

North Carolina City and County
Management Association



Officers Manual

July, 2014

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Preamble

**Officers Manual
N.C. City and County Management Association**

Throughout the 20th Century, local government management in North Carolina evolved and grew with the dynamics and complexities of the cities, towns and counties within the Old North State. Over time, the Council/Manager and Commission/Manager form of government clearly became the choice of elected officials for the governance of the day-to-day affairs of municipal and county government. City, town and county managers were subsequently appointed and have flourished in an *environment* of “good government” as North Carolina has developed a very strong reputation of excellence in local government management.

In 1964, the city and county managers of the state determined to advance professionalism within its ranks by the formation of “The North Carolina City and County Management Association.” Since those early and formative years, the Association has matured and devoted itself to improving city and county government management in North Carolina. Throughout the course of this journey the Association has seen the emergence of a number of practices and traditions within its membership and within the organization. From time to time, the Association has recorded many of these “protocols” in an effort to provide for continuity and a connection between the past, present and future of our profession.

In 2001, NCCCMA President Webb Fuller commissioned a committee to more fully identify, document and record the traditions, practices and protocols of the Association into a functional document that could be used by the Association’s officers and membership. The Protocol and Procedures Committee was thus commissioned as an ad hoc committee to establish the written record of these traditions, practices and protocols; develop a calendar of important dates associated with same; and make recommendations associated with codifying policies or policy changes that would arise from the work of the committee.

The committee was chaired by *Dee Freeman*, Executive Director of the Triangle J Council of Governments and a Past President of the Association. Other members of the committee were *Carolyn Carter*, Assistant Raleigh City Manager and a Past President of the Association; *Debra Henzey*, Civic Education Consortium Director at the School of Government on the campus of the University of North Carolina at Chapel Hill; *Rebecca Troutman*, Director of Research for the North Carolina Association of County Commissioners; along with *Charles Archer*, Director of Intergovernmental Relations at the North Carolina League of Municipalities and Secretariat to the Association.

The document that follows, *Officers Manual for the North Carolina City and County Management Association*, is the product of the Protocol Committee’s endeavors. This manual is intended principally for the use of officers of the Association, along with its Secretariat. Otherwise, the manual, and its maintenance over time, is intended to be a repository of the multitude of customs and methods by which the Association advocates managerial professionalism and transacts its business; hence, it is for the entire membership’s use.

NCCCMA OFFICERS MANUAL

Once established, it is the intent of the committee that the Associations Board of Directors annually update and revise the manual in order to provide for the continual improvement of the Association and the accrual of knowledge about the organization. The committee recommends that the board make the updating of the manual a routine part of its June agenda and that same become a part of its standard operating procedure.

The calendar included within this manual should be very helpful to everyone involved with the activities of the Association. For the officers of the Association, the calendar should prove to be an invaluable tool to assure the timely setting of agendas, completion of tasks, and the planning of business. Members of the Association should find the calendar equally helpful and a device by which to introduce proposals, monitor the work of their Association, and generally be more informed on the operations of the Association.

All recommendations of the committee that require amendments to the Association's bylaws and constitution will be presented to the Board of Directors. It is anticipated that such amendments will be referred to the NCCCMA Bylaws and Constitution Committee for proper review and processing of same before the membership in order to correctly codify all changes that are found to be desirable.

Accordingly, it is the committee's pleasure to offer its report and present the Association with the *Officers Manual for the North Carolina City and County Management Association*. Appreciation is extended to Charles Archer of the League and Rebecca Troutman of the Commissioners Association for their staff support in this endeavor. The committee trust that this document will meet its intended purpose and will serve for many years as a benefit to the Association.

Protocol and Procedures Committee

Dee Freeman, Chair
Carolyn Carter
Debra Henzey
Rebecca Troutman
Charles Archer

June 26, 2003

NC City & County Management Association

Constitution

ARTICLE I

NAME AND CREATION

Section 1. The name of this organization shall be the North Carolina City and County Management Association.

Section 2. The Association shall be an unincorporated nonprofit association. The professional conduct of all members of the Association shall be governed by the “Code of Ethics” of the International City/County Management Association.

The Executive Committee shall be responsible for enforcing the Code through the Professional Conduct Committee. In the event of a complaint regarding the professional conduct of a member, the Professional Conduct Committee shall conduct an investigation, make findings, and take such disciplinary action consistent with the ICMA/NCCCMA Code of Ethics: Rules of Procedure for Enforcement as adopted and as may be amended, by the membership.

ARTICLE II

PURPOSE

Section 1. The purpose of this Association shall be to contribute to the continuing improvement of city and county government in North Carolina; to maintain and develop the professional competence and personal development of its members through discussion and exchange of information, ideas and experience; to maintain and develop relations with organizations devoted to the improvement of local government; and to encourage and support professional general management forms of government in North Carolina.

ARTICLE III

MEMBERS

Section 1. ACTIVE MEMBERS. Any full-time appointed chief administrator of a North Carolina city, town, or county or council of governments holding or eligible to hold full Corporate Membership in the International City/County Management Association may become an active member of the Association upon payment of dues. This includes any Assistant/Deputy Manager reporting directly to the CEO of an above listed organization. Any member ceasing to meet these qualifications shall thereby forfeit active membership in the Association.

Section 2 LIFE MEMBERS - Any active member who has completed twenty-five years of membership, upon retiring from active service with a municipality, county, or council of government shall become a paid-up LIFE MEMBER. Any member who has been an active member for at least fifteen years upon retirement at age sixty-five or later shall become a paid-up LIFE MEMBER.

Any member who has retired from active service with a municipality, county, or council of government who in the opinion of the Executive Committee has made an outstanding contribution to the development of the profession may be granted a LIFE MEMBERSHIP by vote of a majority of the Executive Committee.

Life Members are ineligible to hold office, however shall retain voting privileges. Life Members shall apply to the Executive Committee for designation after being notified by the Association for eligibility, and shall abide by the ICMA Code of Ethics once approved.

Section 3. ASSOCIATE MEMBERS. A person no longer holding office but who has previously been an active member of this Association for at least five years, or a person who has been a corporate member of ICMA for at least five years, or a faculty member who has received written endorsement by the Dean/Chair of a recognized school of public administration, may become an Associate Member of the Association upon payment of their annual dues. Associate members may not vote or hold office.

Section 4 AFFILIATE MEMBERS. Any person who is employed in the top administrative position by a unit of local government or special purpose unit of local government, or individuals holding the top administrative position of a state or federal agency shall be considered an affiliate member of the association upon payment of their annual dues fee. Affiliate members may not vote or hold office.

Section 5. LOCAL GOVERNMENT DEPARTMENT HEAD MEMBERS. Department heads of North Carolina local governments may apply for Association membership with the written endorsement of his or her manager and upon payment of their annual dues. Local Government Department Head members may not vote or hold office.

Section 6. STUDENT MEMBERS. Students enrolled in an undergraduate or graduate program may become a member of the Association upon payment of their annual dues. Student members may not vote or hold office.

Section 7 HONORARY MEMBERS. The Association may, from time to time to time upon the recommendation of its Executive Committee elect to honorary Membership in the Association persons who have rendered distinguished service to the profession and to local government and who are neither active nor associate members of the Association. Honorary membership is intended to be highly selective and limited, and shall be determined only upon the unanimous consent of those active members present and voting thereon. Honorary members shall be ineligible to vote or to hold office; and be considered a paid up-member.

Section 8. VOTING RIGHTS. The right to vote upon matters coming before the Association shall be extended to all active members and Life Members, and each member shall have one equal vote upon each matter submitted for vote to the membership.

Section 9. MEMBERS NOT-IN-SERVICE. Membership is not transferable; it shall be in the name of the individual and shall not attach to the position. Any active or associate member of this Association who has resigned or has been removed from this position with a city, town, county or council of governments may retain status as an active or associate member upon approval of the Executive Committee and payment of annual dues. Members not in service shall retain their voting rights and, if a member of the Executive Committee, shall complete the term of office to which they were elected but shall be ineligible to hold any additional office in the Association.

Section 10. DUES. The dues of active members shall be based on the annual salary of the member. The dues of other membership categories and the dues of member's not-in-service shall be determined by majority vote of the membership. The dues of members shall be payable July 1 of each year and shall be prorated for portions of a year for new members. The dues of all members shall be determined by a majority vote of the membership at the annual meeting. Any proposed changes in dues after said date shall be presented to each member at least (10) ten days prior to the annual meeting of the Association advising of the time, date and location of the meeting and the reason for any proposed change in dues. A majority vote of members present at the meeting shall be required to change the membership dues.

ARTICLE IV

EXECUTIVE COMMITTEE, OFFICERS, AND DIRECTORS

Section 1 EXECUTIVE COMMITTEE. The Executive Committee shall be the governing body of the Association and shall consist of the officers and directors of the Association.

Section 2. OFFICERS. The officers of the Association shall be a President, First Vice President, Second Vice President, and a Secretary-Treasurer, all of whom shall be elected from the active members for one-year terms, in the manner provided in Article V. The Immediate Past President shall automatically serve as an officer, if still an Active Member of the Association.

Section 3. DIRECTORS. There shall be six directors elected from the Active membership for two-year, staggered terms in the manner provided for in Article V.

ARTICLE V

ELECTION OF OFFICERS AND DIRECTORS

Section I. The election of officers and directors shall be held at each annual winter meeting. The President shall for each annual winter meeting appoint a nominating committee from among the membership consisting of three (3) members at least sixty (60) days prior to the annual winter meeting; the names of the nominating committee shall be made known to the entire membership by the Association newsletter, by direct mail, electronic communication, or by announcement in the annual spring meeting. The nominating committee so appointed shall on the first (1st) day of the annual winter meeting for which appointed submit its report of nominees for the association officers and directorships to be filled by election, when called for by the President.

Additional nominations may be made from the floor following the report of the nominating committee. The election to fill these offices shall be held during the business session at the annual winter meeting. The nominees receiving the highest number of votes cast for the respective office or directorship for which nominated shall be declared elected thereto. Officers and directors so elected shall be installed and begin their term of office immediately preceding adjournment of the next annual spring meeting following their election. Officers shall serve for a term of one (1) year or until their successors are duly elected and qualified. Directors shall serve for a term of two (2) years or until their successors are duly elected and qualified.

ARTICLE VI

DUTIES OF OFFICERS AND DIRECTORS

Section 1. PRESIDENT. The President shall be the chief executive officer of the Association; shall preside, when present, at all meetings of the Association; shall be the Chair of the Executive Committee; shall appoint the members of all committees established by the Executive Committee; shall issue the call for all regular or special meetings of the Association and the Executive Committee as provided in Article VII; and shall perform such other duties as may be assigned by the Association or the Executive Committee.

Section 2. FIRST VICE PRESIDENT. The first Vice President shall perform such duties as may be assigned by the President, the Executive Committee, or the Association. Upon the absence or inability of the President to perform, the First Vice President shall occupy the position and perform the duties of the President so long as such absence or inability shall continue.

Section 3. SECOND VICE PRESIDENT. The Second Vice President shall perform such duties as may be assigned by the President, the Executive committee or the Association. Should the First Vice President have succeeded to the office of President, the Second Vice President shall succeed to the Office of First Vice President

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and assume the duties and responsibilities. The Second Vice President shall serve as chair and liaison to the Professional Conduct Committee

Section 4. SECRETARY-TREASURER. The Secretary-Treasurer shall keep and maintain all records and proceedings of the Association in books designed for such purpose. An accurate record shall be kept of all monies received and disbursed by the Association, and shall report at least annually and at such other times as required by the Executive Committee the status of all financial accounts to the Association or its Executive Committee. The Association may contract for administrative and financial services subject to approval of the Executive Committee.

Section 5. EXECUTIVE COMMITTEE. The Executive Committee shall govern the affairs of the Association during the period between annual meetings; shall from time to time make recommendations to the Association concerning the conduct of the business of the Association; may fill, by appointments, any vacancies occurring in any Association office or directorship not otherwise provided for herein, for the balance of the unexpired term of such positions; and may create and establish such standing or special committees as may be required for the orderly conduct of the business of the Association.

The Executive Committee shall meet as soon as practicable upon call of the President to develop a program of work for the Association. The program of work should delineate and satisfy so far as practical the needs of the Association during that year. The Program Committee should be invited to participate in that Executive Session so that the programs to be conducted during the year will be coordinated and reflect the fulfillment of needs outlined by the Executive Committee.

ARTICLE VII

MEETINGS

Section 1. The Association shall meet annually at such time and places as may be determined by the Executive Committee and such meeting shall, for the purposes of this Constitution, be designated the Annual Meeting.

Section 2. There may be such other regular or special meetings of the Association as may be determined by the Executive Committee.

Section 3. Regular and special meetings of the Executive Committee may be held at such times and places and in such manner as may be determined by a majority of the committee or call of the President.

ARTICLE VIII

AMENDMENTS

Section 1. Amendments to this Constitution may be made by the active voting members of the Association at any annual meeting thereof; provided, that a copy of any proposed amendment has been furnished (including electronic media) to each active member at least ten (10) days prior to the meeting at which such amendment is to be acted upon. An affirmative vote of a majority of those active members present shall be sufficient to carry such amendment.

NCCCMA “Traditions”

The following is an outline of traditions and procedures of the Association.

Seminars

- General Information:
 - Database maintained by NCLM should be used for all mailings of seminar related material.
- Winter Seminar – Traditionally held Wednesday through Friday of the first full week of February each year. The School of Government is responsible for coordinating the seminar in participation with the Association’s Program Committee. The Executive Board has indicated a preference of meeting in Chapel Hill rather than RTP (November 14, 2001 meeting). Planning for this seminar should begin no later than September preceding the seminar. Contracts for hotels and other facilities are executed at least two (2) years in advance. The School of Government’s NCCCMA liaison and the Secretariat (NCLM Director of Intergovernmental Relations) are responsible for coordinating the finances of the winter seminar.
- NCCCMA President, ICMA President, and ICMA Southeast Regional Vice President get complimentary rooms at both seminars.
- Summer Seminar –Traditionally held Thursday through Saturday of the third or fourth week in June. There has been a great deal of discussion about having the summer seminar at a different time; however, an earlier time conflicts with local government budget preparations and later time conflicts with other seminars. Now the League and County Commissioner’s Association alternate annually planning the seminar (League odd numbered years & NCACC even numbered years). The location is usually at the coast or in the mountains. Contracts for hotels and other facilities are executed at least two (2) years in advance.
- A golf tournament is traditionally held on Thursday prior to the start of the summer seminar. The format is Captain’s Choice with a shotgun start. Usually a Program Committee member coordinates the tournament or a member near the seminar location will coordinate.
- Sponsorships – Effective in 2002, the responsibility for recruiting sponsors for the winter & summer seminars and other associated activities is handled by the Sponsorship Coordinator, which serves on the Program Committee.
- Complimentary Registration for the winter & summer seminars is provided to: a) NCCCMA Secretariat & NCACC staff liaison; b) Executive Directors of NCLM & NCACC; Range Riders (does not include travel, etc); Scholarship recipients; members in transition; life members; The School of Government liaison to NCCCMA; and ICMA staff.
- Invitees to Seminars – The ICMA President, ICMA Executive Director, and ICMA Southeast Vice-President are invited to attend both seminars. Scholarship recipients and new Life & Honorary members are invited to attend the Winter Seminar.
- ICMA Annual Conference – The League (odd numbered years) and NCACC (even numbered years) alternate hosting a hospitality suite at the annual conference. The Association pays the expenses for the staff person from either the League or NCACC. The expenses include:

transportation to & from the conference; accommodations; seminar registration; & meals. The Association pays for the cost of the hospitality suite. The Association also pays the expenses for the current NCCCMA president including: seminar registration, transportation to & from the conference, accommodations, & meals.

ICMA Vice-President Rotation

It is understood and recognized that the following states composed the Southeast Region of ICMA: Virginia, West Virginia, Kentucky, Tennessee, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, and Louisiana.

Note: There are other states included in the southeast region that may impact this rotation.

Also, ICMA assures each region one non-CEO as one of its three designated seats on the ICMA Executive Board at any given time. Typically, this is a three (3) year term and not subject to the rotation for Vice Presidents discussed above. The Association is invited to submit nominations to the ICMA Nominating Committee at the appropriate times during the appointment process.

- ICMA Contribution – The Association makes an annual voluntary \$5,000 contribution to the ICMA Endowment Fund. If appropriate, this donation is made in memory of members who passed away in the previous year or in honor of new Life Members. (Include in budget adoption each year)

Standing Committees:

- Appointment Process:
 - Send notice through *The Administrator* that interest should be submitted on-line through the NCCCMA website Committee Interest should be submitted by June 30th
 - July Secretariat delivers compiled summary in spreadsheet format to the President
 - President drafts committee appointments and contacts prospective committee chairs.
 - President announces committee appointments and committee charges for the upcoming year through the website and an electronic mailing.
 - The Secretariat sends notice of the Committee appointments & committee charge to each committee chair and committee member. It is each committee chair's responsibility to call meetings and lead the committee toward accomplishing the assigned charge.

- The current Standing Committees are:
 - Civic Education Project;
 - Membership Support;
 - Sustaining Membership/ICMA Relations;
 - Conference Program Seminar;
 - Professional Development;
 - Retirement;
 - Collaboration with MPA Programs;
 - Professional Conduct;
 - Nominating

The committee charges may vary year-to-year depending on the preferences of the Executive Committee and President; however, subject area remains consistent. There may be a need to

evaluate the number and types of committees needed following completion of the NCCCMA Strategic Plan.

- Each committee has a chair, vice chair, or 2 co-chairs appointed by the incoming President each July.
- Reports – Each committee is expected to present an interim report at the winter seminar and final report at the summer seminar.

Range Riders

The ICMA Range Rider program was established by the ICMA Executive Board in 1974 to make the counsel, experience, and support of respected, retired managers of the professional available to city and county managers and administrators, assistants, and other ICMA members. Range Riders are retired managers with extensive experience who volunteer their time to provide a unique source of outside counsel to their colleagues.

Currently, ICMA is circulating new draft guidelines for Range Riders. This needs to be adopted or amended and adopted by NCCCMA. **Recommended Action: Clarify this section once the ICMA guidelines are finalized.**

- **How many & assigned territories**
- **Program Objectives**
- **Reporting – 2nd Vice President of NCCCMA**
 - **How often**
 - **To Whom**
- **Cost sharing with ICMA**
- **Reimbursement of expenses**
 - **For what**
 - **Process for reimbursement**

The Administrator

The Association's newsletter is published electronically by the end of each month. The newsletter shall include one or two feature stories containing not less than 1,000 word and not more than 2,000 words combined, links to appropriate information found at www.ncmanagers.org (Managers in Transition reports, Range Rider information, etc.), and other pertinent information as deemed appropriate for the membership of NCCCMA.

The NCCCMA membership e-mail address database is used for distributing each month edition of *The Administrator*.

Listserv

The Association presently has an e-mail listserv managed at no cost to the Association by the School of Government. Due to public information statutes, the general public may monitor the messages posted to the listserv, but are not allowed to actively participate in submitting or responding to questions or issues under discussion on the listserv.

Website

The Association is responsible for managing the Association's web site www.ncmanagers.org. The NCLM Finance Department pays (on behalf of NCCCMA) the site host vendor directly effective in April 2002.

Agreements with other organizations:

- **Appendix D - Service Agreement - NCLM & NCCCMA**

The Association recommends three (3) managers to serve on the League's Board of Directors. Alternate nominees for each three (3) regions are submitted along with a primary nominee. Traditionally, the alternative nominee succeeds to the primary nominee, if eligible the subsequent term. Caucus of municipal members at the June business meeting each year votes these recommendations on. One manager is from the west, one from piedmont, and one from the east. No two (2) members can serve on the League's Board of Directors from the same jurisdiction (in other words, the manager and council member from the same city cannot serve together on the Board). An alternate manager is selected each June.
- **Appendix E - Service Agreement - The School of Government & NCCCMA**

It is the general purpose of this Agreement to set out the administrative and conference management services to be provided by the School to the Association as a separate organizational entity. It is mutually understood that the School will continue to provide customary services to the localities of the state of North Carolina and to work with local officials of the same state. It is further mutually understood that the School, when providing such customary services, is acting solely for its separate benefit and that of the localities of the state of North Carolina, and not for or on behalf of the Association. This Agreement is intended to cover only those administrative and conference management services provided to the Association as an organization.
- **Appendix F - Service Agreement - Civic Education Project & NCCCMA**

The purpose of this agreement is to engage professional services to coordinate a statewide effort in North Carolina to promote public education efforts about municipal and county government. This effort includes but is not limited to: educating the public about the Council-Manager form of government; coordinating efforts to expand resources for local governments seeking to implement citizens academies; overseeing content and technology updates of Local Government in North Carolina; facilitating one local government seminar for educators (teachers and 4-H leaders) during the summer and fall 2011; monitoring potential opportunities to partner with and serving as a liaison to the NC Department of Public Instruction; and pursuing all available avenues to strengthen civic education efforts by North Carolina's teachers.
- **Appendix G - Service Agreement - The Alliance for Innovation & NCCCMA**

This Agreement

 - 1) Formalizes the affiliate relationship between two organizations: The Alliance for Innovation (Alliance) and North Carolina City and County Management Association (NCCCMA).
 - 2) Documents the basic terms of the relationship, which is intended to provide useful benefits and improved outcomes for all participants.
- **Appendix H - Whistle Blower Policy**

If any employee reasonably believes that some policy, practice, or activity of the North Carolina City and County Managers Association (“Association”) is in violation of law, or a clear mandate or public policy, a written complaint must be filed by that employee with the President of the Association.

- Appendix I - Affiliation Agreement - ICMA & NCCCMA
Together, ICMA and North Carolina City and County Management Association will: Promote, enforce, and celebrate the highest ethical standards of professional behavior. Raise awareness of the value that professional management brings to local governance and advocate council-manager government. Lead efforts to build sustainable communities by developing a recognized body of knowledge and expertise that focuses on balancing environmental stewardship, economic development, social equity, and financial and organizational viability. Expand the current membership, with an emphasis on attracting the next generation of professional local government managers, including women and minorities, entrants from other careers, and other local government management professionals who are not members of ICMA. Identify opportunities to celebrate our mutual accomplishments and feature them in ICMA and North Carolina City and County Management print and electronic publications. Collaborate on the alignment of the state association logo and the ICMA logo, identifying North Carolina City and County Management Association as a ‘state affiliate of ICMA.’ Collaborate on matters of promotion and defense of council-manager government in North Carolina.
- Appendix J - Service Agreement - "The Administrator"
Write and edit an electronic version (pdf) of *The Administrator* each month to be distributed electronically by the end of each month. The newsletter shall include one or two feature stories containing not less than 1,000 words and not more than 2,000 words combined, links to appropriate information found at www.ncmanagers.org (Managers in Transition reports, Range Rider information, etc.), and other pertinent information as deemed appropriate for the membership of NCCCMA.
Make each edition of *The Administrator* available on NCCCMA’s website (www.ncmanagers.org).

Insurance

The Association carries a \$1,000,000 liability insurance policy that also covers officers and directors. This insurance is purchased through NCLM RMS.

Scholarships

The Association awards ten (10) Masters of Public Administration (MPA) scholarships for an annually budgeted amount (in FY 14-15 the amount is \$2,000 per scholarship). The scholarships go to the following universities:

- Appalachian State University – Matt W. Williamson Scholarship
- East Carolina University – Donald B. Hayman Scholarship
- North Carolina Central University – Gordon Whitaker Scholarship

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- North Carolina State University – John “Jack” Vogt Scholarship
- Western Carolina University – Jake Wicker Scholarship
- UNC - Chapel Hill – John Milton Gold Scholarship
- UNC - Charlotte – Albert & Gladys Coates Scholarship
- UNC - Greensboro – Marvin Hoffman Scholarship
- UNC - Pembroke – NCCCMA MPA Scholarship
- UNC - Wilmington - NCCCMA MPA Scholarship

The scholarship recipient and namesake are invited to attend the winter seminar.

- MPA Scholarship Time-line: Refer to Task Calendar for process and schedule.

Senior Executive Institute – The Association funds three (3) \$2,500 scholarships (if provided for in the annual budget) to NCCCMA members to attend the Senior Executive Institute at the University of Virginia. Application for these scholarships is competitive and awarded by the Professional Development Committee based upon the following criteria:

- Membership in NCCCMA
- Membership in ICMA
- Years of public service (counted using ICMA method)
- Organization’s ability to pay
- Predictable value of program to professional development of candidate

PELA

It has been the tradition of the Association to grant scholarships to member for other professional development opportunities if the needed existed and funds are available (example: Municipal & County Administration program at the SOG).

- Assistant Manager of the Year Award presented during the Business meeting at the Summer Seminar each year. The Membership Support Committee solicits nominations and makes the presentation. The successful candidate is awarded a \$100.00 cash award and commemorative plaque.

Appendix A – NCCCMA Life Members

The following is a list of Life Members as approved by the NCCCMA Executive Committee.

Recommended Action: Note Life Members that are deceased and begin documenting which year the member was granted “Life Member” status.

[NCCCMA Life Members Listing](#)

Appendix B – NCCCMA Honorary Members

The following is a list of NCCCMA Honorary Members approved by the Executive Committee as of June 2013

Charles Archer (retired), NCLM Associate Director/NCCCMA Secretariat

Ron Aycock (retired), NCACC Executive Director

James Blackburn (deceased), III, Former General Counsel NCCCMA

Ellis Hankins (retired), NCLM Executive Director

William Hansell, (deceased). ICMA Executive Director

Dr. Donald Hayman (deceased)

Terry Henderson, Former NCLM Staff, NCCCMA Secretariat

Robert Hester (retired), NCACC Member Service Director

Marvin K. Hoffman, Former, MPA Program Director, Appalachian

Kurt Jenne (deceased), SOG Faculty

David Lawrence, (retired), Assistant Director, UNC Institute of Government

David E. Reynolds (deceased), NCLM Executive Director

Gordon Whitaker, (retired), MPA Program, SOG

Jake Wicker, (deceased) SOG Faculty

Jack Vogt, (retired), Assistant Director, SOG Faculty

S. Leigh Wilson (deceased), NCLM Executive Director

Appendix C – NCCCMA Annual Task Calendar
As of May 30, 2003

Date	Task	Responsible	Notes
July	Mail letters to MPA programs soliciting nominations for scholarships, due October 15 th .	Secretariat	
	Distribute MIT Report	Secretariat	To be accomplished each month on the 1 st & 15 th by Admin. Asst.
	Notify Committee Chairs & members of assignment and charge for FY	Secretariat	Advise of interim & final report dates
	Submit quarterly sales tax form for April, May & June	NCLM Finance	
	Mail invoices for new FY dues	NCLM Finance	
10 th	Notify Executive Committee of August Board meeting and draft agenda	Secretariat	
15 th	Distribute MIT Report	Secretariat	
August			
1 st	Distribute MIT Report	Secretariat	
	Annual audit begins. Presently a different audit firm is conducting the audit, not the League's audit firm.	NCLM Finance with assistance from Secretariat	
15 th	Distribute MIT Report	Secretariat	
September	Attend ICMA Annual Seminar - plan hospitality suite	NCLM odd no. years NCACC even no. years	
1 st	Distribute MIT Report	Secretariat	
15 th	Mail reminder to MPA programs of scholarship deadline	Secretariat	
	Distribute MIT Report	Secretariat	
	Membership dues deadline on the 30 th	NCLM Finance	
	Program Committee meeting to plan Winter Seminar	School of Government	
October 1 st	2nd notice to unpaid members, 30 days to pay or delete from database	NCLM Finance	
1 st	Distribute MIT Report	Secretariat	
	Submit quarterly sales tax form for July, August, & September	NCLM Finance	
	Send letter from President to ICMA President & Executive Director inviting to Winter Seminar	Secretariat	

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	Notify Executive Committee of November Board meeting, if necessary. Prepare agenda	Secretariat	
15 th	Scholarship nominations due, forward to Scholarship Committee & coordinate meeting/seminar call to review and approve	Secretariat	
	Distribute MIT Report	Secretariat	
	Turn over delinquent membership dues accounts to Membership Committee for follow-up	Secretariat	Membership Committee Chair to distribute delinquent list to committee members for personal follow-up.
November	Send letters to Scholarship recipients along with check. Also invite them to attend the Winter Seminar.	Secretariat for President & Scholarship Committee Chair	
1 st	Distribute MIT Report	Secretariat	
	Notify Committee Chairs to prepare reports for Winter Seminar	Secretariat	
	Remind Nominating Committee Chair of deadlines	Secretariat	Must be appointed at least 60 days prior to winter seminar as per constitution.
	Monitor progress of Winter Seminar preparations	Secretariat	
	Develop & finalize list of new Life Members - solicit nominees	Secretariat	Listserv, Robert Hester, NCLM Member Services are good resources
15 th	Distribute MIT Report	Secretariat	
December	Nominating Committee meets to develop slate of officers for upcoming fiscal year	Nominating Committee Chair	
1 st	Distribute MIT Report	Secretariat	
	Monitor progress of Winter Seminar preparation	Secretariat	
	Notify Executive Committee of list of new Life Members for preliminary approval. Order Carolina Cups.	Secretariat	
	Send letter inviting new Life Members to Winter Seminar President's Luncheon	Secretariat	
15 th	Distribute MIT Report	Secretariat	

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January	Schedule Program Committee meeting at the end of the Winter Seminar to plan for summer seminar	Secretariat odd # years NCACC Liaison even # years
1 st	Distribute MIT Report	Secretariat
	Notify Executive Committee of meeting prior to start of Winter Seminar. Draft agenda.	Secretariat
	Meeting with SOG staff to finalize last minute details, etc. for Winter Seminar	Secretariat, NCACC Liaison, NCLM Finance Liaison, SOG staff
15 th	Distribute MIT Report	Secretariat
	Submit quarterly sales tax form for October, November, & December	NCLM Finance
February	Executive Committee meeting in the morning prior to the open of the Winter Seminar	Executive Committee
1 st	Distribute MIT Report	Secretariat
	Winter Seminar, first Wednesday, Thursday, & Friday.	Membership Coordinated by SOG.
	Membership Business Meeting during Winter Seminar. Nomination Committee report at opening session.	Secretariat coordinates with President & Executive Committee
	Program Committee meeting to plan Summer Seminar immediately following close of seminar	Program Committee, Secretariat & NCACC Liaison
15 th	Distribute MIT Report	Secretariat
	Send e-mail to Committee Chairs requesting budget proposal for next fiscal year. Due March 30 th .	Secretariat
March		
1 st	Distribute MIT Report	Secretariat
	Prepare budget for summer seminar	Secretariat or NCACC Liaison
	SEI Grant Memo	Secretariat
	Asst Mgr of Year Award Memo	Secretariat
	Committee Volunteer Forms	Secretariat
	Invite ICMA President & Executive Director to Summer Conference	Secretariat
	Invite ICMA President, SE Vice Presidents & Executive Director to	Association responsible for

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	Summer Seminar	seminar that year
15 th	Mail to membership & e-mail listserv committee interest form	Secretariat & 1 st Vice President
15 th	Distribute MIT Report	Secretariat
	Prepare preliminary budget information	Secretariat & Budget Committee Chair
April	Submit quarterly sales tax form for January, February, & March	NCLM Finance
1 st	Distribute MIT Report	Secretariat
	Notify Committee Chairs to remind to prepare year end report for summer seminar	Secretariat
	Mail Summer Conference Brochure	Secretariat
15 th	Mail/e-mail membership via listserv for nominations for Assistant Manager of the Year award	Membership Support Committee Chair & Secretariat
15 th	Distribute MIT Report	Secretariat
	Mail Summer Seminar registration Information	Secretariat or NCACC Liaison
May	Prepare for June Executive Committee meeting and Business meeting. Include Civic Education budget as separate item.	Secretariat
1 st	Secretariat delivers Committee Interest summary report to 1 st Vice President	Secretariat
1 st	Distribute MIT Report	Secretariat
	Get gift for outgoing president - gavel & something else.	Secretariat
15 th	Distribute MIT Report	Secretariat
15 th	Assistant Manager Award nominations due to Secretariat	Membership
	Coordinate database for summer seminar registrants with NCACC on even numbered years	Secretariat & NCLM Finance
June	Executive Committee meets prior to opening of Summer Seminar	Executive Committee
1 st	Distribute MIT Report	Secretariat
	Summer Seminar	Membership
	Business Meeting during Summer Seminar, install new officers, year-end	

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committee reports		
15 th	Distribute MIT Report	Secretariat
	ICMA Endowment Funds Contributed	Finance
	Close out fiscal year accounting	NCLM Finance Staff & Secretariat

Appendix D – Service Agreement

[NCCCMA NCLM Service Agreement](#)

Appendix E – Service Agreement

[NCCCMA SOG Service Agreement](#)

Appendix F – Service Agreement

[NCCCMA and Civic Education Agreement](#)

Appendix G – Service Agreement



Operating Agreement for an
Affiliate Relationship
Between
The Alliance for Innovation
and the
North Carolina City and County Management Association

Overview

This Agreement

- 3) Formalizes the affiliate relationship between two organizations: The Alliance for Innovation (Alliance) and North Carolina City and County Management Association (NCCCMA).
- 4) Documents the basic terms of the relationship, which is intended to provide useful benefits and improved outcomes for all participants.

Objective (s)

Alliance

The Alliance for Innovation is an international network of progressive governments and partners committed to transforming local government by accelerating the development and dissemination of innovations. We seek out innovative practices, challenge existing business models, exchange knowledge, and provide products and services that help our members perform at the best. Through this partnership agreement the Alliance will be able to increase awareness in North Carolina, stay informed of topics of interest to North Carolina localities, and gain exposure to local government innovations occurring in North Carolina.

NCCCMA

The North Carolina City and County Management Association (NCCCMA) is the professional association for city and county managers and assistant managers from counties and municipalities throughout the State of North Carolina. One of our primary purposes for existing is to improve the quality of local government. Our members subscribe to a high standard of professionalism, including conformance with the ICMA Code of Ethics. Through this Agreement, NCCCMA will be able to provide their membership with enhanced learning opportunities, forums for open exchange of ideas, and exposure to national local government innovations.

Term

This Operating Agreement is for an initial one (1) year term, beginning February 3, 2010 and February 3, 2011. On its annual anniversary, the Operating Agreement will automatically renew for uninterrupted one (1) year terms unless either party provides 90 days written notice to the other party stating their desire to modify or terminate the agreement. Modifications will require the signed agreement of both parties and should be brought forward in writing at least 60 days in advance.

The Alliance Agrees to:

- 1) Recognize this affiliate relationship on its website, on its Affiliates Partners page.
- 2) Provide one free complimentary registration to the Transforming Local Government Conference (not included travel or lodging expenses). This registration can be used by the Executive Board, staff or given to a city or county official.
- 3) Share North Carolina's local government success stories with Alliance membership across the United States and Canada.
- 4) The Alliance Regional Director will meet with the NCCCMA Executive Board at least annually to provide an Alliance update, hear topics of interest of the board, and discuss opportunities to serve local governments in North Carolina.
- 5) Upon request, recommend speakers for annual meetings, workshops, conferences, etc.

The NCCCMA Agrees to:

- 1) Promote the Alliance for Innovation to NCCCMA, including the benefits of membership, AFI events and opportunities to participate.
- 2) Recognize this affiliate partnership on the NCCCMA website.
- 3) Share successful North Carolina local government innovation stories with the Alliance for Innovation.
- 4) Provide the Alliance East Regional Director with an associate membership to NCCCMA.
- 5) Provide the Alliance Regional Director with a complimentary registration to the NCCCMA Annual Meeting (not included travel or lodging expenses).

Mutual Relationship:

The parties willingly enter into this agreement. This agreement does not constitute a partnership, but rather an arrangement to work together. This agreement may not be assigned by either party to any other entity, without the approval of the original two parties.

This Agreement is entered into on:

February 3, 2010

Agreed to by:

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Karen Thoreson, President
Alliance for Innovation
411 N. Central Av.
Suite 400
Phoenix, AZ 85004

Mike Dula, President
North Carolina City and County Management Association
PO Box 3069
Raleigh, NC 27602-3069

Appendix H – Service Agreement

North Carolina City and County Managers Association

Whistleblower Policy

Adopted February 2, 2011

If any employee reasonably believes that some policy, practice, or activity of the North Carolina City and County Managers Association (“Association”) is in violation of law, or a clear mandate or public policy, a written complaint must be filed by that employee with the President of the Association.

The Association will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of the Association, or of an employee of the Association, or of another individual or entity with which the Association has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate or public policy.

The Association also will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of the Association that the employee reasonably believes is in violation of law, or a rule or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

An employee is protected from retaliation only if he or she brings the alleged unlawful activity, policy, or practice to the attention of the Association and provides the Association with a reasonable opportunity to investigate and correct the alleged unlawful activity.

The term “employee” as used in this Policy shall include persons employed by a related organization with which the Association has a contractual relationship.

Appendix I - Service Agreement



Leaders at the Core of Better Communities

**AFFILIATION AGREEMENT BETWEEN ICMA & NCCCMA
(NORTH CAROLINA CITY AND COUNTY MANAGEMENT ASSOCIATION)**

INTRODUCTION

This agreement serves as a written understanding of the affiliation agreement between ICMA (International City/County Management Association) and North Carolina City and County Management Association (NCCCMA).

ICMA and North Carolina City and County Management Association seek to be more strategic in efforts to achieve mutual goals.

- The collaborative measures outlined in this agreement will contribute to greater success for both the state association and ICMA in the areas of membership development, professional development, and awareness of the value of professional local government management.
- Working more closely, ICMA and North Carolina City and County Management Association will be able to achieve their full membership potential, reduce duplication of effort, and use existing resources more efficiently.
- This agreement supports ICMA's vision and mission and core beliefs:

ICMA's Vision

We are the premier association of professional local government leaders building sustainable communities to improve lives worldwide.

ICMA's Mission

To create excellence in local governance by developing and fostering professional local government management.

ICMA's Core Beliefs

We believe in...

- Serving as stewards of representative democracy
- Practicing the highest standards of honesty and integrity in local governance, as expressed through ICMA's Code of Ethics
- Advocating for professional management as an integral component of effective local governance and community building with council-manager government as the preferred local government structure
- Building sustainable communities as a core responsibility of local government
- Networking and exchanging knowledge and skills across international boundaries
- Ensuring that local governments and the association reflect the diversity of the communities we serve
- Committing to lifelong learning and professional development
- Building up the quality of the profession and the association through an engaged network of members personally committed to that end

- This agreement supports North Carolina City and County Management Association’s mission, vision, and core beliefs:
 - Build and sustain an active membership
 - Provide/promote professional and personal development
 - Advocate for excellence in local government
 - Strengthen partnerships with other organizations

BENEFITS OF AFFILIATION

Value Statement

Members of the local government management profession are better served by belonging to both their state association and to ICMA. ICMA and state associations have been long-standing partners on behalf of the profession, providing services and benefits that complement each other.

- ICMA is the standard bearer for ethical conduct in the local government management profession through the ICMA Code of Ethics and assists state associations in promoting the importance of ethical standards. ICMA provides advice to individual members on ethical challenges, offers continuous education through columns, case studies and articles in *Public Management* magazine, and develops educational programs for state conferences.
- ICMA broadens state association resources for members by serving as a virtual research assistant offering leading practices, articles from experts and practitioners, as well as sample ordinances, policies, and reports on issues that cross state borders. ICMA connects members to colleagues across the country with common challenges.
- ICMA offers leadership and management programs drawing on national and international experts geared to different stages of a member’s career. The highly rated annual conference serves all members. Other programs range from those serving the career development needs of emerging leaders to those tailored for seasoned managers. In addition, ICMA offers a nationally recognized Credentialing program that allows members to demonstrate the unique expertise and the commitment to continuing professional development that they bring to their communities.
- ICMA expands a member’s network to those who share values, expertise and experience in local government across the country and around the world. Committees, task forces and advisory groups as well as online discussion groups forge connections beyond state boundaries.
- ICMA adds to the critical peer support network offered through state associations. ICMA members in transition who have been fired or forced to resign and who list their names in the *ICMA Newsletter* hear from colleagues all over the country and beyond. Monthly conference calls and materials offer financial advice, tips on handling job interviews, and further support.
- ICMA advocates nationally for professional local government management as an integral component of effective local governance with council-manager government as the preferred local government structure. ICMA maintains resource materials, data and information as part of this advocacy effort and the Fund for Professional Management provides resources both to support communities seeking to adopt or retain council-manager government and to develop or revise state-wide civics education curricula.

Each section of this agreement lists continuing activities to be provided by ICMA in support of

the North Carolina City and County Management Association as well as areas in which the North Carolina City and County Management Association will share information and maintain linkages with ICMA.

The activities in this agreement are categorized into the outcomes, strategies, and tactics laid out in ICMA's 2008 Strategic Plan:

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

SECTION I: LEADERSHIP

LEADERSHIP

Local government management is a profession of innovative, competent, principled leaders committed to promoting the integrity of local governance, meaningful community participation, and representative democracy. Managers work with elected officials and in concert with citizens, and partners to facilitate community building and engage around issues that cross boundaries and borders. Professional local government managers are dedicated to sustainability; stewardship of public resources; and sound, results-based management principles to help create communities that improve the quality of life for everyone.

Professional local government management attracts and cultivates a diverse and talented group of individuals dedicated to these high ideals. Professional local government managers are the standard-bearers for ethical conduct and the advocates for professional management and principles of sound local governance. ICMA is the association of choice for members of the professional local government management community and a model of effective outreach and collaboration with other associations, institutions, and stakeholders.

Together, ICMA and North Carolina City and County Management Association will:

- *Promote, enforce, and celebrate the highest ethical standards of professional behavior.*
- *Raise awareness of the value that professional management brings to local governance and advocate council-manager government.*
- *Lead efforts to build sustainable communities by developing a recognized body of knowledge and expertise that focuses on balancing environmental stewardship, economic development, social equity, and financial and organizational viability.*
- *Expand the current membership, with an emphasis on attracting the next generation of professional local government managers, including women and minorities, entrants from other careers, and other local government management professionals who are not members of ICMA.*
- *Identify opportunities to celebrate our mutual accomplishments and feature them in ICMA and North Carolina City and County Management print and electronic publications.*

- *Collaborate on the alignment of the state association logo and the ICMA logo, identifying North Carolina City and County Management Association as a 'state affiliate of ICMA.'*
- *Collaborate on matters of promotion and defense of council-manager government in North Carolina.*

ICMA will:

- Make ICMA training sessions on the Code of Ethics and ethical behavior among local government professionals available to the state association, its members, and the local jurisdictions which they serve. (Fee structure variable, based on size of audience and duration of session/s.)
- Involve the North Carolina City and County Management Association in development and execution of public awareness campaign to raise the level of knowledge and understanding of the role and impact of local government, and professional local government management.
- Share information and leading practices on sustainability, environmental stewardship.
- *Reach out to young people, women and minorities, entrants from other careers and other local government management professionals in North Carolina and the North Carolina City and County Management Association who are not members of ICMA.*

North Carolina City and County Management Association will:

- Conduct at least one ICMA Ethics training session annually.
- Provide an annual contribution to the Fund for Professional Management in support of ICMA's advocacy work on behalf of professional local government management and the Council/Manager form of government.
- Join with ICMA in the commitment to include the issue of sustainability in a training session in or in the annual conference program for the state membership.
- Actively participate in the development and implementation of ICMA's public awareness campaign by:
 - 1) providing designated state representatives to the advisory process
 - 2) conducting awareness sessions among the North Carolina City and County Association's membership
 - 3) holding (1/2/3) broader Value of the Profession campaign / public awareness events in North Carolina
 - 4) contributing financial support to the campaign
 - 5) disseminating ICMA's Value of the Profession campaign materials broadly in the North Carolina
- *Assist ICMA with identification of and targeted outreach to young people, women, minorities, and entrants from other careers and other local government management professionals in North Carolina who are not members of ICMA.*
- Assist ICMA in preparation for its 100th anniversary in 2014 by identifying, interviewing, and videotaping available members of the first generation of managers in their state.

SECTION 2:

PROFESSIONAL DEVELOPMENT

Professional local government managers seek continually to improve their capabilities. Renewing themselves through lifelong learning, managers acquire new expertise and develop their leadership skills to build better communities. ICMA serves as a source of professional development for its members throughout their careers in public service.

ICMA will:

- Provide advice on the North Carolina City and County Management Association's meeting program development, including issues of program design and leads on speakers
- Provide results of Applied Knowledge Assessment results by state.
- Provide the opportunity for North Carolina City and County Management Association's input to ICMA annual conference planning process through appointment of state-designated representative.
- Conduct ICMA University sessions, at a negotiated fee, at the North Carolina City and County Management Association's annual conference(s) and sponsored training events. (*options: every year; every other year*)
- Exhibit ICMA products and services tailored to state meeting program offerings and interests of members.

North Carolina City and County Management Association will:

- Provide information on members' professional development needs, including input for the annual conference
- Collect and share feedback on presentations by speakers at state meetings
- Feature one (1) of ICMA University offerings in the North Carolina City and County Management Association's professional development events in North Carolina each year.
- Set a goal of increasing the number of credentialed managers in North Carolina annually.
- Provide display space at the North Carolina City and County Management Association's annual conference(s).
- Provide host committee support for ICMA annual conferences held in North Carolina.

SECTION 3:

KNOWLEDGE SHARING

ICMA is the preeminent source for information about leadership and management of local government. ICMA promotes, supports, and engages in sharing member experiences and enthusiasm to create understanding and appreciation of national and global perspectives that can enhance local government, community building, and the effectiveness of public services.

ICMA will:

- Provide content links between the North Carolina City and County Management Association's Web site and ICMA.org.
- Host an online discussion tool for members of the North Carolina City and County Management Association via existing or newly developed Web based communications platform.
- Feature state association news updates on ICMA.org

- Engage North Carolina City and County Management Association in interactive features of ICMA's Knowledge Network.

North Carolina City and County Management Association will:

- Provide state news updates to ICMA on a quarterly basis
- Link to ICMA News from ICMA.org via RSS news feed.
- Contribute documents (emphasis on innovative / leading practices) for inclusion in ICMA's Knowledge Network.
- Recommend and provide marketing support for ICMA Consulting Services in North Carolina.]

SECTION 4:

A. MEMBER ENGAGEMENT & SUPPORT

ICMA fosters an active and engaged membership dedicated to contributing to and improving the association. The association promotes and embraces diversity among its members, including a governing board that reflects ICMA's membership and the communities served. ICMA is a source of personal support and renewal for its members throughout their life in public service. The association is committed to strengthening strategic partnerships on behalf of members and providing the highest quality products and services to its members.

ICMA will:

- Actively promote the value of membership in both ICMA and the North Carolina City and County Management Association.
- Provide current lists of ICMA members in North Carolina.
- Propose opportunities to work together on membership recruitment.
- Provide partnership opportunities for recruitment of ICMA members who are not members of the state association.
- Provide ICMA membership information; information about professional development offerings; catalogs of publications, products, and services to the North Carolina City and County Management Association.
- Conduct state officers' roundtable at the ICMA annual conference
- Convene meeting of state secretariats / state association staff at the ICMA annual conference
- Ensure presence of ICMA leadership (ICMA state liaison, board member, and/or executive director) attendance at the North Carolina City and County Management Association's annual conference.
- Conduct annual regional meetings of state leadership to solicit feedback and encourage networking.
- Designate a senior staff member or senior advisor to serve as state liaison to oversee and support the formal relationship.
- Provide information regarding committee openings and rosters (including name, municipality, and state), as well as a list of North Carolina members expressing an interest directly to ICMA in serving on committees.
- Provide one complimentary ICMA conference registration for designated state staff member when matched by state travel stipend.
- Extend a complimentary registration to ICMA annual conference for the Range Rider(s).

- Provide complimentary ICMA annual conference registration when NCCCMA provides a travel scholarship stipend to one or more of their members to attend the conference.

North Carolina City and County Management Association will:

- Set a goal of increasing ICMA membership in North Carolina annually.
- Provide ICMA with language regarding the benefits of membership in the North Carolina City and County Management Association so that the value of belonging to both the state and ICMA can be well understood.
- Provide feedback and input on ICMA committee volunteers, executive board nominations, and annual awards program nominations.
- Provide recommendations for service on the ICMA Nominating Committee; follow the guidelines and participate in the ICMA nominations and elections process in support of candidates to serve on the ICMA Executive Board.
- Convene a general session for ICMA leadership to meet with members for an update of ICMA activities as well as the opportunity to interact socially at the North Carolina City and County Management Association's annual conference.
- Ensure that North Carolina City and County Management Association's staff communicate regularly with ICMA state liaison to provide input on ICMA programs and policies and to facilitate the flow of information between the associations.
- Provide complimentary registration for two members of ICMA leadership and staff to attend North Carolina City and County Management Association's annual conference. NOTE: If the ICMA Executive Director attends, he/she will also be provided with complimentary registration.
- Provide an updated list of state officers annually.
- Travel stipend for state staff and/or Range Rider to attend ICMA annual conference.

B) PERSONAL AND CAREER SUPPORT

ICMA will:

- Provide information and assistance on establishing and maintaining member and partner support networks.
- Make updated career publications available through ICMA's career services initiatives on ICMA.org.
- Conduct outreach to ICMA members known to be in transition.
- Offer complimentary ICMA conference registration and up to three years complimentary ICMA membership for ICMA members in transition.
- Provide support and reimbursement of 50% expenses for agreed-upon individuals to serve as Range Riders.

North Carolina City and County Management Association will:

- Foster support networks for members and their families.
- Conduct ongoing efforts to assist members in transition.
- Provide regular updates on North Carolina City and County Management Association's members in transition to ICMA designated staff contact.
- Manage and provide 50% of funding of Range Rider program, provided all costs are identified and mutually agreed upon in advance by the North Carolina City and County Management Association and ICMA, and provided further that the North Carolina City

and County Management Association and ICMA mutually agree upon the person to serve as Range Rider.

- Extend complimentary membership and conference registration for the North Carolina City and County Management Association members in transition for three (3) years.

SECTION 5: DURATION

This agreement shall be subject to annual review and approval by the ICMA Executive Director and the Executive Committee of the North Carolina City and County Management Association’s Executive Committee.

Authorizing signatures:

Robert J. O’Neill DATE
Executive Director, ICMA

Michael Dula DATE
President, NCCCMA

Appendix J - Service Agreement

[NCCCMA The Administrator Service Agreement](#)