



SERVING MONTANA'S COUNTIES SINCE 1909

# BOARD OF DIRECTORS HANDBOOK

The Who, What & Why of Being a MACo Board Member

# WELCOME!

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We hope this handbook helps you to better know what the MACo Board of Directors does, who the members are as well as what a member does, when the board meets, and how those meetings are conducted.

Because 12 of our MACo board members are district chairs we thought it might be helpful to understand what all that entails. At the end of this handbook, you'll find some extra information explaining more about district meetings and district chair duties.

Peruse through the following pages, and if you have any questions, don't hesitate to contact us!

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Download the "MACo App" in your Android or iPhone app markets for easy access to all county elected officials and MACo staff. It also provides instant access to MACo news, events, and more. Don't like the app? You can buy a hard copy directly from your friends at MACo.

# CONTENTS

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LEARN MORE ABOUT MACO .....	<a href="#">PAGE 4</a>
THE “WHY” YOUR CHARGE .....	<a href="#">PAGE 5</a>
THE “WHO” WHO IS A DIRECTOR? .....	<a href="#">PAGE 6</a>
THE “WHAT” WHAT DOES A DIRECTOR & THE BOARD DO? .....	<a href="#">PAGE 7</a>
THE “WHEN” WHEN DOES THE BOARD MEET? .....	<a href="#">PAGE 8</a>
ATTENDANCE AT MEETINGS .....	<a href="#">PAGES 8-9</a>
PROXY VOTING.....	<a href="#">PAGE 9</a>
THE “HOW” HOW ARE MEETINGS CONDUCTED? .....	<a href="#">PAGE 10</a>
MORE ON DISTRICTS DISTRICT MEETINGS & CHAIR DUTIES .....	<a href="#">PAGES 11-12</a>
DISTRICT MEETING BUSINESS.....	<a href="#">PAGES 12-13</a>
NOTES .....	<a href="#">PAGES 14-15</a>

# MACo

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The “Montana Association of County Commissioners” was formed in January 1909, for the purposes of providing advocacy on behalf of its members at the State Legislature. In 1973, the Association was reorganized as the “**Montana Association of Counties**” to allow for the creation of a permanent office and authorized the hiring of an Executive Director and appropriate staff. Today, MACo provides advocacy, training, pooled risk-sharing services, guidance, and other resources to aid counties in their daily functioning. We help whenever and wherever possible.

## MACo VISION STATEMENT

The Montana Association of Counties (MACo) enhances the public service mission of counties by promoting integrity and providing proactive leadership while acknowledging and respecting Montana’s diversity.

# THE “WHY”

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## YOUR CHARGE

The Board of Directors of the Montana Association of Counties serves as the governing group of the Association and sets MACo policy in accordance with the MACo bylaws.

The Board of Directors recognizes that the Association must maintain a close working relationship with other organized county special interest groups. MACo will coordinate with special interest groups on legislative matters.

The Board of Directors also recognizes that the Association must maintain a close working relationship with Federal, State, and other local government entities.

The power to develop the policies of the Association within the guidelines set by the voting membership is vested in the Board of Directors. The Board has the power to establish a central office, to employ or remove the executive director, and to set his or her salary. The annual evaluation of the executive director is the responsibility of the Board. The Board shall approve the Staff Policy and Procedures Manual annually.

# THE “WHO”

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## WHO IS A DIRECTOR?

The Board shall consist of the four elected officers (MACo President, 1st Vice President, 2nd Vice President, and Fiscal Officer), the Immediate Past President, the Urban Counties Representative, and the elected chairperson from each of the twelve regional districts. In addition to these members, other county elected official associations with no less than 29 county members may each designate a member to serve as a voting representative on the Board.

The members elected from their districts also serve as their district chairperson. The district chairs represent all counties from within their districts, affording a broad representation of viewpoints when setting policies and voting on issues. (Read more about District Chairs and District Meetings on pages 11-13.)

# THE “WHAT”

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## WHAT DOES A DIRECTOR & THE BOARD DO?

Typically, a director will be asked to review and vote on the proposed budget, proposed resolutions, for or against support of issues brought to the board’s attention from other associations, direction in training and research programs, analysis of legislative activities, and liaison with the Administration. The Board will hear the audit report. The Board also will identify priority issues for the purpose of study by standing committees, for attention by the executive director, and for the resolutions.

From time to time, the Board will meet with the Board of Directors of the Montana League of Cities and Towns, to explore mutual legislative issues.

# THE “WHEN”

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## WHEN DOES THE BOARD MEET?

The MACo bylaws call for the Board to meet at least semi-annually. Typically, at least two other board meetings will be called, either as a stand-alone function, or in connection with another meeting, such as the Midwinter Meeting.

### Historical Board Meeting Rotation

- 1) September in Conjunction with the Annual Conference
- 2) December in Conjunction with Elected Officials Training
- 3) February in Conjunction with the Midwinter Conference
- 4) June (Budget Setting) after District Meetings

## ATTENDANCE AT MEETINGS

Members of the board are expected to notify the MACo office whether or not they can attend board meetings that have been called. If a member accepts, and then finds he or she cannot attend, or does not plan to attend all meal functions, they should notify the MACo office at their earliest convenience.

The board members shall receive their necessary expenses incurred in their attendance of meetings, with the exception of



those meetings held at the annual conference or special meetings of the full membership. District representatives serving as proxies may receive necessary expenses incurred in their attendance of meetings, the same as members of the Board.

## PROXY VOTING

When the district chair cannot attend a Board meeting, the vice chair will be asked to attend. If the vice chair also cannot attend, the chair will designate a commissioner from that district to represent the district at the meeting, so that no area will be left unrepresentative.

# THE “HOW”

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## HOW ARE MEETINGS CONDUCTED?

### **Roberts Rules of Order**

All meetings are conducted under Roberts Rules of Order to ensure that everyone has the opportunity to participate. If anyone has questions about process, they should engage with the designated Parliamentarian during any meeting.

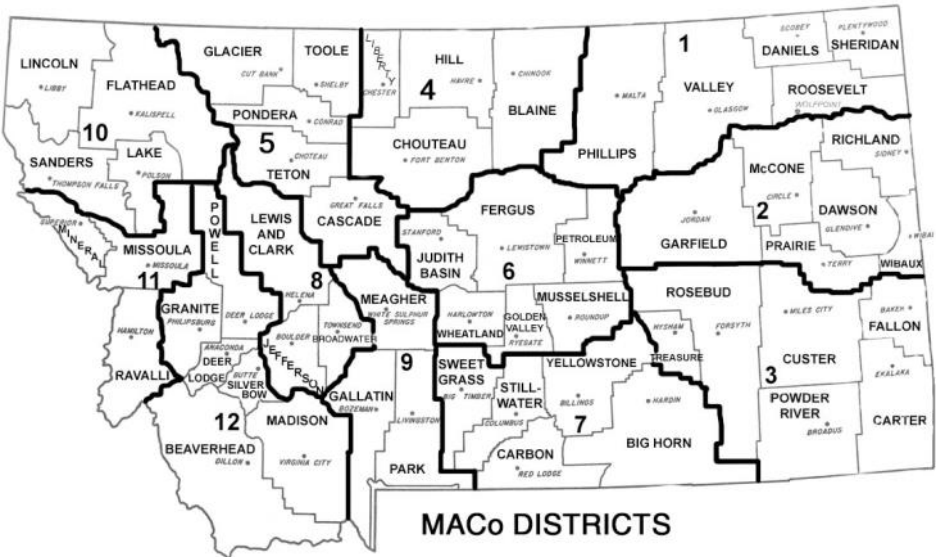
The MACo Policy Statements are the guidelines for the actions of the Board and Staff.

Majority votes will be accepted as the policy and intent of the Association as a whole. If there is unusual division, the Board or the Executive Committee may direct that MACo will not express an opinion on that issue and allow each county or district to represent its own views to the public on the subject. The entire membership, voting at either the Annual Conference or the Mid-winter Conference may endorse or overrule actions taken by the Board of Directors.

# MORE ON DISTRICTS

## DISTRICT CHAIRS & MEETINGS

The members elected from their districts also serve as their district chairperson. The district chairs represent all counties from within their districts, affording a broad representation of viewpoints when setting policies and voting on issues.



## District Meetings & Chair Duties

District meetings are held in the spring and occasionally the fall, with coordination from the MACo office to facilitate travel by the MACo staff, who attends each district meeting. Additional meetings may be held at the discretion of the district chair.

District chairs are expected to set the agenda as well as notify all district members of the time and place for the meeting. MACo staff are available to assist. We strongly encourage district chairs to notify area legislators and invite them to the meetings.

The district chairs are expected to remind the host county of their duties which can include arranging for a venue, refreshments, and lunch. Having attendees pay for their lunches is the norm. If guests (such as other county officials or legislators) are invited, the host county should identify how many will attend to ensure an accurate headcount .

MACo staff may invite certain other persons to attend the district meetings. These may include representatives of MACo's insurance pools and/or state officials (such as from the Department of Revenue or the Department of Transportation). MACo staff will notify the district chair and host county of the individuals invited.

If two or more districts combine their meetings, each district chair is responsible for notification to the counties within his or her district.

### **District Meeting Business**

The district chairs are responsible for distributing agenda items to be addressed at the meeting. Additional topics of statewide concern will be added by MACo staff. The district chair is also responsible for taking minutes of the meeting and submitting finished minutes to the MACo office.

District topics may include weed control, road maintenance, state-local relations, health and welfare issues, and problem-solving sessions.

Statewide topics may include legislative activities, board actions, policy questions, liaison with state agencies, and MACo-sponsored training sessions and conventions.

During district meetings, member counties will bring proposed resolutions for consideration by their district. If approved, the resolutions will be forwarded to the Resolutions & Legislative Committee and finally to the full Convention for approval and action. Resolutions are the backbone of the MACo lobbying policy at the legislative session.

Also at the district meetings, members will select a new district chair and vice chair who will assume their duties following the MACo Annual Conference. In addition, members may nominate candidates for MACo second vice president and fiscal officer to be selected at the annual conference pursuant to MACo bylaws.







# MONTANA ASSOCIATION OF COUNTIES

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