Management Association

Policy

Subject: ICMA Membership Assistance Program

Policy Number: 0603

Supersedes:

Page 1 of 1

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

As an incentive to encourage and support the professional development of its members, the Alabama City/County Management Association (ACCMA) will provide two hundred dollars (\$200.00) assistance to ACCMA members who join ICMA as a first time member.

Founded in 1914, ICMA is the premier local government leadership and management organization. Its mission is to create excellence in local governance by advocating and developing the professional management of local government worldwide. In addition to supporting its 8,200 members, ICMA provides publications, data, information, technical assistance, and training and professional development to thousands of city, town, and county experts and other individuals throughout the world.

Criteria include, but are not limited to, first time ICMA membership and the support of the applicant's local government.

Applications will be reviewed by the Scholarship Committee and recommendations made to the ACCMA Board upon receipt of completed application.

Alabama City/County Management Association

Policy

Subject: ICMA Code of Ethics with Guidelines

Policy Number: 0604

Supersedes:

Page 1 of 6

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

The ICMA Code of Ethics was adopted by the ICMA membership in 1924, and most recently amended by the membership in April 2015. The Guidelines for the Code were adopted by the ICMA Executive Board in 1972, and most recently revised in June 2015.

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

Tenet 1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

Tenet 2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.

GUIDELINE

Advice to Officials of Other Local Governments. When members advise and respond to inquiries from elected or appointed officials of other local governments, they should inform the administrators of those communities.

Tenet 3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

GUIDELINES

Public Confidence. Members should conduct themselves so as to maintain public confidence in their profession, their local government, and in their performance of the public trust.

Impression of Influence. Members should conduct their official and personal affairs in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their official duties.

Appointment Commitment. Members who accept an appointment to a position should not fail to report for that position. This does not preclude the possibility of a member considering several offers or seeking several positions at the same time, but once a bona fide offer of a position has been accepted, that commitment should be honored. Oral acceptance of an employment offer is considered binding unless the employer makes fundamental changes in terms of employment.

Credentials. An application for employment or for ICMA's Voluntary Credentialing Program should be complete and accurate as to all pertinent details of education, experience, and personal history. Members should recognize that both omissions and inaccuracies must be avoided.

Professional Respect. Members seeking a management position should show professional respect for persons formerly holding the position or for others who might be applying for the same position. Professional respect does not preclude honest differences of opinion; it does preclude attacking a person's motives or integrity in order to be appointed to a position.

Reporting Ethics Violations. When becoming aware of a possible violation of the ICMA Code of Ethics, members are encouraged to report the matter to ICMA. In reporting the matter, members may choose to go on record as the complainant or report the matter on a confidential basis.

Confidentiality. Members should not discuss or divulge information with anyone about pending or completed ethics cases, except as specifically authorized by the Rules of Procedure for Enforcement of the Code of Ethics.

Seeking Employment. Members should not seek employment for a position having an incumbent administrator who has not resigned or been officially informed that his or her services are to be terminated.

Tenet 4. Recognize that the chief function of local government at all times is to serve the best interests of all of the people.

GUIDELINE

Length of Service. A minimum of two years generally is considered necessary in order to render a professional service to the local government. A short tenure should be the exception rather than a recurring experience. However, under special circumstances, it may be in the best interests of the local government and the member to separate in a shorter time. Examples of such circumstances would include refusal of the appointing authority to honor commitments concerning conditions of employment, a vote of no confidence in the member, or severe personal problems. It is the responsibility of an applicant for a position to ascertain conditions of employment. Inadequately determining terms of employment prior to arrival does not justify premature termination.

Tenet 5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

GUIDELINE

Conflicting Roles. Members who serve multiple roles – working as both city attorney and city manager for the same community, for example – should avoid participating in matters that create the appearance of a conflict of interest. They should disclose the potential conflict to the governing body so that other opinions may be solicited.

Tenet 6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.

Tenet 7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

GUIDELINES

Elections of the Governing Body. Members should maintain a reputation for serving equally and impartially all members of the governing body of the local government they serve, regardless of party. To this end, they should not participate in an election campaign on behalf of or in opposition to candidates for the governing body.

Elections of Elected Executives. Members shall not participate in the election campaign of any candidate for mayor or elected county executive.

Running for Office. Members shall not run for elected office or become involved in political activities related to running for elected office, or accept appointment to an elected office. They shall not seek political endorsements, financial contributions or engage in other campaign activities.

Elections. Members share with their fellow citizens the right and responsibility to vote. However, in order not to impair their effectiveness on behalf of the local governments they serve, they shall not participate in political activities to support the candidacy of individuals running for any city, county, special district, school, state or federal offices. Specifically, they shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fundraising activities for individuals seeking or holding elected office.

Elections relating to the Form of Government. Members may assist in preparing and presenting materials that explain the form of government to the public prior to a form of government election. If assistance is required by another community, members may respond.

Presentation of Issues. Members may assist their governing body in the presentation of issues involved in referenda such as bond issues, annexations, and other matters that affect the government entity's operations and/or fiscal capacity.

Personal Advocacy of Issues. Members share with their fellow citizens the right and responsibility to voice their opinion on public issues. Members may advocate for issues of personal interest only when doing so does not conflict with the performance of their official duties.

Tenet 8. Make it a duty continually to improve the member's professional ability and to develop the

competence of associates in the use of management techniques.

GUIDELINES

Self-Assessment. Each member should assess his or her professional skills and abilities on a periodic basis.

Professional Development. Each member should commit at least 40 hours per year to professional development activities that are based on the practices identified by the members of ICMA.

Tenet 9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Tenet 10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

GUIDELINE

Information Sharing. The member should openly share information with the governing body while diligently carrying out the member's responsibilities as set forth in the charter or enabling legislation.

Tenet 11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.

GUIDELINE

Equal Opportunity. All decisions pertaining to appointments, pay adjustments, promotions, and discipline should prohibit discrimination because of race, color, religion, sex, national origin, sexual orientation, political affiliation, disability, age, or marital status.

It should be the members' personal and professional responsibility to actively recruit and hire a diverse staff throughout their organizations.

Tenet 12. Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

GUIDELINES

Gifts. Members shall not directly or indirectly solicit, accept or receive any gift if it could reasonably be perceived or inferred that the gift was intended to influence them in the performance of their official duties; or if the gift was intended to serve as a reward for any official action on their part.

The term "Gift" includes but is not limited to services, travel, meals, gift cards, tickets, or other entertainment or hospitality. Gifts of money or loans from persons other than the local government jurisdiction pursuant to normal employment practices are not acceptable.

Members should not accept any gift that could undermine public confidence. De minimus gifts may be

accepted in circumstances that support the execution of the member's official duties or serve a legitimate public purpose. In those cases, the member should determine a modest maximum dollar value based on guidance from the governing body or any applicable state or local law.

The guideline is not intended to apply to normal social practices, not associated with the member's official duties, where gifts are exchanged among friends, associates and relatives.

Investments in Conflict with Official Duties. Members should refrain from any investment activity which would compromise the impartial and objective performance of their duties. Members should not invest or hold any investment, directly or indirectly, in any financial business, commercial, or other private transaction that creates a conflict of interest, in fact or appearance, with their official duties. In the case of real estate, the use of confidential information and knowledge to further a member's personal interest is not permitted. Purchases and sales which might be interpreted as speculation for quick profit should be avoided (see the guideline on "Confidential Information"). Because personal investments may appear to influence official actions and decisions, or create the appearance of impropriety, members should disclose or dispose of such investments prior to accepting a position in a local government. Should the conflict of interest arise during employment, the member should make full disclosure and/or recuse themselves prior to any official action by the governing body that may affect such investments.

This guideline is not intended to prohibit a member from having or acquiring an interest in, or deriving a benefit from any investment when the interest or benefit is due to ownership by the member or the member's family of a de minimus percentage of a corporation traded on a recognized stock exchange even though the corporation or its subsidiaries may do business with the local government.

Personal Relationships. Member should disclose any personal relationship to the governing body in any instance where there could be the appearance of a conflict of interest. For example, if the manager's spouse works for a developer doing business with the local government, that fact should be disclosed.

Confidential Information. Members shall not disclose to others, or use to advance their personal interest, intellectual property, confidential information, or information that is not yet public knowledge, that has been acquired by them in the course of their official duties.

Information that may be in the public domain or accessible by means of an open records request, is not confidential.

Private Employment. Members should not engage in, solicit, negotiate for, or promise to accept private employment, nor should they render services for private interests or conduct a private business when such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties.

Teaching, lecturing, writing, or consulting are typical activities that may not involve conflict of interest, or impair the proper discharge of their official duties. Prior notification of the appointing authority is appropriate in all cases of outside employment.

Representation. Members should not represent any outside interest before any agency, whether public or private, except with the authorization of or at the direction of the appointing authority they serve.

Endorsements. Members should not endorse commercial products or services by agreeing to use their

photograph, endorsement, or quotation in paid or other commercial advertisements, marketing materials, social media, or other documents, whether the member is compensated or not for the member's support. Members may, however, provide verbal professional references as part of the due diligence phase of competitive process or in response to a direct inquiry.

Members may agree to endorse the following, provided they do not receive any compensation: (1) books or other publications; (2) professional development or educational services provided by nonprofit membership organizations or recognized educational institutions; (3) products and/or services in which the local government has a direct economic interest.

Members' observations, opinions, and analyses of commercial products used or tested by their local governments are appropriate and useful to the profession when included as part of professional articles and reports.

SPONSORSHIP

0700-0799

Alabama City/County Management Association

Policy

Subject: Sponsorship

Policy Number: 0700

Supersedes:

Page 1 of 4

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

The Alabama City/County Management Association (ACCMA) holds two conferences each year. The Winter Conference is held in January and the Summer Conference in June. These conferences, which are made possible by the generosity and support of our sponsors, provide our members with the highest quality of educational sessions while offering them optimal networking opportunities. Through sponsorships, companies receive many benefits, such as added visibility, increased name recognition, and expanded awareness of products and services to city and county government administrative staff and elected officials in Alabama. ACCMA offers four levels of Sponsorship: Platinum, Gold, Silver and Bronze. Details of each level are listed below. *NOTE: If a for profit corporation wants to attend the ACCMA Winter and Summer conferences, they must register and attend through the sponsor program. With the exception of allowing a perspective sponsor to attend through the conference registration fee on a one-time basis provided that they will not solicit clientele.*

Platinum Sponsor

Conference Sponsor - \$3,000* Four (4) complimentary registrations Two (2) exhibit tables, if needed - first choice on location Recognition on conference banner, signage, visitation sheet & packet flyer Recognition throughout Conference. Pre-registration list sent two (2) weeks before conference Opportunity to sponsor and participate in golf event, when available Free one-year Corporate Membership Access to ACCMA current-year membership roster.

Gold Sponsor

Reception & Dinner Events - \$2,000* Three (3) complimentary registrations One (1) exhibit table – second choice on location Recognition on conference signage, visitation sheet & packet flyer Recognition at Reception & Dinner Pre-registration list sent one (1) week before conference Opportunity to sponsor and participate in golf event, when available 50% off one-year Corp. Membership Access to ACCMA current-year membership roster

Silver Sponsor

President's Luncheon - \$1,000* Two (2) complimentary registrations One (1) exhibit table – third choice on location Recognition on conference signage, visitation sheet & packet flyer Recognition at Luncheon Pre-registration list sent week of conference, upon request only Opportunity to sponsor and participate in golf event, when available.

Bronze Sponsor

Breakfasts / Breaks - \$750* One (1) complimentary registration One (1) exhibit table - no choice on location Recognition on conference signage, visitation sheet & packet flyer Opportunity to sponsor and participate in golf event, when available.

Alabama City/County Management Association

Policy

Subject: Corporate Conference Attendance

Policy Number: 0701

Supersedes:

Page 1 of 1

Approval Date: On or before June 7, 2017

Effective Date: June 7, 2017

Policy:

If a for profit corporation wants to attend the ACCMA Winter and Summer conferences, they must register and attend through the sponsor program. With the exception of allowing a perspective sponsor to attend through the conference registration fee on a one-time basis provided that they would not solicit clientele.

One Time Exemption:

Prospective vendors will be offered a one-time exemption under which they would be allowed to attend one conference at the conference rate of \$195 plus the corporation membership rate of \$150, but are not allowed to recruit clients. *(June 7, 2017)*

Scholarship

0800-0899

Alabama City/County Management Association

Policy

Subject: Scholarship

Policy Number: 0800

Supersedes:

Page 1 of 2

Approval Date: June 7, 2017

Effective Date: June 7, 2017

Policy:

ACCMA will provide two (2) scholarship opportunities. The first scholarship in the amount of \$3000.00 and the second in the amount of \$1500.00. Both scholarships are awarded annually to two individual students who are preparing to enter the field of local government management. These scholarships will be awarded to two MPA students enrolled in a university in the State of Alabama. The scholarships will be awarded based on grade average, goals, community service and school service. Both recipients will also receive scholarships to the Summer Conference. The current ACCMA scholarship committee will review all applications and make recommendations to the ACCMA board of directors.