

Nebraska City/County Management Association Constitution and Policies

as of 01/01/2014

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**CONSTITUTION AND BY-LAWS
NEBRASKA CITY/COUNTY MANAGEMENT ASSOCIATION
AS AMENDED THROUGH JUNE 28, 2013**

CONSTITUTION

ARTICLE I

NAME

Section 1. The name of the organization shall be the Nebraska City/County Management Association (NCMA).

ARTICLE II

OBJECT

Section 1. The purpose of this Association shall be to promote proficiency of city administrators/managers, county administrators/managers and other local government administrators and aid in the improvement of local government administration in general; to provide a clearing house for information on matters of interest or concern to all local governments and to establish a cadre of local government chief executives to devise and seek the enactment of legislation for the benefit of all municipalities and counties.

ARTICLE III

OFFICERS

Section 1. The officers of this Association shall be: President; President-Elect; Vice President; Secretary/Treasurer; Director, who shall be the immediate past president; and such other officers as may be authorized from time to time by the active membership.

Section 2. All officers shall be employed as the chief administrative officer or the immediate assistant to the chief administrative officer by a municipality, county or council of governments in the State of Nebraska and shall be a member of the International City/County Management Association; and their term of office shall be for one year or until their successor is duly qualified and elected.

Section 3. Any office shall be vacated immediately upon the removal of the incumbent from the State of Nebraska or upon the retirement of the incumbent from active service in an administrative capacity, in which event the usual succession in office shall follow, except that any officer retiring from active service in an administrative capacity and continuing his residence in the State of Nebraska may complete his term of office if a majority of the balance of the Executive Board so elects. A Secretary/Treasurer vacancy, or any vacancy not filled through succession, shall be filled according to the procedures outlined in Article VI, Section 4.

**ARTICLE IV
EXECUTIVE BOARD**

Section 1. The Executive Board shall be composed of all officers elected or appointed in accordance with Article III.

**ARTICLE V
COMMITTEES**

Section 1. The President shall appoint such standing committees or special committees as he may deem necessary or desirable for the conduct of the Association's business. Standing committees shall serve only for the fiscal year in which they were appointed and special committees shall serve until their reports have been received and/or the committee discharged.

**ARTICLE VI
NOMINATIONS, ELECTIONS AND TERM OF OFFICE**

Section 1. The Association shall elect the officers enumerated in Article III through the process outlined in Section 3 below and shall announce the successful candidates at the fall business meeting.

Section 2. The term of office shall start November 1st and run through October 31st.

Section 3. A Nominating Committee shall be appointed by the President consisting of five (5) members, one of whom shall be a Past President, who will serve as chair. The Nominating Committee shall take into account geographic balance of the Executive Board in its considerations.

Not less than sixty (60) days prior to the Summer Conference, the Nominating Committee shall invite all members to submit recommendations for nominations, and encourage eligible members to express interest in serving as an officer. The Nominating Committee shall also inform all members that names may be placed in nomination by petitions signed by at least five (5) Full Members in good standing. Petitions must be received at least thirty (30) days prior to the Summer Conference.

At the Summer Conference business meeting, an agenda item shall be reserved for informing the association of the nominations made by the Nominating Committee and by petition. Additional nominations shall then be permitted from the floor. Floor nominations shall be added to the ballot with a majority vote of the Full Members voting.

The Nominating Committee, not less than forty-five (45) days prior to the fall business meeting, shall mail to each Full Member a ballot containing the names of all candidates for each office, together with biographical information on each candidate, and shall identify the manner in which each nomination was made (by Nominating Committee, by petition or by nomination at the Summer Conference). Ballots must be returned by mail to the Nominating Committee chair at least ten (10) calendar days prior to the fall business meeting. The Nominating Committee shall open and count such ballots prior to the fall business meeting and announce the results at said meeting. In the event of a tie for any office, Full Members shall vote by written

ballot at the fall business meeting.

Electronic voting by email or online survey may be used in place of regular mail, as long as the process ensures that only Full Members may vote and vote only once. The Nominating Committee shall take such action as deemed prudent to assure that all ballots remain confidential and to ensure the integrity of the election process. Candidates shall have the right to review the ballots cast prior to the fall business meeting.

Section 4. Vacancies on the Executive Board, which cannot be filled by the usual succession in office according to Article III, Section 3, shall be filled as follows.

The Nominating Committee shall establish an election calendar, which shall not last longer than 90 days. The Nominating Committee shall, for a period of not less than thirty (30) days, invite all members to submit recommendations for candidates, and encourage eligible members to become candidates. All eligible members desiring to serve shall become candidates.

The Nominating Committee shall then mail to each Full Member a ballot containing the names of all candidates for each office, together with biographical information on each candidate. Members shall have not less than thirty (30) days to return ballots by mail to the Nominating Committee chair. The Nominating Committee shall have not less than fifteen (15) days to open and count such ballots and announce the results through the NCMA listserv. Electronic voting may be used as described in Section 3.

ARTICLE VII

MEMBERSHIP CLASSIFICATION

Section 1. Full Member — A Full Member of NCMA shall be any person who is a city or county manager or administrator, or an immediate assistant or deputy to a city or county manager or administrator, employed by a Nebraska city or county. Full Members are encouraged to be members of the International City/County Management Association (ICMA). Full Members shall have voting privileges, shall have access to the NCMA listserv, and shall be included in executive sessions of the Association.

Section 2. Cooperating Member — A Cooperating Member of NCMA may be any person holding a responsible administrative position in a Nebraska city or county other than the position of city or county manager or administrator, or immediate assistant or deputy to a city or county manager or administrator. A Cooperating Member may also be any person who is interested in the objectives of NCMA, such as a former city or county manager or administrator, a former assistant or deputy city or county manager, a college instructor, an urban planner or a local government researcher, whether employed by the private sector or other unit of government. Cooperating Members do not have voting privileges, shall not have access to the NCMA listserv, and shall be excluded from executive sessions of the Association.

Section 3. Honorary Member — Honorary Membership in NCMA may be granted by a majority vote of the membership in attendance at any regularly scheduled meeting of the Association to any person who has made distinguished contributions to the Association and to the field of city and county government. Honorary membership is not limited to persons who have served as city or county managers or administrators. Honorary Members do not have

voting privileges, shall not have access to the NCMA listserv, and shall be excluded from executive sessions of the Association.

Section 4. Life Member — Life Membership in NCMA is available to any person who has retired or is no longer employed in the profession of city/county management and has been a member of NCMA for twenty years. Membership in a city or county management association of another state may be substituted for up to ten years of the twenty year membership requirement. Life Members shall have voting privileges, shall have access to the NCMA listserv, and shall be included in executive sessions of the Association.

Section 5. Student Member — A Student Member in NCMA shall be any college student interested in local government management who is pursuing an undergraduate or graduate degree (minimum half-time status). Student members do not have voting privileges, shall not have access to the NCMA listserv, and shall be excluded from executive sessions of the Association.

ARTICLE VIII

PROFESSIONAL CONDUCT

Section 1. The ICMA Code of Ethics, as now written and as it may be amended, is hereby adopted as the Code of Ethics of this Association. All members, without regard to classification, shall be required to subscribe to and be bound by this Code of Ethics.

Section 2. The organization shall maintain a standing Committee on Professional Conduct (CPC). The Committee shall consist of three active members of the Association, each of whom shall have served at least five years in a responsible local government management position. The term of office shall be for a period of three years, and shall be staggered to ensure continuity. Appointment shall be made by the President, with ratification by the Executive Board. The Secretary shall serve as board liaison to the Committee on Professional Conduct.

Section 3. The purpose of the Committee shall be to promote ethical conduct among the membership and investigate any complaints of violation of the Code of Ethics. Such investigation shall be in accordance with *ICMA/NCMA Code of Ethics: Rules of Procedure for Enforcement*, incorporated as referenced here.

ARTICLE IX

CONVENTION

Section 1. Conventions of this Association shall be held at least three (3) times per year in conjunction with the League of Nebraska Municipalities Fall and Winter Conferences and the Association's Summer Conference. Special conventions may be called on a date and at a place selected by the Executive Board with at least 30 days notice to the Association.

ARTICLE XI

ADOPTION

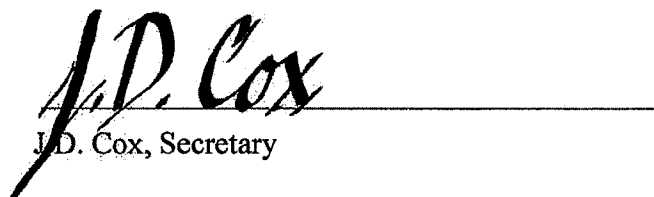
Section 1. This Constitution shall be in full force and effect from and after its approval by a majority of the members voting.

Approved this 28th day of June, 2013.



Brett Baker, President

Attest:



J.D. Cox, Secretary

Amended previously on the following dates:

June 29, 2012

February 27, 2012

September 18, 2008

June 13, 2008

September 20, 2007

February 6, 2006

September 29, 1989

June 2, 1978

BY-LAWS

1. The duties of the officers of this Association shall be such as by the general usage are indicated by the title of his/her office. Line of succession shall be Director (Past President), President, President-Elect, Vice President, Secretary/Treasurer.
2. The Secretary shall record all things proper to be written, transact the financial business of the Association, and submit the record of all transactions for auditing at the annual meeting of the Association.
3. Voting by proxy will not be allowed unless specifically authorized by the Association.
4. The fiscal year shall date from November 1 to October 31. Dues shall be payable annually, in advance, and are delinquent after the first month of the fiscal year. Any person elected to membership after six months of any fiscal year shall have expired shall pay one-half of the annual dues.
5. Annual dues shall be as follows:
 - a. Full Member:
 - i. CAO in cities and counties with population greater than 2000 – 0.004 of salary.
 - ii. CAO in cities and counties with population of 2000 or less – \$100.
 - iii. Immediate assistant or deputy – \$100.
 - b. Cooperating Member – \$100.
 - c. Honorary Member – None.
 - d. Life Member – None.
 - e. Student Member – \$25.00 per year.
6. Attendance by Meetings. All classes of membership are allowed to attend the business meetings of the Association. Any full or life member may elect to call an executive session and ask that all other members than full or life members be excused from the meeting area while the executive session is held.
7. These By-Laws may be amended or repealed by a majority vote of the members of the Association present at any convention; or five members of this Association may, by petition to the Executive Board, initiate a desired change, which shall become effective upon ratification by a majority of all members of the Association present at any convention, or by a majority of active members voting thereon by letter ballot, such letter ballot to be canvassed by at least two members of the Executive Board not later than thirty days after the same is mailed by the Secretary. Such amendments shall be presented for consideration in writing to the members of the Association at the previous convention or 90 days prior to voting, whichever is later.

ICMA/NCMA Code of Ethics: Rules of Procedure for Enforcement

I. General

- A. The Nebraska City/County Management Association (NCMA) has adopted the Code of Ethics of the International City/County Management Association (ICMA) by reference in the NCMA Constitution.
- B. These rules govern the procedures for enforcing the ICMA Code of Ethics as adopted by the NCMA membership.
- C. All members of NCMA agree to abide by the ICMA/NCMA Code of Ethics.
- D. NCMA is the Nebraska state affiliate of ICMA. As an international association, ICMA possesses a broader perspective and has enhanced staff capacity to handle ethics complaints. ICMA can also bring a more objective “arms length” perspective to the deliberations. Therefore, it shall be the policy of NCMA that any complaint filed against a member who is also a member of ICMA will be referred to ICMA for processing under its adopted Rules of Procedure for Enforcement. NCMA shall cooperate with ICMA as requested in processing any such complaint. The remaining procedures outlined in this document shall be for processing complaints against NCMA members who are not also members of ICMA.
- E. The purpose of these rules is to provide a reasonable process for investigating and determining whether a member has violated the code, and to afford each individual member who is the subject of an investigation (the “respondent”) a full and fair opportunity to be heard throughout the process.
- F. It is the intention of NCMA that these rules be carried out carefully but expeditiously in order to minimize the time during which a member may be subject to possible disciplinary action. Accordingly, time limits stated in these rules are binding, subject to extensions which may be granted by the Committee on Professional Conduct (CPC), or the NCMA Vice President, for reasonable cause, upon request.
- G. No person may participate in any proceedings on a complaint brought under these rules if that person is or may be a witness or complainant in that case, or if his or her participation would otherwise create, or appear to create, a conflict of interest. The President may select a replacement for any person (other than a member of the Executive Board) who is unable to participate in the case for this reason.

II. Jurisdiction

- A. All Full Members of NCMA are subject to the Code of Ethics and are subject to sanctions for any violations thereof which occur during their membership. All other members are subject only to Tenets 1 and 3 of the Code of Ethics. A member may be subject to sanctions for a violation which continues while he or she is a member even though the conduct in question originated prior to admission to membership.
- B. If a complaint is made against a person who was a member at the time the alleged violation occurred, but who is not a member at the time the complaint is made, the

complaint will be processed under these procedures only if the former member agrees in writing. In no event shall a person be readmitted to membership if there is an outstanding and unresolved complaint against him or her for conduct while formerly a member.

- C. The NCMA shall retain jurisdiction over an investigation of a respondent who, before the conclusion of the investigation, resigns from NCMA or otherwise allows his or her membership in NCMA to lapse.

III. Responsibilities

- A. The NCMA Executive Board is responsible for making the final decision on matters pertaining to the enforcement of the code, including, but not limited to, sanctions for the violation thereof. No current or former member may be publicly censured, expelled, or barred from membership without the approval of the Executive Board.
- B. The Committee on Professional Conduct (CPC), which is established by the NCMA Constitution, is the committee of NCMA responsible for assisting the Executive Board in implementing these rules and has the specific duties set forth hereinafter.
- C. The NCMA Secretary serves as the Executive Board liaison to the CPC, and has particular administrative responsibilities under these procedures.
- D. The Secretary shall provide administrative support, as requested, to assist the Executive Board, the Vice President, and the CPC in enforcing the code and implementing these rules.
- E. The NCMA Executive Board, Vice President, CPC, and Secretary may seek the counsel and advice of ICMA's ethics staff in carrying out these procedures and in considering complaints.

IV. Sanctions

- A. Sanctions may be imposed in accord with these rules upon members who are found to have violated the code. In determining the kind of sanction to be imposed, the following factors may be considered: the nature of the violation, prior violations by the same individual, the willfulness of the violation, the level of professional or public responsibility of the individual, and any other factors which bear upon the seriousness of the violation.
- B. The following sanctions may be imposed singly or in combination at the conclusion of an investigation and/or hearing under these rules:
 - 1. Private Censure. A letter to the respondent, and the complainant, indicating that the respondent has been found to have violated the Code of Ethics, that NCMA disapproves of such conduct, and that, if it is repeated in the future, it may be cause for more serious sanctions. If the complainant is a nonmember, he or she shall be notified that the case was considered and resolved, and that no public action was taken.

2. Public Censure. Notification to the respondent, complainant, and news media, indicating that a violation of the code took place and that NCMA strongly disapproves of such conduct and the nature of the sanction(s) imposed. In addition, such notice shall be provided to appropriate local governing bodies where the Executive Board has found it necessary to do so in order to protect the public against unethical conduct in local government.
 3. Expulsion. A revocation of the respondent's membership privileges.
 4. Membership Bar. A prohibition against reinstatement of the respondent's membership in NCMA.
- C. Upon receiving documented evidence that a member has been found guilty after trial by a judge or a jury of criminal conduct, which constitutes a violation of the ICMA/NCMA Code of Ethics and which occurred while the person was a member of NCMA, the NCMA Vice President shall immediately issue a notice of suspension of membership to that person by registered mail, that person's membership shall be suspended as of the date of such notice, and the suspended member shall be removed from the NCMA website. The Vice President shall advise the CPC of any such action and shall refer the case to the CPC. The CPC may commence an investigation in accordance with Part VI hereof, or it may defer proceedings until the person has exhausted all appeals or the time for appeal has expired. The suspension shall continue in effect until such time as sanctions provided under Part IV.B. are imposed, or the case is dismissed, in accordance with these Rules.
- D. A member who has been barred or expelled from membership under these rules may apply for reinstatement to NCMA membership only after a period of at least five (5) years from the date of the bar or expulsion, or from the date of the last review of a request for reinstatement. The barred or expelled former member must submit a written request to the Executive Board for a reinstatement review and include the reasons why he or she believes it should be considered. Such requests shall automatically be referred to the CPC. The CPC will review all the information provided, and make a recommendation to the Executive Board. The former member requesting reinstatement review is entitled to a hearing before the Executive Board.

V. Initiation of Procedures

- A. Proceedings against an individual for an alleged violation of the Code of Ethics may be initiated by the Vice President upon receiving a written complaint or other written information from any source indicating that a violation may have occurred.
- B. Upon receiving such a written complaint or information, the Vice President will submit the complaint to the CPC for review. The CPC will ascertain whether it is sufficiently clear and complete to initiate proceedings, and, if so, whether it alleges conduct that may be a violation of the Code of Ethics. If the CPC concludes that the complaint is not sufficiently clear or complete to initiate proceedings, it shall seek further clarification from the complainant or other source before taking any further action.
 1. If the CPC concludes that the complaint is sufficiently clear and complete to initiate proceedings, and may, if proven, indicate a violation of the code, a copy of the

- complaint or information shall be forwarded by the Vice President by registered mail to the respondent named in the complaint or information. The respondent shall be informed at that time of the provisions of the code which he or she is alleged to have violated. The Vice President may also request that the respondent answer specific questions pertaining to the alleged violation.
2. The respondent shall be given thirty (30) days within which to respond in writing to the complaint or information, to provide any further information or material he or she considers relevant to the allegations, and to answer any specific questions asked by the Vice President.
 3. As soon as the respondent's response is received, but in no event more than thirty (30) days after written notice of the alleged violation has been given to the respondent, the Vice President shall refer the case to the CPC for further proceedings in accordance with these rules.

VI. Investigations

- A. Upon receiving a case of an alleged violation of the Code of Ethics from the Vice President, the CPC shall commence an investigation into the allegations. However, no investigation shall be required if (1) the respondent admits to the conduct in his or her initial response, or (2) the respondent has already entered a guilty plea, a no contest plea, or has been found guilty and has exhausted all appeals, in a criminal case involving the same conduct.
 1. The CPC shall afford the respondent an opportunity to meet with the committee in person and may, at its discretion, afford such an opportunity to the complainant as well. The respondent may appear at such a meeting personally and be accompanied by a representative. Alternatively, the respondent may appear through a representative.
 2. The CPC shall prepare and maintain notes of all meetings and interviews with the respondent, the complainant, and any witnesses, and may request any such person to sign a statement prepared on the basis of those notes. The respondent shall be entitled to review these notes and statements, and any other documentary evidence gathered in the course of the investigation, and shall be afforded the opportunity to respond in writing thereto.
 3. The CPC shall take all reasonable steps to ascertain the facts relevant to the case, including, but not limited to, interviews with witnesses, review of the respondent's submission(s), and examination of all published material judged to be relevant and reliable.
 4. Within sixty (60) days of the referral of a complaint to the CPC, the investigation shall be concluded, and a written report of the committee's proposed findings of fact shall be sent to the Vice President and the respondent. Each finding must be supported by reliable and relevant evidence which has been made available to the respondent for review.

5. The CPC report will include conclusions as to the veracity and seriousness of the complaint, and shall recommend appropriate action, including dismissal of the complaint or of disciplinary action.

VII. Decisions

- A. The Vice President shall bring the report to the NCMA Executive Board at its next regularly scheduled meeting, but no later than 30 days following receipt of the CPC report. The Executive Board shall promptly review the CPC's proposed findings of fact, conclusions, and recommendations, and shall determine whether they are supported by sufficient reliable and relevant evidence.
 1. If the Executive Board determines that the evidence is not sufficient, the Executive Board may either (a) dismiss the case; (b) return it to the CPC for further investigation in accordance with these rules; or (c) schedule a hearing before the Executive Board in accordance with part VIII of these rules.
 2. If the Executive Board determines that the proposed findings are supported by the evidence, it shall then determine whether such evidence demonstrates that a violation of the Code of Ethics has occurred. The Executive Board may vote to adopt the recommended decision of the CPC, to modify said decision, or to dismiss the case without imposing sanctions. If the case is dismissed without imposing sanctions, the respondent, the complainant, and the CPC shall be notified by the Vice President.
 3. If the Executive Board determines on the basis of the CPC's report that a violation has occurred, it shall determine the appropriate sanction(s). The Vice President shall then notify the respondent of the Executive Board's intent to adopt the CPC's report as final, and to impose the specified sanction(s) for the reasons stated, unless the respondent can show that the findings of facts are erroneous, or that the proposed sanctions(s) should not be imposed in light of certain mitigating factors which the CPC did not previously consider. The respondent shall have fifteen (15) days in which to submit a written response to the Vice President and/or to request a hearing.
 4. In the event that the respondent makes no submission, and does not request a hearing, the proposed findings and sanction(s) shall be considered as final.
 5. In the event that the respondent makes a written submission, but does not request a hearing, the Executive Board shall within 30 days of receiving the submission, review the submission and may either adopt, or revise and adopt as revised, the proposed findings and/or sanction(s), as it deems appropriate.
 6. In the event that the respondent requests a hearing, the Executive Board shall schedule the hearing within 30 days of the receipt of the request. Hearings shall be conducted in accordance with part VIII of these rules. No sanction(s) shall be imposed before the hearing is concluded.
- B. If the Executive Board has determined that a private censure is the appropriate sanction, and that the respondent has not requested a hearing, the Vice President shall send a letter of private censure to the respondent, with copies to the complainant and to the CPC. The case shall then be closed. No other notification of a private censure shall be made.

However, NCMA may publish the fact that certain kinds of conduct have resulted in the issuance of private censures, provided that no names or identifying details are disclosed.

- C. If the Executive Board has determined that a public censure, expulsion, or membership bar is the appropriate sanction, and that the respondent has not requested a hearing, the respondent shall be immediately notified of the decision of the Executive Board, with copies to the complainant and to the CPC, and the sanction(s), if any, shall be implemented.

VIII. Hearings

- A. These procedures shall govern all hearings conducted pursuant to these rules.
- B. No Executive Board member may hear any case if his or her participation in that case would create an actual or apparent conflict of interest.
- C. Within ten (10) days of receiving a request for a hearing, the Vice President shall notify the respondent by registered or certified mail that a hearing has been scheduled before the Executive Board. The hearing date shall be at least fifteen (15) days after the date the notice is postmarked. The notice shall also state that the respondent has the following rights:
 - 1. To appear personally at the hearing;
 - 2. To be accompanied and represented at the hearing by an attorney or other representative;
 - 3. To review all documentary evidence, if any, against him or her in advance of the hearing;
 - 4. To cross-examine any witness who testifies against him or her at the hearing; and
 - 5. To submit documentary evidence and to present testimony, including the respondent's, in his or her defense at the hearing.
- D. The Executive Board shall not be bound by any formal rules of evidence but may accord appropriate weight to the evidence based on its relevance and reliability.
 - 1. The CPC's report shall be admissible evidence at the hearing.
 - 2. The Executive Board may not hear evidence of any alleged ethics violation by the respondent that was not the subject of the initial investigation.
- E. At any hearing conducted under these rules, the CPC shall first present evidence in support of its recommended decision. Upon conclusion of its presentation, the respondent shall have the opportunity to present evidence in his or her defense.
- F. Within five (5) working days of the conclusion of the hearing, the Executive Board shall render a decision in the case.
 - 1. The decision shall be in writing and shall include a statement of the reasons therefore. Only evidence which was put before the Executive Board may be considered as a basis for the decision.

2. The Executive Board's decision may be to:
 - i. Dismiss the case;
 - ii. Adopt the findings and sanction(s) recommended by the CPC; or
 - iii. Revise, and adopt as revised, the findings and/or sanction(s) recommended by the CPC. However, the Executive Board may not increase the sanction(s) recommended by the CPC unless new evidence, not previously available to the CPC, is disclosed at the hearing, which indicates that the respondent's violation was more serious. No sanction may be imposed for any violation of which the respondent had no prior notice.
3. A copy of the written decision of the Executive Board shall be sent immediately by the Vice President by registered mail to the respondent, with copies to the complainant and the CPC, and the sanction(s), if any, shall be implemented.

NEBRASKA CITY MANAGERS ASSOCIATION POLICY FOR MEMBERS IN TRANSITION

(Adopted February 12, 2007)

PURPOSE: To provide a support system for certain classifications of members of NCMA during periods of transition between public sector management positions. A multi-faceted approach is used to assist the member whenever possible but to also maintain the member's sense of self-worth, and preserve the member's dignity and desire for privacy.

DEFINITIONS: A member-in-transition (MIT) is an individual whose last professional position held was in the local government sector and he/she was a full or associate member in good standing of the NCMA. Members under written censure or expulsion from NCMA shall not be eligible for MIT benefits. The member must be actively seeking employment by pursuing local government positions throughout the state and/or in other states, provinces or countries having members of a professional local government management association.

MIT ELIGIBILITY PERIOD: MITs will be allowed to stay on the MIT list for two years and after that two-year period will not be eligible for assistance under the MIT program.

NOTIFICATION: Given the geographic diversity of the State of Nebraska, identification of members in transition can be most effectively performed by the MIT contacting an NCMA Board member directly. Although, the NCMA list serve can also be used for this purpose, some members may be reluctant to announce their transition so broadly.

LIAISON ASSIGNED: Upon notification of the NCMA Board, the Board will assign the MIT a liaison. The liaison will be matched with the MIT according to such criteria as geographic location, past experience, and/or personal experience with the MIT. The liaison will see that the Ranger Rider(s) is notified of the transition. The liaison will also notify the MIT's District Director so that the Director can continue to notify him/her of District meetings and other events in the area. The liaison will serve as their confidential counselor; someone who can listen to personal and professional concerns as the MIT

makes his/her trek between jobs. The liaison cannot give technical advice, but can serve as a friend during these changing times. The liaison will contact the MIT monthly to check on his/her well being.

NCMA LIST SERVE: MITs will be allowed to access and participate in discussions on the NCMA list serve for the two-year period they remain on the MIT list.

LEGAL ASSISTANCE: The NCMA will keep a list of attorneys having specialized knowledge in the field of municipal government and labor relations in the State of Nebraska. If applicable, the list will have names of other City Managers who have had experience with the attorneys and may be contacted as a reference. This is a confidential list of attorneys who can advise or represent City Managers in negotiations with City Councils or in helping enforce termination agreements. Many attorneys with this specialized knowledge often represent cities and may be reluctant to take cases in opposition to cities. However, the attorneys on this list have specialized experience which may be useful. The NCMA does not endorse any of the attorneys on the list, but offers the names as suggestions.

FEE WAIVERS:

- Waiver of NCMA dues.
- Waiver of NCMA conference registration fees and meals held in conjunction with the conference.
- Reimbursement or waiver of registration fees for up to two Nebraska League of Municipalities conferences per year.

NCMA MIT DIRECTORY: The MIT's Member Profile will be relocated on the NCMA website to the NCMA's MIT Directory, also located on the NCMA website, so that interested parties can view information about the member.

NCMA INTERIM EMPLOYMENT: The NCMA will make a list available on their website of those members-in-transition who are seeking interim employment. The website will list skills and interests of the MIT along with contact information. Types of employment may include special projects, acting as an interim city manager or department head, teaching, and speaking at conferences. Some projects may be pro bono. Any subsequent employment agreement will be between the MIT and the employer.

NCMA PROJECTS: The NCMA Board may offer pro bono projects to the MIT as a means of maintaining skills. These projects also enable the MIT to show continuous employment on their resume.

NCMA MEMBERS' SUPPORT: NCMA members are encouraged to participate in the support of the member-in-transition including but not limited to the following:

- Forward information on jobs available
- Notify the MIT of available job banks
- Encourage organizations to employ MITs for special projects
- Invite the MIT with you to networking opportunities
- Contact the MIT as a personal outreach
- Invite the MIT to participate in brainstorming meetings

LIMITATIONS: The above policy is designed to assist MITs within their own comfort zone. Every effort must be made to respect the MIT's dignity, desire for privacy and comfort with each level of support available.

NEBRASKA CITY-COUNTY MANAGEMENT ASSOCIATION - NCMA
EXECUTIVE BOARD MEMBER DUTIES & OFFICER RESPONSIBILITIES
APPROVED AS OF NOV2011

NCMA PRESIDENT:

- Spokesperson for NCMA Membership Organization
- Spokesperson and Officer of Record For ICMA
- Spokesperson for UNO & University of Nebraska Foundation/Scholarship Activities
- Appoints all NCMA Sub Committees
- Approves Budgeted Expenses with Assistance of League Staff
- Supports and Maintains Intern Placement & City Manager Profession Campaigns
- Calls & Conducts all NCMA Meetings
- Sets & Finalizes all NCMA Meeting Agendas
- Makes Recommendations & Announcements on New Member Applications
- Calls & Sets Up All NCMA Conference & Executive Board Calls
- Prepares & Presents Annual Budget at NCMA League Annual Fall Meeting
- Represent & Attend Annual ICMA Mountain Plains Regional Training Summit
- Represent & Attend Annual ICMA Annual Training Conference & Group Events
- Organize Annual ICMA Conference Monday Night State Reception Venue
- Provide Quarterly Update Reports & Needs Requests to ICMA Mountain Plains V.P.
- Conducts any Ethics Inquiries and Investigations

NCMA PAST-PRESIDENT:

- Advisory & Support Role for Membership Recruitment & ICMA Membership Retainment
- Review & Bring Forward any NCMA Bylaw Modifications to NCMA President
- Support Range Rider Activities & New Member Contact in Absence of Position
- Contact League Office Rep to Order Presidents Service Award by March 1st.

NCMA PRESIDENT-ELECT:

- Sets Date & Organizes the Annual Conference with Assistance of Executive Committee
- Works with President & Executive Committee to Determine Statewide Training Topics
- May Attend Annual ICMA Mountain Plains Regional Training Summit with NCMA President
- Serve as NCMA Representative to Annual ICMA Conference Planning Committee
- Update NCMA Membership on Annual ICMA Conference Date, Logistics & Gatherings
- Initiates & Oversees Distinguished Professional Service Award Process (By July 1-Nominations)

NCMA VICE-PRESIDENT:

- Contacts & Presents New Member App & Profile Data to Newly Approved NCMA Members/Cities
- Forward all Approved New Members Documents to Planning Coordinator & NCMA Sec-Treasurer
- Monitors Website & Facebook/Social Media Sites to keep Active & Current with Planning Coordinator
- Initiates Member Nomination Process For League Executive Board Name Recommendation
- Act as Executive Boards Representative to all Members In Transition (MIT)

NCMA SECRETARY-TREASURER:

- Draft & Prepares all NCMA Meeting Minutes
- Update and Presents Membership Signup Sheets For All Meetings
- Prepares NCMA Meeting Financial Reports with League Staff Prior to NCMA Meetings
- Approves & Forwards NCMA Expenses to League Staff For Processing
- Maintains Scholarship, UNL Foundation, & ICMA Pledge Annual Payments
- Approves & Processes Range Rider Expenses to ICMA for Annual Reimbursement
- Approves & Processes Applicable Grant Reimbursements to League Staff
- Maintains NCMA Member/Mailing Lists & Forward to League Staff & Planning Coordinator.
- Maintains & Forwards all Records & Media Documents to Newly Elected Sec/Treasurer