



Montana Association of Counties

Serving Montana Counties Since 1909

2715 SKYWAY DRIVE, SUITE A, HELENA, MT 59602

(406) 449-4360 Fax (406) 442-5238

www.mtcounties.org

RECEIVED

DATE: SEPTEMBER 6, 2019
TO: COUNTY ELECTED OFFICIALS
FROM: ERIC BRYSON, EXECUTIVE DIRECTOR
RE: NOTICE OF ANNUAL MEETING

SEP 13 2019

Ravalli County Commissioners

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- ELECTION OF OFFICERS; AND
- APPROVAL OF THE 2018 ANNUAL MEETING MINUTES; AND
- PROPOSED AMENDMENT TO THE MACo BYLAWS; AND
- ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE MEMBERSHIP

Notice is hereby given that the 110th Annual Conference and Membership Meetings of the Montana Association of Counties will be held September 23 – 25, 2019 at the Best Western Heritage Inn, 1700 Fox Farm Road, Great Falls, MT.

The opening General Session will convene at 8:30 a.m. on Monday, September 23, 2019. The General Session will reconvene on Tuesday, September 24 and again on Wednesday, September 25 for the purposes of MACo and NACo Committee reports, election of officers, consideration of a proposed By-law amendment, and any other business that may properly come before the membership.

Committee's will meet on Tuesday, September 24, 2019 from 8:00 a.m. to 10:00 a.m., and from 10:30 a.m. to 12:30 p.m. We encourage you to attend all Committee meetings of interest and offer input into these important member meetings.

The MACo Bylaws provide for proxy voting. A member must be in attendance to be considered "registered" in order to assign their proxy in the event they must leave the conference prior to the meeting being adjourned. Proxy voting forms will be available at the registration desk.

A member county's **registered** voting delegate may vote by proxy at any meeting of the membership. The proxy must be in writing and signed by the voting delegate or alternate, and shall name the person to whom the proxy is delegated and the subject for the vote(s). The proxy must be delivered to the President prior to voting action being taken.

If you have any questions, please call the MACo office at 449-4360, or contact Eric Bryson, MACo Executive Director, at ebryson@mtcounties.org.



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Proposed Amendment to the MACo By Laws

MACo Annual Meeting
September 25, 2019
Great Falls, MT

ARTICLE V EXECUTIVE DIRECTOR

Section 1. DUTIES AND RESPONSIBILITIES

The Executive Director shall perform such duties as are assigned by the Board of Directors for implementing Association policy and shall be responsible to the Board. The Executive Director shall supervise the Association office and staff. The Board of Directors shall be responsible for an annual evaluation of the Executive Director.

The Executive Director shall compile, publish and maintain a "Staff Policy and Procedures Manual", which shall be reviewed annually by the Board of Directors. The Executive Director shall maintain detailed job descriptions for all positions.

The Executive Director shall maintain a policy manual, containing all Board and operational policies.

The Executive Director shall be responsible for the hiring and termination of staff personnel consistent with the "Staff Policies and Procedures Manual". ~~The Executive Director shall receive approval from the Board of Directors prior to creating any new permanent employment positions.~~

The Executive Director shall develop transition plans for the replacement of Key Executive Management Positions.

This amendment is effective upon passage and approval by the membership.