

CCAC BOARD POLICIES

Title	ANNUAL CONFERENCE AND EDUCATIONAL OFFERINGS POLICY	
Number	107	
Dates	<i>Adopted:</i> 04/26/2013	<i>Revised:</i> June 2, 2015

1. POLICY STATEMENT AND PURPOSE

It is the policy of the City Clerks Association of California (CCAC or Association) to provide the Association with an annual conference and educational offerings that provide quality learning opportunities, networking connections, interaction and demonstrations from relevant state-of-the-art vendors, and fundraising opportunities to engage the membership and support CCAC's specific scholarship goals.

This policy and procedures document (Policy) provides policy guidelines and directs outcomes for certain aspects of the annual conference and other educational offerings. Procedures are covered in-depth in the Conference Manual.

2. SCOPE

This policy shall apply to Board Members, Annual Conference Committee members and members hosting education sessions such as Nuts and Bolts

3. RESPONSIBILITY

A conference committee led by the First Vice-President and consisting of volunteer members shall convene after the League of California Cities annual conference in the Fall to begin planning.

Specific details regarding the planning, scheduling, timing, roles and responsibilities of the board members and the CCAC Conference committee are found in the CCAC Conference Manual - attached to this document for reference.

4. POLICIES AND OUTCOMES

4.1 Site

The site of the CCAC Annual Conference will be based on the recommendation of the Second Vice-President for his/her year as President.

4.2 Theme

The theme for the CCAC Annual Conference will be provided by the President presiding at the conference.

4.3 Finances

All CCAC Conference facility and program expenses shall be accounted for and a written report shall be submitted to the Board within forty-five (45) days of the close of the CCAC Annual Conference.

4.4 Expenses for President and First Vice-President

The President shall have a complimentary suite and the 1st Vice-President shall have a complimentary upgraded room at the expense of CCAC and the conference registration for the President and 1st Vice President shall be complimentary. Cross reference Policy No. 105 Expense Reimbursements.

4.5 Fundraising

All proceeds derived from the annual conference fundraising efforts will be used to fund training and educational workshops sponsored by CCAC. All fundraising expenses and receipts shall be submitted to the CCAC Treasurer for processing and reporting purposes.

4.6 Visiting Regional Presidents/VIPs

When an invitation to the CCAC Annual Conference is extended to a Regional President, IIMC President and/or Designee, IIMC Executive Director, MCEF Foundation President and/or Designee, IIMC – California Institute Directors, and Two Region IX Directors, CCAC will assume costs (registration fee, all events at conference, and all other related costs), except travel and lodging expenses.

4.7 Complimentary Rooms and Waiving of Registration

Any complimentary rooms other than the past practice of President, 1st Vice President, Event Planner, Assistant Event Planner, AV person, and speakers, shall be approved by the 1st Vice President or the President if for some reason the 1st Vice President is not available.

A vote of the full CCAC Board is required to waive registrations not covered in 4.4 and 4.6.

4.8 Attendee Cancellation Policy

An attendee may cancel, for any reason:

(a) if more than 30 days – for a full refund less an administrative fee of 25%

(b) up to 15 days before the event and receive a 50% refund

(c) less than 15 days before the event no refund is given

No refunds are processed until after the event.

Exceptions: There are some exceptions to this policy if there is a medical emergency or death in the attendee's immediate family. Exceptions to the cancellation policy are only given in consultation with both the CCAC Treasurer and CCAC President.

5. POLICY HISTORY

This Policy was part of Executive Board Policies reformatted into separate policies in April 2013; and revised 6/1/2011 and 7/11/2013.

6. X-REF

Executive Board Policy No. 105 – Expense Reimbursements for Meetings and Travel

Attachment – CCAC Annual Conference Manual (updated 10/01/12)