

TEXAS COURT CLERKS ASSOCIATION
Recording Secretary

The Secretary is elected at the Annual Meeting during the even years and shall serve a two-year term.

The line of succession is as follows: President, Vice President, Treasurer and Secretary. If the President and Vice President were unable to attend a meeting the Treasurer would conduct the meeting. If the Treasurer were also unable to attend a meeting, the Secretary would conduct the meeting and appoint another board member to take the minutes.

The By-laws require the Recording Secretary to keep the minutes of all meetings of the Association and of the Board of Directors as well as preserve and retain all papers, letters and transactions of the Association.

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.

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.

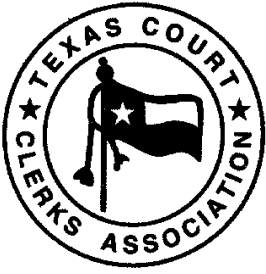
Reports should be submitted to the Annual Conference Host no later than the date requested by the President or Conference Host. The Bylaws require that reports be included in each of the meeting binders and must be submitted timely so that the Conference Host has sufficient time to prepare the meeting 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.

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.

It is the responsibility of the Committee Chair to review copies of their job description and notify the Secretary of any changes. Job Descriptions will be provided to Board Members and Committee Chairs during the Post Conference Board Meeting. Sample forms and letters should be copied onto a diskette and given to the Secretary for safekeeping.

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

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.

➤ **Mid-Year Board Meeting**

- ❑ **December** - Email or fax a request for agenda items to board members.
- ❑ Prepare agenda for Mid-Year Board Meeting. (Usually held in February or March)
- ❑ Email or fax a draft copy of the agenda to the President for approval.
- ❑ Email or fax a draft copy of the agenda to board members for changes.
- ❑ Email or fax a request to each board member for them to submit their reports 30 days prior to the scheduled meeting. This gives the Conference Host time to prepare the binders. A copy of each report should be submitted to the President, Secretary and Conference Host.
- ❑ Email or fax a final copy of the agenda to the Conference Host to be included in the Mid Year Meeting Binder.
- ❑ Create a folder named “20?? Board Meetings on the portable disk. Create a sub-folder named “Mid Year”. This will be the permanent record for the Association.
- ❑ Save a final draft of the in sub-folder named “Mid Year” for a permanent record.
- ❑ Email or fax your reports to the Conference Host for the Mid Year Binder. Only the Pre-Conference and Post Conference minutes will be approved. The Annual Business Meeting minutes are not approved until the Annual Conference – they are for review only.
 - Pre-Conference Board Meeting Minutes
 - Annual Business Meeting Minutes
 - Post Conference Board Meeting Minutes
 - Board Member Listing
- ❑ Email or fax a copy of the *Operating Procedures and Policies* book to the Conference Host to be included as a handout in the Mid Year Meeting Binder.
- ❑ **February** - Take minutes of Mid-Year Board Meeting.
 - Minutes will be approved at the Pre-Conference Board Meeting.
- ❑ Transcribe minutes of the Mid Year Board Meeting.
- ❑ Email or fax a draft copy of the minutes to board members for review as soon after the meeting as possible.
- ❑ Review minutes to find any “policies” set by the board, which may need to added to the *Operating Procedures and Policies* book. This book is saved on the

portable disk as part of the permanent records. If changes are necessary, save the file with a new file name so that a record can be maintained of each version.

- ❑ Save a final copy of the minutes in the sub-folder named “Mid Year” on the portable disk.
 - ❑ Save copies of the Treasurer Reports, Committee Reports, Chapter Reports and other agenda material in the sub-folder named “Mid Year” on the portable disk. If you did not receive copies of the reports prior to the meeting, you can email a request to that board member following the meeting and ask that they provide that report for you. You may also scan the copy passed out at the meeting and save it in a .PDF format. A folder containing paper copies will no longer be maintained as of 2005.
 - ❑ Once all the reports are saved in the sub-folder named “Mid Year”, a copy of the entire folder should be sent to the Vice President to be saved on their portable disk. Their disk serves as a backup copy of the permanent records.
- ***In June of Each Year***
- ❑ Request a copy of *The Scribe* from the Publications Committee Chairperson.
 - ❑ File a copy of *The Scribe* in file folder labeled “The Scribe”. If an electronic version is available, you can create a folder named “Scribe” and save that copy in that folder instead.
- ***Pre-Conference Board Meeting***
- ❑ ***May*** – Review the Mid Year Board Meeting minutes for agenda items.
 - ❑ Email a draft copy of this agenda to the President for review.
 - ❑ ***July*** - Email or fax a request for agenda items to board members.
 - ❑ Prepare agenda for Pre-Conference Board Meeting. (Usually held on the Sunday prior to the conference in October).
 - ❑ ***August*** - Email or fax a final copy of the agenda to the President for approval.
 - ❑ Email or fax a final copy of the agenda to board members.
 - ❑ Email or fax a final copy of the agenda to the Conference Host to be included in the Conference Binder. This agenda is for board members only.
 - ❑ Open the folder named “20?? Board Meetings”. Create a sub-folder named “Pre Conference” and save a copy of the final draft of the agenda for the permanent records.

- Email or fax a request to each board member for them to submit their reports 30 days prior to the scheduled meeting. This gives the Conference Host time to prepare the binders. A copy of each report should be submitted to the President, Secretary and Conference Host.
 - Email or fax reports to the Conference Host to be included the Pre-Conference Meeting Binder.
 - Mid Year Meeting Minutes (board members only)
 - Annual Business Meeting Minutes from previous conference.
 - **October** - Take minutes for the Pre-Conference Board Meeting.
 - Minutes will be approved at the Mid-Year Board Meeting.
 - Email or fax a draft copy of minutes to board members for review as soon after meeting as possible for changes.
 - Review minutes to find any “policies” set by the board, which may need to be added to the *Operating Procedures and Policies* book. This policies book is saved on the portable disk...
 - Save the final copy of the minutes in sub-folder named “Pre Conference” for the permanent records.
 - Save copies of the Treasurer Reports, Committee Reports, Chapter Reports and other agenda material in the “Pre Conference” sub-folder for the permanent records.
 - Once all the reports are saved in the Pre-Conference sub-folder, a copy of the entire folder should be sent to the Vice President to be saved on their portable disk. This disk serves as a backup copy of the permanent records
- ***Annual Business Meeting***
- **May** – Review the Mid Year Board Meeting minutes for agenda items.
 - Email a draft of this agenda to the President for review.
 - **July** - Email or fax a request for agenda items to board members.
 - Prepare agenda for Annual Business Meeting. (Usually held Tuesday morning of the Conference).
 - **August** - Email or fax a draft copy of the agenda to the President for approval
 - Email or fax a draft copy of the agenda to board members.

- Save a final copy of agenda in Annual Business Meeting sub-folder for the permanent records.
 - Email or fax a request to each board member for them to submit their reports 30 days prior to the scheduled meeting. This gives the Conference Host time to prepare the binders. A copy of each report should be submitted to the President, Secretary and Conference Host
 - Email or fax final copy of the agenda to the conference host to be included in the Conference Binder. This is for board members and delegates.
 - Email or fax final copy of the Annual Business Meeting Minutes from the previous conference to the conference host to be included in the Conference Binder. This is for the board members and delegates to be voted on during the Annual Business Meeting.
 - Request a copy of the letter from the Nominations Committee for a list of those persons being nominated for various positions and who have accepted the nomination no later than August 15th.
 - Send each nominee a letter with a copy of the corresponding Job Description.
 - **October** - Take minutes for the Annual Business Meeting.
 - Minutes will be approved at the next Annual Business Meeting.
 - Transcribe minutes from the Annual Business Meeting
 - Email or fax a draft copy of the minutes to board members for review as soon after the meeting as possible for changes. The Treasurer and Certification and Education Financial Officer may need this in order to update bank signature cards.
 - Save a final copy of the minutes in the Annual Business Meeting sub-folder for the permanent records.
 - Save copies of the Treasurer Reports, Committee Reports, Chapter Reports and other agenda material in the Annual Business Meeting sub-folder for the permanent records.
 - Once all the reports are saved in the Annual Business Meeting sub-folder, a copy of the entire folder should be sent to the Vice President to be saved on their portable disk. This disk serves as a backup copy of the permanent records
- **Post-Conference Board Meeting**
- **May** - Review the Mid Year Board Meeting minutes for agenda items.

- Email a draft copy of the agenda to the President for review.
- **July** - Email or fax a request for agenda items to board members.
- **August** - Prepare agenda for Post-Conference Board Meeting. (Usually held Wednesday afternoon of the Conference).
- Email or fax draft copy of the agenda to the President for approval.
- Email or fax a draft copy of the agenda to board members for changes.
- Email or fax final copy of the agenda to the Conference Host to be included in the Conference Binder. This is for board members only.
- Save a final draft of the Agenda in Post Conference Meeting sub-folder for the permanent records.
- Email or fax a request to each board member for them to submit their reports 30 days prior to the scheduled meeting. This gives the Conference Host time to prepare the binders. A copy of each report should be submitted to the President, Secretary and Conference Host.
- Print copies of Job Descriptions for each board member. Print a copy of the *Policies and Procedures* handout for each board member. These will be handed out during the Post Conference Board Meeting.
- **October** - Take minutes of Post-Conference Board Meeting.
 - Minutes will be approved at the Mid-Year Board Meeting.
- Transcribe minutes of Post-Conference Board Meeting.
- Email or fax draft copy of minutes to board members for changes as soon after meeting as possible.
- Review minutes to find any “policies” set by the board, which may need to be added to the *Operating Procedures and Policies* book.
- Save a final draft of minutes in the Post Conference Meeting sub-folder for the permanent records.
- Save copies of the Treasurer Reports, Committee Reports, Chapter Reports and other agenda material in Post Conference Meeting sub-folder for the permanent records.
- Once all the reports are saved in the Post Conference Meeting sub-folder, a copy of the entire folder should be sent to the Vice President to be saved on

their portable disk. This disk serves as a backup copy of the permanent records.

➤ ***After the Annual Conference***

- ❑ Request a list of award recipients from Nominations Committee Chair.
- ❑ Save a copy of this list in the Award Recipient folder on the portable disk for the permanent records. Contact cities represented by each recipient for possible news articles. Submit a copy of the listing to the Publications Committee chair for publication in *The Scribe*. Do the same for the editor of the *Municipal Court-Justice Court News*.
- ❑ Update the Board of Directors list as a result of the elections during the Annual Business Meeting. Save a copy in the Board Member Listing folder on the portable disk for the permanent records.
- ❑ Email or fax copy of Board of Directors list to board members for changes and/or additions.
- ❑ Prepare letters to each Committee Chairperson asking that they return a list of their committee members and contact information.
- ❑ Update the Committee Member list which is page two of the Board Member Listing.
- ❑ Email or fax copy of Committee Chairpersons list to board members for changes.
- ❑ Request a copy of the updated TCCA Bylaws and the Chapter Bylaws approved during the Annual Business Meeting from the By-laws Committee Chairperson.
- ❑ Save a copy of the updated TCCA Bylaws and the Chapter Bylaws in the Bylaws folder on the portable disk for the permanent records.
- ❑ Create a sub-folder in the Annual Conference for Miscellaneous and save any miscellaneous conference information in this sub-folder for the permanent records.
- ❑ Request an electronic copy of the conference Vendor Guide from the Conference Host. Save this copy in the Vendor Guides folder on the portable disk. If an electronic copy is not available, a hard copy of the guide should be saved in the file folder labeled "Vendor Guides".

➤ ***In January of Each Year***

- ❑ Request a copy of the final membership list for the current year from the Membership Committee Chairperson.
- ❑ Save a copy of the membership list in the Membership Lists folder on the portable disk for the permanent records.

➤ *As Needed*

- Store TCCA secretary files and sound recording equipment in a secure location.
- Forward files, minute binders, and sound recording equipment to newly elected secretary at the annual conference immediately following the Annual Business Meeting. The newly elected Secretary will begin their duties at the Post Conference Board Meeting.
- Request copies of each chapter's bylaws from the Chapter President. Copies should be saved in the Chapter Bylaws folder on the portable disk for the permanent records.
- Once all the copies have been received, forward copies to the Vice President to be saved on their portable disk.
- Make recommendations to the Board of Directors regarding the purchasing and/or maintenance of sound recording equipment. Beginning in 2005, the permanent records will be stored on portable disks. One is maintained by the Secretary and a backup copy is kept by the Vice President. Future purchases may be necessary to maintain these records.
 - A request for reimbursement and receipts should be forwarded to the Treasurer
- Purchase storage boxes, binders and other materials needed to adequately and securely store all records of the Association.
 - A request for reimbursement and receipts should be forwarded to the Treasurer

Texas Court Clerks Association

Policy on Preparing Meeting Minutes

Minutes are the written record of the proceedings of a deliberative assembly.

Meeting minutes will be prepared for the following meetings:

- Mid Year Board Meeting
- Pre-Conference Board Meeting
- Annual Business Meeting
- Post Conference Board Meeting.

Minutes will be prepared by the current TCCA Recording Secretary.

Minutes shall include:

- Name of the Association
- Date and time of the meeting
- Meeting location
- Type of Meeting as listed above
- Time meeting was called to order
- Roll Call - Note board members absent from meeting
- Exact wording of each main motion as it was voted on, whether it passed or failed along with the name of the maker
- Time meeting was adjourned

When preparing minutes, record the actions taken at the meeting, not what was *said* at that meeting. The minutes should record what was decided at the meeting.

Minutes should **not** include:

- The opinion of the secretary, including judgmental phrases or adjectives
- Discussion
- Motions that were withdrawn
- Reports in detail
- Transcription of the meeting

Record Description	Retention Period
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