



AMC Bylaws – District Election Rules

ARTICLE 5: DISTRICT DIRECTORS AND ALTERNATE DIRECTORS

Section 1. District Director

Subd. 1. **Eligibility.** To be elected as a District Director, an individual must be a delegate from one of the District's member counties and serve on a county board of commissioners.

Subd. 2. **Election.** The delegates from the counties of each Association district shall elect a District Director to represent the counties of the district on the Board. A quorum exists if 50 percent (50%) of district member counties have at least one delegate present. Directors shall be elected at the first meeting after April 1st of the counties of the district. Each district shall be represented by one director. Directors elected from odd numbered districts shall be elected during odd numbered years and directors elected from even numbered districts shall be elected during even numbered years.

(a). District 10 appointments to the Board will be made in accordance to the District 10 Bylaws, and will be subject to the term limits described in subd. 3 of this section.

Subd. 3. **Term of Office.** The term of office for each District Director shall be for two years and shall begin on the first day following district elections. A District Director may serve up to two (2), two-year terms, not including partial terms. A District Director is eligible to be elected again as Director one year after his/her last year of service.

Subd. 4. **Vacancies.** If a vacancy occurs in the office of District Director, the Alternate Director shall fill the vacancy until a new Director is elected through a special election.

(a). **Special Election After Vacancy.** When a vacancy occurs, the delegates of the district shall elect a District Director and Alternate Director at the next regularly scheduled district meeting. The newly elected District Director and Alternate Director will serve the remainder of the term with a new Director and Alternate Director elected at the district's regularly scheduled election as determined in subdivision 2 of this section.

Subd. 5. **Other Offices.** A District Director may not concurrently serve as a Policy Committee Chair, a NACo Regular Delegate, a NACo Large State Delegate, a NACo 100% Delegate, or an Officer of the Board of Directors.

Section 2. Alternate Director. Each district shall elect an Alternate Director at the same time as the District Director.

Subd. 1. **Eligibility.** To be elected as an Alternate Director, an individual must be a delegate from one of the District's member counties and serve on a county board of commissioners.

Subd. 2. **Election.** An Alternate Director shall be elected in the same manner as a District Director as described in section 1, subdivision 2.

Subd. 3. **Term of Office.** The term of office for each Alternate Director shall be for two years and shall begin on the first day following district elections. An Alternate Director may serve up to two (2), two-year terms, not including partial terms. An Alternate Director is eligible to be elected again as Alternate Director one year after his/her last year of service.

Subd. 4. **Vacancies.** If a vacancy occurs in the office of Alternate Director, the District shall fill the vacancy at the next regularly scheduled district meeting. The newly elected Alternate Director will serve the remainder of the term with a new Alternate Director elected at the district's regularly scheduled election as determined in section 1, subdivision 2.

District Director

Accountable To: AMC Members

Description

Counties belong to one of 10 AMC districts, and each district shall be represented on the AMC Board of Directors by one director except for District 10, in which each of the seven counties appoints a director.

Term

Districts 1-9: Directors are elected for a two-year term at the spring district meeting. Directors may serve two terms as district director, not including partial terms. Elections for District Director shall be held in odd numbered years for odd numbered districts, and even numbered years for even number districts.

District 10: Directors are appointed by their county board at the first meeting of the year. District Directors may serve up to two, two-year terms, not including partial terms.

After a break in service of one, two-year term, a District Director may again serve as district director or alternate district director.

If a vacancy occurs in the office of District Director by reason of death, removal, retirement, or resignation, the alternate Director shall fill the unexpired term of office.

Time Commitment

The district director is expected to attend two district meetings per year, eight Board of Directors meetings per year, and participate in AMC conferences and events. If unable to attend, the Director is expected to notify the Alternate Director so that the Alternate can represent the district at meetings and events.

Examples of Work

The district director shall:

- Be a member of the AMC Board of Directors, and is expected to attend all meetings of the AMC Board of Directors. (See Board of Directors job description for more responsibilities.)
- Represent the district to the Board and the Board to the district.
- In consultation with AMC staff, establish district meeting schedules which include two regularly scheduled AMC district meetings.
- Preside over district meetings, solicit ideas for meeting agendas and invite speakers, with assistance from AMC staff.
- Promote AMC membership, events and programs to counties within the district.
- Assure that the district is represented at the legislature, as needed.
- Communicate with legislators that represent the district to share district perspectives, including extending invitations to district meetings and other events hosted by AMC.
- When possible, accompany AMC staff on individual county visits.
- Serve as a spokesperson for the Association and the district.
- Make certain appointments, such as the Extension Committee and AMC Task Forces, and recruit members to apply for open positions on other AMC committees.
- Encourage alternate district directors to attend Board of Directors meetings to learn more about the operations of the board.

Alternate District Director

Accountable To: AMC Members

Description

Counties belong to one of 10 AMC districts, and each district shall elect an Alternate District Director except for District 10, in which each of the seven counties appoints an alternate director.

Term:

Districts 1-9: Alternate Directors are elected for a two-year term at the spring district meeting. Alternate Directors may serve two terms as Alternate District Director, not including partial terms. Elections for Alternate District Director shall be held in odd numbered years for odd numbered districts, and even numbered years for even number districts.

District 10: Alternate Directors are appointed by their county board at the first meeting of the year. Alternate District Directors may serve up to two, two-year terms, not including partial terms.

After a break in service of one, two-year term, an Alternate District Director may again serve as alternate district director.

If a vacancy occurs in the office of Alternate District Director by reason of death, removal, retirement, or resignation, a new Alternate District Director will be elected at the next regularly scheduled meeting of the district.

Time Commitment

The Alternate Director is expected to attend two district meetings per year and is expected to represent the district at AMC meetings and conferences when the District Director is unavailable. The Alternate Director is encouraged to attend AMC meetings and conferences.

Examples of Work

The alternate district director should:

- Be available to attend meetings of the AMC Board of Directors in the District Director's absence.
- Attend at least one board meeting per year to learn more about board operations.
- Serve as a member of at least one AMC committee or taskforce.
- Encourage district members to participate in AMC events.
- Recruit and encourage district members to join AMC committees and taskforces.



AMC Board of Directors Member

Accountable To: AMC Members

Term: Varies

Nature of Work

The AMC Board of Directors provides governance oversight to the Association of Minnesota Counties and its Executive Director.

Examples of Work

Each member of the AMC Board of Directors shall:

- Attend all meetings of the board, or arrange for his/her alternate to attend (if applicable).
- Promote AMC to county commissioners and staff, and external partners.
- Develop expertise about the AMC platform and policy adoption process.
- Participate in the AMC legislative conference, AMC fall policy conference, AMC annual conference, and other association meetings and events.
- Serve as a spokesperson for the association.
- Perform other duties as from time to time may be assigned by the president or by the board.

Each member of the AMC Board of Directors is encouraged to:

- Communicate with legislators on behalf of AMC, including testifying on behalf of AMC issues.
- Participate in National Association of Counties' (NACo) conferences and events.