

**TEXAS COURT CLERKS ASSOCIATION**  
**Nominations Committee Chair**

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The purpose of the Nomination Committee is to process the nominations to fill open position on the Board of Directors for the Texas Court Clerks Association. The nominations will be placed before the members for a vote at the Annual Conference in October of each year for election. The procedure is to distribute nomination requests for the election, prepare the nominations for voting in October and to distribute, count and verify the ballots in a timely and accurate manner.

The Chairperson of the Nominations Committee is appointed by the President at or immediately after the Annual Meeting and will serve until the next Annual Meeting, or until their respective successor is appointed.

As a Board Member, there are three Board Meetings and one Annual Business Meeting per year. The Pre-Conference Board Meeting, Annual Business Meeting and Post Conference Board Meeting are usually held in October. The Mid Year Board Meeting is usually held in the Spring. Failure to attend three of these four meetings beginning at the Post Conference Board Meeting for a twelve-month period shall constitute good cause for removal from office, unless good cause is shown and approved by the Board of Directors. Expenses to attend the Mid Year Board Meeting are paid by TCCA. Expenses for all other meetings are not reimbursable by TCCA. Budget restraints do not constitute "good cause" for absence from a TCCA Board Meeting. Committee Chairpersons who are not serving as an elected board member or chapter president will not be required to attend all meetings. The Executive Board will review the agenda for the scheduled meeting and determine which committee chairs will be required to attend the meeting.

As the Committee Chair, you will be required to submit a report to the Board of Directors during the Mid Year Board Meeting and Pre-Conference Board Meeting. The report should include committee membership information, information regarding committee meetings and financial information (if applicable). The report submitted during the Pre-Conference Board Meeting will also be submitted to the general membership during the Annual Business Meeting.

Reports should be submitted to the Annual Conference Host no later than the date requested by the President or Conference Host. The Bylaws require that reports be included in each of the meeting binders and must be submitted timely so that the Conference Host has sufficient time to prepare the meeting binder. If you are unable to submit your report to the Host as requested, it then becomes your responsibility to contact the Host and confirm how many copies of the report you must print and bring with you to the meeting. Reports should be stapled together and hole-

punched for placement into a three-ring binder. A copy of your reports must be sent to the Secretary via email for permanent electronic storage. Committee Chairs excused from attendance shall provide a written report to the board for review. If the board has questions about that report it will be relayed to the Committee Chair by the President as soon as possible following the meeting and any information provided by the Committee Chair will be shared with the TCCA Board.

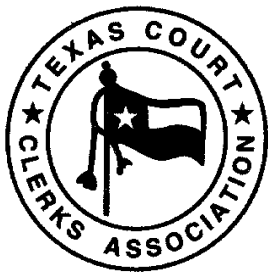
Correspondence between Board Members and Committee Chairs may be done via email as long as the current listing of Board Members and Committee Chairs includes an email address. It is recommended that any correspondence sent using email require a return receipt. Correspondence must be mailed via the postal service to any Board Member or Committee Chair who does not have an email address.

Board members will be asked to sign a Code of Ethics during the Post Conference Board meeting. The signed copy will be maintained by the Secretary. If the signed copy is scanned as a permanent document and stored electronically, the original may be destroyed. A new Code of Ethics will be signed by board members each year.

Job Descriptions will be distributed to all Board Members during the Post Conference Board meeting. Board members should notify the Secretary of any changes. Sample forms and letters should be copied onto a diskette and given to the Secretary for safekeeping.

It is the responsibility of the Committee Chair to follow the Records Retention Schedule for any records maintained while serving as Committee Chair.

Should a new appointment be made to serve as Committee Chair, it is the responsibility of the immediate past chairperson to deliver all records regarding the committee to the newly appointed chairperson as soon as possible following the appointment.



**TEXAS COURT CLERKS ASSOCIATION**  
**Mission Statement**  
**September 23, 1988**

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There is no other position in municipal management, other than City Manager and City Attorney; which faces greater complexity on a daily basis than the Court Clerk. The TCCA makes a concerted effort to assist clerks in the management of their municipality's justice system.

- 1) The Texas Court Clerks Association is to insure the highest quality of court management for member and non-member courts.
- 2) The TCCA works assertively to maintain an open public forum to serve to the citizens.
- 3) The TCCA reviews administrative procedures to protect due process and reduce potential liability for the city.
- 4) The TCCA designs management strategy, which assures a neutral magistrate in the courtroom before the public.
- 5) The TCCA encourages the maintenance of daily court activity, which endorses no greater benefit for the police than the citizen.
- 6) The TCCA keeps a vigil to deny clerks, citizens, police, management and judges from using the courts as an instrument of revenge.
- 7) The TCCA provides assistance to any Court wanting a review of its administrative process to enhance or enrich the quality of its service.
- 8) The TCCA assesses the impact of present and future legislation on the operations of courts.

➤ **Nominations**

- ❑ Nominating process begins the first of June.
- ❑ Contact the TCCA secretary to verify the positions open for election.
- ❑ Submit to the TCCA membership a nomination letter reflecting the positions available, a list of the present office holders, and a nominations ballot to be completed and returned by the deadline date around mid-July. This nomination letter should be sent the first of June by email to those with email addresses and by regular mail if email addresses are not available.
- ❑ After receiving nominations, verify that each person nominated will accept the nomination and be able to commit to the responsibility of the position. Ask the TCCA Secretary to mail a copy of Job Description to each nominee. A template should be prepared by the Nominations Committee for individuals to fill out submitting their biography. The templates should also be available for individuals nominated from the floor at the business meeting.
- ❑ Retain all nomination forms received by E-Mail, Fax or Mail.
- ❑ Submit to the TCCA membership a listing of the nominees. **This list must be sent to the membership by email or regular mail no later than August 15<sup>th</sup> prior to the annual TCCA Conference.**
- ❑ Prepare the ballots for voting at the Annual Business Meeting for the Annual Conference. The ballots must have a space for the candidates nominated from the floor. If the nomination from the floor is not written on the ballot, the ballot is then null and void.
- ❑ The Nomination Committee will be responsible for the ballot distribution and counting of the votes.

The committee will be comprised of a chairperson and 4 members who will distribute the ballots to the membership at the Business Meeting according to each position available.

The chairperson will write the names of the nominees received from the floor so that the membership may see the correct name and in the correct order.

Each position will be voted on individually. Once the ballots have been completed by the membership, the committee members will pick up all folded ballots and proceed to a secluded area to count the ballots.

The chairperson will check each ballot for the correct names of the write-in nominations and the correct amount of votes cast. If all the nominations from the floor are not written on the ballot, the ballot is null and void. Also, on each ballot for the Director-At-Large position; there should

be the same number of votes for the number of positions available. If there are four positions available, there should be three votes on each ballot. If not, these ballots are null and void.

A committee member will then proceed to call out the name(s) on the ballot; while another member keeps a count. When this process is finished, the other two committee members begin the same process while the first two tally the votes. Once the second set is tallied, the two sets of counts will be compared for accuracy by the chairperson. The results are given to the President by the chairperson to read the names of those elected. The ballots will then be destroyed upon instruction from the President.

SCHEDULE FOR NOMINATION PROCESS  
20XX CONFERENCE  
OCTOBER X – X, 20XX  
LOCATION OF CONFERENCE

February 1, 20xx	Prepare Pre-Conference Nomination Committee Report for each Board Member.
February 28-29, 20xx	Mid-Year Board Conference-Austin, Texas.
June 1, 20xx	Verify with the TCCA Secretary, the positions to be filled.
June 4, 200xx	Main and/or email nominations letters to members.
July 15, 200xx	Deadline for members to return nomination forms for processing.
July 20, 20xx	Confirm with nominees their acceptance of the nomination and their willingness to serve if elected. Ask the TCCA Secretary to mail a copy of the Job Description to each nominee. Send a bio template to each nominee.
August 16, 20xx	Mail and/or email the listing of nominees, their bio and the position to be filled.
August 23, 20xx	Prepare a Ballot for each position to be filled at the Annual Conference.
September 15, 20xx	Confirm Conference attendance number with the Treasurer.
September 20, 20xx	Prepare Nomination Committee Report for Pre-Conference Board Meeting and for Conference Binders.
September 24, 20xx	Prepare copies of each ballot according to the number of attendees with at least 25 additional ballots for the conference.
October x, 20xx	Prior to the Business Meeting, confirm with committee members the procedure to be followed in the election process. Distribute ballots and count votes. Keep bio templates available for nominations from the floor.

<b>Record Description</b>	<b>Retention Period</b>
Agendas	Permanent
Articles of Incorporation	Permanent
Audio Tape Recordings	2 years
Awards Lists	Permanent
Bank Statements	FE+5 years
Board of Directors Listings	Permanent
Budgets	FE+5 years
By-Laws	Permanent
Certification Program - Misc. Correspondence	5 years
Code of Ethics	Permanent
Conference Budgets	5 years
Conference Guidelines	Permanent
Correspondence - Miscellaneous	5 years
Equipment Purchased	Life of Equipment
Financial Correspondence	5 years
Financial Reports	Permanent
Forms - Miscellaneous	Administratively Valuable
General Counsel Agreement	Term of contract + 3 years
Grant Applications - Denied	2 years
Grant Applications - Granted	Permanent
IRS Non-Profit Status	Permanent
Legislative Committee Information	5 years
Legislative Updates	End of Legislative Session + 6 months
Meeting Minutes	Permanent
Membership Lists	Permanent
Mid-Year Meeting Information	3 years
Mission Statement	Permanent
Nominations for Office	Election + 1 year
Nominations for Awards	Date Awarded + 1 year

Previous Conference Information	5 years
Records Retention Schedule	Permanent
Scholarship Information	Permanent
Signature Cards	5 years
SJI Grant	Permanent
State of the Association Address	Permanent
Tax Forms	Permanent
TCCA Chapter Information	Permanent
The Scribe	Permanent
TML-TCCA Information	Permanent
Votes by Proxy	Date of Vote + 3 years