



South Dakota Association of County Officials

Association Bylaws and Policies

Updated September 2015

South Dakota Association of County Officials

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South Dakota Association of County Officials
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MISSION

The mission of the South Dakota Association of County Officials is to promote effective and efficient county government for the citizens of South Dakota.

PLATFORM

1. The SDACO believes that government should be of the people, by the people, and for the people.
2. We believe in always striving to improve county government, always trying to make the most of the taxpayer dollars.
3. We believe that county government is the most efficient form of government and we will always work to keep it that way.
4. We believe that the future of county government in our state depends on county officials.
5. We believe that county officials should have an open mind to any changes that may be proposed.
6. We believe that to continue to provide necessary services, county officials will always be ready to accommodate or provide new services unfamiliar to their routine.
7. We believe in communicating with, and assisting if necessary, any new county officials. We also urge all county officials to attend all workshops set up by SDACO to instruct officials.
8. We believe that state audits are an excellent tool in providing guidance on account and other administrative procedures, and we urge all county officials to implement any recommendations offered by the Department of Legislative Audit.
9. We believe that a certification process for county officials encourages continuing education on the duties of our offices and increases professionalism for current and new officials.
10. We believe that county officials should have full use of the procedures involved in buying major purchases on state bid listings.
11. We believe in educating the public, whenever possible, about the tax formula and providing information to help the taxpayers realize where tax dollars are spent. We pledge to fully participate with other public and private groups in exploring future tax reform efforts which are consistent and fair as defined by the South Dakota constitution.
12. To ensure the smooth operation of county government, we encourage close cooperation and communication between all offices in the courthouse.
13. We recognize that the equalization of property value is important to a fair taxing system and we believe in working in close cooperation with the director of equalization.
14. SDACO strongly believes in the electoral process for selecting county officials in order to ensure input from local citizens.
15. We believe that the local electorate should make any and all decisions concerning the combination of counties or county offices.
16. We believe that by creating a policy statement, we will have a platform and others will recognize our main objective and goals.

POLICY STATEMENT

This Policy Statement and Platform states our main goals and objectives. The SDACO urges all county officials to advocate for legislation which will further these goals and objectives.

Service to the Public

The first goal of county officials is to provide fair, efficient service to all our citizens.

1. We believe we must always be fair and courteous to everyone who seeks the services of our offices.
2. We will continue to take pride in our work and will always strive to do better and make improvements.
3. County officials believe in employing the most qualified people for their positions, regardless of age, race, color, sex, religion, or political affiliation, and recognize that discrimination is a problem that should be dealt with.
4. We strongly urge each county to make every effort to comply with the provisions of the Americans with Disabilities Act (ADA), which provides access to county services and employment opportunities to all South Dakotans.

Communication

The SDACO believes that effective communications between county officials and commissioners is a high priority.

1. We will strive to continue the cooperative efforts we have formed with the South Dakota Association of County Commissioners and will also strive to maintain open lines of communication with the SDACC.
2. Because we strongly feel that communication is the best form of cooperation, we urge all county officials to communicate with their county commissioners on changes that they are making in their respective offices, as well as normal procedures and daily work.
3. We believe that state and district workshops are a valuable asset in informing county officials and commissioners on changes that are being brought about in local government and strongly urge all county officials and commissioners to attend these workshops.

Fair Compensation for County Employees

The SDACO urges its members to advocate for fair and adequate compensation for all county employees.

1. We believe county officials should be compensated fairly for the duties they perform.
2. We strongly urge county commissioners to provide an adequate health care policy, recognizing its importance to the economic well being of county employees.
3. We strongly urge county commissioners to enroll their county in a retirement program for county employees.

Healthy Workplace

The SDACO urges its members to advocate for a healthy, safe workplace for all county employees.

1. We strongly urge all county officials as well as county employees to recognize the importance of a healthy workplace, and to use habits that create a healthy atmosphere and a healthy lifestyle.

2. We strongly follow the State of South Dakota's "smoke-free" workplace and urge the "no-smoking" policy in all county courthouses.
3. We recognize that alcohol and drugs are an increasing problem in the workplace, and also recognize that they are an addictive disease and should be treated as such. Identifying and recognizing these diseases are the first step to treatment. We encourage each county to adopt policy dealing with substance abuse in their manuals.

Legislation

The SDACO, through its Executive Director, its Executive Board, and its individual members, will advocate for legislation which will allow us to better serve the citizens of South Dakota.

1. We strongly believe in communicating with the SDACO Resolutions/Legislative Committee on any proposed changes in law that would benefit county government or that would affect county government. We also strongly urge communicating with the SDACO state office on any questions that may arise, or any changes that need to be made by a legislative act.
2. We strongly urge all county officials to monitor all legislation introduced during the legislative session, and to express their views and concerns to the SDACO Resolutions/Legislative Committee, or the SDACO Executive Director.
3. We believe in working with legislators in any way to provide necessary input from county officials on legislation that deals with county government.
4. The SDACO Executive Board recommends that the Executive Director of SDACO closely monitor all legislation that has an impact on county government, reporting to the committee or board any information he/she deems necessary.
5. We urge the members of the South Dakota Legislature to consider the administrative implications and costs to the counties of any and all legislative proposals.

GOALS AND OBJECTIVES

INTRODUCTION

The Mission Statement of the Association describes, in the broadest manner, the vision for county government and the Association in the future. The strategic planning process used by the Association to bring greater focus to meeting the vision, goals and objectives of the organization lead to the need for a long-term strategic plan which outlines a variety of service enhancements, an organizational commitment to quality, and a new focus on the needs of the membership.

The strategic plan was developed based upon executive board meetings, membership and legislator surveys, and staff recommendations. It is understood and recognized that resources are limited and these options must be considered within the context of budgetary constraints. These options and suggestions range from simple organizational changes to broad planning. It should also be noted that priority values have not been placed on the options and in fact many are already in process or will be shortly.

I. Strive aggressively to provide information and education to the public about what counties do and how county officials provide needed public services

The Association must focus on and recognize the need to tell the county story and to provide information to the public about what counties do. Through education and information, counties can build a greater public consciousness and consensus about the need for county services and support of those services. While individual counties must take the responsibility for education and information within their own counties, the Association should assist in providing the tools to achieve that end.

A. Develop a "Home Page" for Internet usage

It would be impossible to provide a coordinated public education and information effort without data about what counties do. By making this data easily accessible on the Internet as well as hard copy, Association members can more easily find information on what is happening in other counties, the legislature, and nationally to tell the story of county government. We must be cognizant of the fact that technological sophistication has grown and is constantly changing. In addition, the collection and storage of data will be for naught if efforts are not made to demonstrate how to access and use the information. These efforts must also include the exchange or listing of all resources that would assist counties in their efforts.

The way we do business is changing. Technological changes happen so quickly it is nearly impossible for any person or county to stay with the curve, much less ahead of it. The Association needs to aggressively keep pace with contemporary advancements in technology so that members can be exposed to the new technology so that it can be replicated by member counties. SDACO should play a strong role in these functions.

B. Use video conferencing and satellite technology as part of our training and education programs

In addition to Internet use, video teleconferencing is a new technology that has become a particular method of communication being used by associations, governments, and businesses in training and education programs. The Association will continue to use the South Dakota Rural Development Television Network (RDTN) as a means to conduct committee meetings, as well as possible uses for future workshops or presentations. The Association will also utilize RDTN's satellite technology capability for conducting informal presentations from organizations such as the National Association of Counties.

C. Develop educational tools for students to learn about county government

To most effectively educate the public about what counties are and do, it is imperative that children and young people learn more about county government as part of their civics and social studies programs. Being the "antiquated and hidden level" of government is no longer acceptable. The Association should coordinate efforts with the Associated School Boards of South Dakota, the School Administrators of South Dakota, South Dakota Education Association, South Dakota

Department of Education and Cultural Affairs, and the South Dakota Association of County Commissioners in developing materials such as pamphlets, etc. to assist educators in informing students about the role of county government.

D. Prepare a materials packet for use during "County Government Week"

Counties often receive request for tours and opportunities to learn more about county government at the courthouse. The Association should develop a materials packet and information pamphlet that could be used for planning and following through on these events. Materials could include Q&A for students, informational brochures, etc. The Association should work with the local officials to make the materials site specific when possible; however, they will be consistent in telling what services all counties provide. The Association should facilitate a coordinated effort from all of South Dakota's 66 counties to raise the awareness of, and appreciation for, South Dakota's counties.

II. Enhance the information, promote communication, and facilitate the continued education of county officials

As an Association, it is vital we keep foremost in the organizational mindset that while the Association has a broad constituency of all South Dakota citizens, our primary constituents are county officials and the counties they serve. It is an organizational imperative that county officials receive as much information, education, training, and interactive communication as possible to meet the growing challenges and needs of their positions. It is these training services that serve as the linchpin for the successful management of county government and the ability of county officials to form consensus on issues.

A. Increase and improve member communications

The Association must provide members with the communication tools they need to learn about current events affecting counties, whether that be through the state legislature, Congress, state agencies, or other activities. The Association shall provide information through a variety of mediums: newsletter, periodic bulletins, legislative fax attacks during session, and e-mail, as well as other essential bulletins directed to specific county offices and officials.

B. Develop a plan and standard for media relations

The interaction between county officials and the media is happening with more frequency, and contacts have come to carry more weight on the image that a county wants to present. As part of the overall mission of the Association, focus should be brought to create positive media opportunities on the issues that carry a broad consensus of the membership. The Association should work to build upon its contacts with the entire spectrum of media services.

C. Reinforce education and information programs

Over the past several years, the Association has focused on and put resources into education and training programs in conjunction with the SDACO Continuing Education Program. To continue that process, we must work at continued coordination of programs, provide for an active role of all the affected parties, identify and respond to the key focus training needs at district meetings, annual conference, and workshops, and identify and schedule other training opportunities.

D. Meetings with County Officials

It is the goal of the Association that each individual county receive a visit from the executive director. These visits are in addition to district meetings, etc.

E. Develop and promote training programs for county officials

Highly trained and educated staff is an important element of successful counties. Good training, information, and education combined with other workplace resources improve productivity and morale within county offices and encourage a positive attitude between officials, staff, and constituents. The Association must facilitate opportunities for county officials and staff to participate in training programs that increase skill levels, reduce risk, and enhance leadership and public relationships.

F. Provide enhanced training opportunities for the Executive Board

The Association must recognize the need for ongoing training and education programs for the leadership of the organization. The Association often assumes that all members of its governing body have shared institutional memories and backgrounds. It is important that the leaders of the organization be provided with the necessary tools to lead. The Association's by-laws, which state the responsibilities and duties of each officer and board member, should be reviewed and refined as needed. The board also recognizes that periodic meetings and perhaps an annual retreat are important to promote greater cohesiveness and leadership for the Association.

G. Foster discussion, interaction, coordination, and collaboration between SDACO and all affiliates

While SDACO and its affiliate organizations have been effective at working together, greater efforts can be made to ensure that shared resources be used whenever possible and that shared visions be incorporated into work plans developed by each affiliate and their respective boards. In particular, SDACO, SDACC, and all other county affiliates must recognize, nurture, and reinforce their mutual goals for the good of their membership.

III. EVALUATE AND STRENGTHEN INTERGOVERNMENTAL ACTIVITIES

The Association's most easily recognized service is the intergovernmental/lobbying function. The Association function covers the entire spectrum of monitoring legislative activities, understanding and analyzing the politics of the state, advocating county positions, etc. The importance and need for this service should not be undervalued.

A. Explore the possibility of shifting from lobbying to education

In an ideal world, it would not be necessary to lobby members of the legislature or state officials. In an ideal world, providing information and data would be enough to allow for the passage of good public policy. This is not the case, but the Association should attempt to shift intergovernmental focus from traditional lobbying activities to providing education on what and how counties provide services. It would be the goal that wherever this style is appropriate, the Association can become a resource to policy makers and state officials.

B. Coordinate county lobbying efforts

One of the most challenging aspects of the Association's intergovernmental effort is to deliver a coordinated message among the various county associations, commissioners, and officials. Whenever possible, the Association should take extra efforts to develop a coordinated message within our organization, as well as when working with our affiliates. By doing so, legislative and state officials will not be able to play one county or group of counties against others. The continuing challenge will be to advocate coordinated positions while not depriving minority positions a voice. The Association recognizes the need for all officials to have a voice in policy decisions, and encourages them to do so. It is also vital in order to have a strong voice during the legislature for counties to develop a stable consensus on issue positions.

The Association should also plan for legislative campaigns by creating informational tools for officials to use in candidate forums, as well as during the legislative session. SDACO members should be encouraged to contact legislators and candidates on SDACO positions and key county issues.

C. Define SDACO's role on national legislative issues

Just as it is important for the Association to project its image in the state policy arena, the Association's role in advocating positions at the federal level should clearly be defined. How SDACO relates to the National Association of Counties (NACo) and what issues the Association should focus on unilaterally should be defined. The Association also should consider attendance at the NACo Legislative Conference when feasible and not in conflict with the state legislative session.

CONCLUSION

The Association has a long history that is marked by how it and county government has changed. The preceding plan can not be viewed as static or inflexible. Just as each of us can not precisely control our futures, this document must serve as a guide to meet a future that will be much different than the world today. How the Association changes and what it becomes will ultimately be left to future members.

SDACO members can be proud of the Association's accomplishments including the hiring of an executive director and staff, Continuing Education Program formation, lobbying and public relations efforts, as well as participation in and promotion of services such as the South Dakota Public Funds Investment Trust.

The goal of this document is to nurture a healthy organization that is not afraid of change, to work to meet the needs of a changing membership, and to continue providing quality service to that membership.

SDACO CONSTITUTION AND BYLAWS

The mission of the South Dakota Association of County Officials is to promote effective and efficient county government for the citizens of South Dakota.

ARTICLE I

Name and Purpose

Section 1: The organization existing under this Constitution and Bylaws shall be known as "South Dakota Association of County Officials".

Section 2: The purpose of this Association shall be:

- A. To promote the general welfare of its officials.
- B. To establish more uniform methods of procedure in the county offices of South Dakota.
- C. To serve in an advisory capacity to the legislature on matters of County Administration and Procedure.
- D. To bring the county officers together in annual session for the mutual exchange of ideas for the promotion of greater efficiency in all offices.

Section 3: SDACO members may make personal endorsements of political candidates, but the Association shall not endorse any candidate for political office.

ARTICLE II

Membership

Section 1: The membership of this Association shall be the county finance officer, the county auditor, the county treasurer, and the county register of deeds and their staff, or anyone appointed as members to those offices.

County Commissioners, Highway Superintendents, Welfare Directors, Sheriffs, States Attorneys, and Directors of Equalization shall be granted affiliate membership in the Association but will have no vote in the proceedings of the annual meeting, nor will they be eligible to hold office. They shall meet as a separate body but may make recommendations, present resolutions to the Association's annual meeting for consideration, and through the President of the Association, may request technical assistance and research.

Section 2: Each dues-paying official shall be entitled to a vote on matters pertaining to elections and all other business of the Association. County finance officers representing more than one office shall pay dues in accordance with each office represented. The finance officer or designee is entitled to one vote per office represented. The finance officer or designee is entitled to hold Association office in any capacity where dues have been paid.

No County Commissioners, Highway Superintendents, Welfare Directors, Sheriffs, States Attorneys, or Directors of Equalization, either singly or when meeting as a group, shall be authorized to incur any financial responsibility on the part of the Association without prior approval from the Executive Board of the Association.

ARTICLE III

Dues

Section 1: The dues and assessments shall be set by the Executive Board, and must be paid before the official shall be entitled to vote. Individual cases may be appealed to the Executive Board, whose decision is final.

ARTICLE IV

Officers and Elections

Section 1: The officers of the Association shall be a president, first vice-president, second vice-president, and secretary-treasurer. The Executive Board shall consist of the president, first vice-

president, second vice-president, secretary-treasurer, the immediate past president, and six at-large Executive Board members. A parliamentarian shall be appointed by the incoming president to a one-year term. The executive director and parliamentarian shall be non-voting, non-elected members of the Executive Board. The Executive Board shall be certified in SDACO's Continuing Education Program prior to taking office, and shall continue to be certified during their full term in office.

Section 2: The president, first vice-president, and second vice-president shall at all times include an auditor, treasurer, and register of deeds.

Section 3: Each year the first vice-president shall advance to the position of president and the second vice-president shall advance to the position of first vice-president. The position of second vice-president, at-large Executive Board members, and nominating committee members shall be elected by majority vote of the officials present at the last session of the annual meeting. The officers shall hold office for a term of one year, except for the secretary-treasurer whose term shall be two years, or until their successor has been elected and qualified. The at-large Executive Board members shall consist of two auditors, two treasurers, and two registers of deeds. Two of the at-large members shall be elected each year, for a term of three years. Only the secretary-treasurer shall succeed him or herself in office. The at-large members shall serve as voting members of the Executive Board.

Section 4: A vacancy in the office of president shall be filled by the first vice-president for the unexpired portion of the term. A vacancy in the office of first vice-president shall be filled by the second vice-president for the unexpired portion of the term. All other vacancies shall be filled by appointment by the president with the approval of the Executive Board for the unexpired term only.

ARTICLE V

Duties of Officers

Section 1: It shall be the duty of the president to preside at all meetings of the Association; to exercise general supervision over the activities of the Association; and to act as an advisory member of all committees. The president shall assist the secretary-treasurer and executive director in preparing the annual budget for the Association. The president shall vote only in the case of a tie vote. The president shall receive remuneration as determined by the Executive Board, to be paid at the beginning of the president's term in office.

Section 2: It shall be the duty of the first vice-president to assume the duties of the president in the event of the inability of that officer to act. The first vice-president shall preside at all times when the president is temporarily absent. The first vice-president shall act as a voting member of the Executive Board.

Section 3: It shall be the duty of the second vice-president to assume the duties of the president in the event of the absence of the president and the first vice-president. The second vice-president shall serve as a voting member of the Executive Board.

Section 4: It shall be the duty of the secretary-treasurer to record the minutes at all executive board meetings and to act as the advisor on fiscal procedures to the SDACO office. The secretary-treasurer shall receive remuneration as determined by the Executive Board, to be paid at the annual convention for the ensuing year. The secretary-treasurer shall serve as a voting member of the Executive Board.

Section 5: It shall be the duty of the parliamentarian to be familiar with Robert's Rules of Order and to advise the President on questions of parliamentary procedure at all business meetings, including executive board and convention meetings.

Section 6: It shall be the duty of the executive director to conduct all business affairs of the Association, under the direction of the president of the Association. The executive director shall receive all correspondence and all financial dealings of the Association which will pass through that office. The executive director may, with the consent of the Executive Board, seek other

personnel to carry out the duties of the Association. The salary of the executive director shall be fixed by the Executive Board.

Section 7: It shall be the duty of the president, secretary-treasurer and executive director to prepare an annual budget for the Association. The proposed budget shall be presented to the Executive Board and to the Association for review one month prior to the annual convention. The final budget shall be adopted at the December meeting of the Executive Board. The approved budget shall be distributed to the Association no later than one-month following the December meeting of the Executive Board. The Association budget shall operate, unless otherwise specified by the executive committee, on a calendar year basis.

Section 8: The executive officers shall, if deemed in the best interests of the Association, be empowered and directed to hire and pay a qualified lobbyist and/or executive director to further promote and protect the interests of the Association..

Section 9: Members of the Executive Board and standing committees may receive mileage and expenses for meals and lodging as determined by the Executive Board. See SDACO Travel Policy.

Section 10: Members of the Executive Board shall be replaced by appointment by the president if they miss (2) consecutive meetings of the Executive Board without just cause as approved by the majority of members of the Executive Board.

Section 11: The Association shall secure and present to the annual retiring president an emblem of recognition for services rendered. Total expense of such to the Association shall be at the discretion of the Executive Board.

Section 12: The Executive Board shall have administrative authority to implement goals, policies and the final approval of the annual budget to meet the objectives and financial obligation of the Association. The Executive Board shall have administrative authority and oversight over all Association legislative resolutions and may add, alter, or delete legislative resolutions in whole or in part in the furtherance of Association goals and objectives. Administrative duties shall also be granted to the executive officers to employ or terminate the executive director of the Association. The aforementioned duties and other duties, as necessary, shall be approved or disapproved upon majority vote of the Executive Board.

Section 13: Any decision of the Executive Board may be brought to a vote of the membership at the next annual convention upon filing a petition with the executive director of the Association. The petition must be signed by 5% of the dues paying membership in order to bring an issue before the entire membership.

Section 14: It shall be the duty of the Executive Board each year to approve the South Dakota Association of County Officials Register of Deeds Modernization and Preservation Relief Fund distributions, including the cost to administer the fund, pursuant to SDCL 7-9-28 and SDCL 7-9-29. Prior to July 31st of each year, the SDACO Executive Board shall review and approve distribution amounts, less the administrative fee, in accordance with state law, to be distributed to each county.

Section 15: It shall be the duty of the Executive office as per SDCL 7-9A-5 to provide support services as needed to carry out the duties of the Electronic Recording Commission, to include meeting space and teleconferencing.

ARTICLE VI

Committees

Section 1: Committees shall be appointed by the president, except for the continuing education committee, whose membership is nominated and elected by their respective groups for three-year terms, and the nominating committee, which are elected for three-year terms. Standing committee members shall be appointed to three-year terms, with one-third of the committee

appointed each year. Standing committees shall include an equal number of auditors, treasurers, and registers of deeds. Standing committees shall serve from convention to convention.

Section 2: Ad hoc committees may be appointed by the president to address specific issues. The president shall determine the membership and term of appointments for ad hoc committees.

Section 3: The standing committees of the Association shall be a by-laws committee, resolutions committee, scholarship committee, nominating committee, continuing education committee, and a public relations committee. At least one member of each committee shall be held over for at least one year to avoid a complete new membership.

Section 4: **Resolutions Committee.** It shall be the duty of the resolutions committee to receive and review resolutions and policy statements for distribution to the SDACO membership. The resolutions committee shall establish rules or guidelines for the membership to submit resolutions and/or policy statements and may request support from the official or officials submitting the resolution and/or policy statement for explanatory purposes. The resolutions committee may recommend that a resolution or a policy statement should or should not be supported by the membership. It is the duty of the resolutions committee to review proposed resolutions and policy statements prior to the annual meeting, and to present all resolutions and policy statements addressing issues of general interest to SDACO members to the membership at the annual business meeting. The resolutions Committee shall be comprised of one Executive Board member liaison and each district as defined in Article VII shall have a representative on the resolutions committee.

Section 5: **By-Laws Committee.** It shall be the duty of the by-laws committee to maintain and recommend amendments to the by-laws of the Association. The chairperson of the committee shall report to the Association membership any proposed by-laws changes at the annual business meeting.

Section 6: **Public Relations Committee.** It shall be the duty of the public relations committee to assist the executive director in telling the county story and providing information to the public. The public relations committee will help develop educational tools for students to learn about county government, assist in preparing a materials packet for use during "County Government Week", provide guidance for news releases, and assist in reaching SDACO goals and objectives in public awareness as stated in Section I of the SDACO Goals and Objectives statement.

Section 7: **Scholarship Committee.** It shall be the duty of the scholarship committee to solicit essays from students based on the criteria set by the Executive Board on a topic chosen by the committee, and review such essays for scholarship selection. The chairperson shall also notify the scholarship recipients of their selection, and announce the winners at the annual business meeting. The Executive Board may set standards and approve of organizations which may provide the funds used for the scholarships. In the event no funds are available, SDACO may choose to provide one or more scholarships as part of its annual budget, as approved at the annual convention.

Section 8: **Nominating Committee.** It shall be the duty of the nominating committee to select with care and present a slate of officers for election for the ensuing year. Officials of the nominating committee shall not nominate one of their own members to the Executive Board. The first vice-president shall be deemed the prospective candidate for president, and the second vice-president shall be deemed the prospective candidate for first vice-president.

Section 9: **Continuing Education Committee.** The Continuing Education Committee shall be the policy making body of the Certified County Official Program.

Subsection 1: Election

Committee members shall be nominated and elected by their respective groups. In the event of an absence on the committee, the SDACO President shall nominate a replacement to fulfill the remainder of the term. Members of the Continuing Education Committee shall serve for three-year terms.

Subsection 2: Committee Responsibilities

It shall be the duty of the Continuing Education Committee to maintain the certification guidelines and requirements of the certified county official program and recommend changes to the full membership. It shall be the responsibility of the Continuing Education Committee to:

1. Establish and maintain a system to record the status and progress of participants in the Certified County Official Program.
2. Recognize participants for their achievements in the program.
3. Assist the Executive Director in preparing an agenda and arranging for speakers for workshops and the annual convention.
4. Conducting the business of the meetings held for each individual county office.
5. Recommend changes to the Certified County Official Program to a vote of the full association membership.

ARTICLE VII

Districts

Section 1: This Association shall be divided into districts to conform, as nearly as practical, to the districts of county commissioners.

Section 2: Area meetings of county officials may be held at the same time county commissioners are held so that common problems pertaining to our offices may be discussed in view of better policy and legislation.

ARTICLE VIII

Meetings

Section 1: The regular meetings of this Association shall be held annually at such time and place as the South Dakota Association of County Commissioners holds its annual convention. The president of the Association may call business meetings at any time, and they will be held at the location designated by the president. In the absence of the president, the first vice-president may call such business meetings.

Section 2: All proceedings of this Association shall be conducted in accordance with "Robert's Rules of Order," except as otherwise herein provided or expected.

ARTICLE IX

Amendments

Section 1: These By-Laws may be amended at any regular meeting of the Association by two-thirds vote of the qualified officials present, except that such motion or resolution to amend shall lay over one day before final action.

Section 2: All by-laws amendments shall take effect at the close of the annual convention.

Constitution and Bylaws of the South Dakota Association of County Officials

Adopted September 22, 1954

Revised May, 1962

Amended Article III, Section 4, September 20, 1956

Amended the following October 3, 1959: Article I, Section 4; Article II, Sections 1 and 4; Article III, Sections 3, 3A and 5; and Article VI, Section 2

Amended the following September 24, 1966: Article I, Sections 1 and 5; and Article III, Section 4

Amended the following September 20, 1969: Article II, Section 4; and Article III, Sections 3 and 4

Amended Article I, Section 5, September 23, 1972

Amended Article III, Section 5, September 20, 1974

Amended Article II, Section 1, September 19, 1975

Amended Article III, Section 5A, September 15, 1977

Amended Article I, Section 4, and Article IV, Section 4, September 18, 1978

Amended Article III, Section 5, September 16, 1980

Amended Article IV, Section 2, and Article III, Section 5, September 16, 1981

Amended Article IV, Section 2, September 19, 1986

Amended Article II, Section 1, and Article III, Section 5, September 19, 1990

Amended Articles I-VII, and Added Articles VIII and IX, September 23, 1992

Amended Article VI, Section 2 - 3 and 6 — 12, September 23, 1993

Amended Article IV, Sections 1, 1 a, 2, 2a, 3,4; Article VI, Sections 1, 1 a, 3, 11, September 26, 1994

Amended SOACO Platforms 3 and 4; Article IV, Sections 1 and 2; Article V Sections 2, 5, and 6; Article VI, Sections 8 and 9; Authorized

Renumbering of Articles and Sections; September 26, 1995

Amended Article IV, Section 3; Article V, Sections 1, 2, 3, 4, 6, and added Sections 10,11; Article VIII, Section 1; October 8, 1996

Amended Article IV, Section 4; Article V, Sections 4 - 10; Article VI, Sections 1, 3, 8, and 12; and added Section 11, September 16, 1997

Amended SDACO Continuing Education Section and Travel Policy; Article IV, Section 4; Article V, Section 4; Article VI, Sections 7, 8, 9, 10, 11, and 12, September 29, 1998

Amended SDACO Continuing Education Policy; Deleted Article VI, Section 5, September 22, 1999

Amended SDACO Continuing Education terms Section B; Travel Policy pg. 18, Sections A, B, C; Membership Article II, Section 1 and Article V,

Section 11; Resolution Committee pg. 24 Sections 1, 3, 4; September 20, 2000

Amended Article VI, Section 7, September 2001

Amended Article V, Section 7, Article I, by adding Section 3, September 2002

Amended SOACO Goals and Objectives pg. 7 IIA; SDACO Continuing Education Policy Statement pg. 17 by adding 3.C) 1 .f; Article II, Membership by adding Section 1a and 2a; Article IV, Sections 3 and 7 by striking Mary Luckey and adding County Government; October 8, 2003

Amended Article IV, Section 1; Article V, Section 12; Article VI Section 8; and references to “executive committee” throughout changed to “Executive Board;” September 21, 2005.

Amended to include the SDACO Mission Statement. September 19, 2007.

Amended Article V, Section 4. September 19 2007.

Amended Article VI, Section 1. September 19, 2007.

Amended Article VI, Section 3. September 19, 2007.

Amended Article VI, Section 4. September 19, 2007.

Amended Article VI, Section 5. September 19, 2007.

Amended Article VI, Section 6. September 19, 2007.

Amended Article VI, Section 7. September 19, 2007.

Amended Article VI, Section 8. September 19, 2007.

Amended Article VI, Section 9. September 19, 2007.

Amended Article VI, Section 1. September 22, 2009.

Amended Article VI, Section 9. September 22, 2009.

Amended Financial Policy. September 21, 2010.

Amended Scholarship Funds. May 20, 2011

Amended Article IV, Section 1; Article V, Section 5, September 20, 2011

Amended Continuing Education Policy, Financial Policy and Scholarship Policy, September 20, 2011

Amended Article 5, Section V, September 19, 2012

Amended Financial Policy, September 19, 2012

Amended Article 5, Adding Section 15, September 16, 2015