

## TEXAS COURT CLERKS ASSOCIATION Vice President

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In the absence of the President, the Vice-President shall assume the duties of the President. They shall also assume other duties as assigned by the President or the Board of Directors. In the event of a vacancy occurring in the office of President, the Vice-President shall serve as President until the next general election.

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 Vice-President is elected at the Annual Meeting held during the odd years and shall serve a two year term. The Vice-President will not serve more than two consecutive terms.

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.

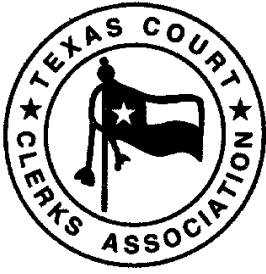
Board members will be asked to sign a Code of Ethics during the Post Conference Board meeting. The signed copy will be maintained by the Secretary. If the signed copy is scanned as a permanent document and stored electronically, the original may be destroyed. A new Code of Ethics will be signed by board 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 Vice President to follow the Records Retention Schedule for any records maintained while serving as Vice President.

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.

Beginning in 2005, permanent records for the Association will be maintained on a portable disk. One disk is maintained by the Secretary. The Vice President is responsible for the safe keeping of the second disk which serves as a backup copy of the permanent records. This portable disk should be given to the newly elected Vice President at the Post Conference Board Meeting.



**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.

| <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 |