

# THE COUNTY & DISTRICT CLERKS' ASSOCIATION OF TEXAS

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## THE COUNTY AND DISTRICT CLERKS ASSOCIATION OF TEXAS BUSINESS MEETING MEETING DATE: JULY 8, 2024 @ 10:00 AM ROCKWALL DALLAS HILTON MEETING MINUTES

(Documentation provided during this meeting is attached hereto)

### Officers

- ☒ President – Julie Smith, Potter County Clerk
- ☒ Vice President – John Warren, Dallas County Clerk
- ☒ Treasurer – Sandra Roblez, Yoakum County District Clerk
- ☒ Secretary – Jennifer Wright, Jeff Davis County & District Clerk
- ☒ Immediate Past President – Patti Henry, Chambers County District Clerk
- ☒ Parliamentarian - Karren Winter, Archer County Clerk

The business meeting for the County and District Clerk Association of Texas was called to order on July 8, 2024, at 9:50 a.m.

The Honorable Julie Smith, CDCAT President requested The Honorable Karen Winter, Parliamentarian and Archer County Clerk to join her at the front of the meeting. Julie Smith recognized Luz Hinojosa and Sam Burke from TAC for their hard work and dedication to the association. The memorial presentation was given by The Memorial Committee. Julie Smith thanked them for the presentation and requested a moment of silence.

The Honorable Julie Smith recognized the Historical Committee, The Honorable Lisa Smith, Cochran County Combination Clerk joined Julie Smith at the front. Lisa Smith recognized The Honorable Alison Haley, Midland County Clerk as the Chairman of the Historical Committee and The Honorable Jennifer Wittington, Kleberg County District Clerk who also sits on the committee. They gave a presentation of what has happened throughout the various counties for the year including regional meetings, conferences, and requested pictures throughout the year for next year's Historical Committee.

The Honorable Julie Smith announced The Honorable Sandra Roblez, CDCAT Treasurer and Yoakum County District Clerk to present the Treasurer's Report. The Honorable Roblez presented the Treasurer's

Report including the statement of activity for June 2024. Revenue reflected \$40,600.00, which she explained was sponsorship money. Program expenses reflected for June \$5,756.93. Three accounts that earned interest for the month of June are auxiliary \$113.63, checking earned \$98.77 and money market earned 1,118.14 for a total income of \$1,330.54. The current balance for the operating account (checking) for the month of June was \$100,641.19. Auxiliary account has a balance of \$194,162.55. The money market has a balance of 94,162.55.

The Honorable Melanie Reed, Ellis County District Clerk submitted the Audit Report. President Julie Smith explained that the board voted to have a bookkeeper to streamline the process for the board and the Treasurer. The Honorable Reed thanked the association for the opportunity to work with The Honorable Kendra Charbula, Wharton County District Clerk. The Audit Committee found no defects throughout the year. The Treasurer and the Board are responsible for establishing and maintaining internal controls for any expenses or income received or spent to ensure the CDCAT is working within its annual budget. If those requirements are met, the CDCAT can continue to meet its fiduciary responsibilities as well as insure the success of the association and all of its members by promoting professional standards providing for the education of its members regarding the statutory and constitutional duties of out offices. They will continue to work until the end of the fiscal year to close out the books. She thanked the association again for the opportunity to serve on the Audit Committee.

The Honorable Julie Smith, CDCAT President requested a motion for approval for the Treasurer's and Audit Reports. **The Honorable Nancy Rister, Williamson County Clerk moved to approve the Treasurer's Report and the Audit Report, The Honorable Lucy Adame-Clark, Bexar County Clerk seconded the motion. Motion passed.**

The Honorable Julie Smith, CDCAT President announced the scholarship recipients for 2024:

Avery Conner is the daughter of The Honorable Kelly Ratliff, Hutchinson County Clerk –  
Region 1

Mason Augustus Pasley is the son of The Honorable Gina Pasley, Fisher County District Clerk –  
Region 2

Region 3 – No applications submitted

Vivianna Ovalle is the daughter of The Honorable Christina Ovalle, Uvalde County District Clerk –  
Region 4

Region 5 – No applications submitted

Riley Fincher is the daughter of The Honorable Amy Fincher, Angelina County Clerk – Region 6

James Richard, III is the son of The Honorable Laura Richard, Fort Bend County Clerk –  
Region 7

David Woodard is the son of The Honorable Anna Goodman, Calhoun County Clerk – Region 8

The Honorable Julie Smith advised the association that the by-law amendments were to align the by-laws to correspond with the CDCAT's processes to correlate consistency within the processes. The Honorable Karen Winter, Parliamentarian and Archer County Clerk requested whoever makes a motion to stand and announce their name.

The Honorable Julie Smith, CDCAT President transitioned into the by-law amendments portion of the meeting. The Honorable Loretta Cammack, Chairman of the By-laws Committee and Nacogdoches County District Clerk led the amendments for the by-laws to be considered. She expressed her gratitude to the members who read the by-laws and submitted suggestions. The first two proposed amendments reflect the Treasurer's duties because of the new bookkeeper position that was added by the association.

## Article II – Officers

**The Treasurer** (7.09) The proposed changes to the language highlighted in yellow are to be included: shall have oversight and will coordinate duties with CDCAT bookkeeper, who in accordance with the bookkeeper agreement.

## Article XVII – Contracts, Checks, Deposits and Funds

**Checks and Drafts** (17.02) It was proposed the language be removed: in an amount exceeding \$250.00 and the last sentence in that paragraph be removed. In the absence of such determination by the Board of Directors such instruments shall be signed by the Treasurer and countersigned by the President.

**Revenue** (17.04) The proposed amendment changes the language highlighted in yellow be included: or agent(s) of the Association.

## Article X – Committees – General (10.01) & Scholarship (10.14)

**Committees General** (10.01) proposes to include the language highlighted in yellow: Technology Committee; and the following be stricken: Website/TAC Community/Mobile App and Banking and Finance; and also be stricken.

**Scholarship Committee** (10.14) the proposed amendment changes the language to include the words highlighted in yellow: school to reflect the scholarship guidelines to include graduate and technical schools. This proposed amendment removed the stricken word college in two places.

## Article XI – Education – Instruction (11.02)

**Education – Instruction** (11.02) proposes to include the language highlighted in yellow: annually at least two (2) educational programs. The program formats may consist of in-person conference, virtual conference, pre-recorded educational programs, or any other format deemed appropriate by the Board of Directors. An additional proposed amendment to remove the stricken words three (3) educational programs. This amendment pertains to the required number of educational options.

## Article XII – Clerk of the Year (12.01)

The following proposed by-law amendments are pertaining to the method of election for CDCAT's Clerk of the Year Award.

**Clerk of the Year Award** (12.01) the language in the last sentence of paragraph one that is highlighted in yellow to be included: unless voting is conducted online at the direction of the Executive Board. The language in paragraph 2 that is highlighted in yellow: The Paper ballots are counted by the Audit Committee to be included and the stricken word The is proposed to be removed. Proposed amendment to include the language highlighted in yellow: Electronic ballots are tallied by electronic voting system.

**Article II – Officers - Treasurer (7.09)**

**The Treasurer (7.09):** The proposed changes to the language highlighted in yellow be included: shall have oversight and will coordinate duties with CDCAT bookkeeper, who in accordance with the bookkeeper agreement,

**A Motion to approve the amendment to Article II Officers – Treasurer (7.09) – Treasurer was made by The Honorable Joyce Hudman, Brazoria County Clerk. The motion was seconded by The Honorable Sylvia Perez-Garza, Camerson County Clerk. Motion passed.**

**Article XVII – Contracts, Checks, Deposits and Funds Checks and Drafts (17.02)**

**Checks and Drafts (17.02)** It was proposed the language be removed: ~~in an amount exceeding \$250.00 and the last sentence in that paragraph be removed. In the absence of such determination by the Board of Directors such instruments shall be signed by the Treasurer and countersigned by the President.~~

**Revenue (17.04)** The proposed amendment changes the language highlighted in yellow be included: or agent(s) of the Association.

**A motion to approve the amendment to Article XVII Contracts, Checks, Deposits and Funds - Checks and Drafts (17.02) was made by The Honorable Jon Gimble, McLennan County District Clerk. The motion was seconded by The Honorable R. David Guerrero, Jim Wells County District Clerk. Motion passed.**

**Article X – Committees – General (10.01) & Scholarship (10.14)**

**Committees General (10.01)** proposes to include the language highlighted in yellow: Technology Committee; and the following be stricken: ~~Website/TAC Community/Mobile App and Banking and Finance;~~ and also, be stricken.

**A motion was made to approve the amendment to Article X Committees – General (10.01) by The Honorable Joyce Hudman, Brazoria County Clerk. The motion was seconded by The Honorable Heather Marks, San Patricio County District Clerk. Motion passed.**

**Scholarship Committee (10.14)** the proposed amendment changes the language to include the words highlighted in yellow: school to reflect the scholarship guidelines to include graduate and technical schools. This proposed amendment removed the stricken word ~~college~~ in two places.

**A motion was made to approve the amendment to Article X Committees – Scholarship Committee (10.14) by The Honorable Clarissa Webster, Ector County District Clerk. The motion was seconded by The Honorable Cathy Jentho, Eastland County Clerk.**

**Discussion was raised by The Honorable Velva Price, Travis County District Clerk. Patti Henry pointed out that the current amendment includes the various ways in which the scholarship can be used including technical schools. The Honorable Clarissa Webster asked if it should be worded an institute of higher learning. The Honorable John Warren, Vice President and Dallas County District Clerk pointed out that institute of higher learning is not necessary. Motion passed.**



**Article XI – Education – Instruction (11.02)**

**Education – Instruction (11.02)** proposes to include the language highlighted in yellow: annually at least two (2) educational programs. The program formats may consist of in-person conference, virtual conference, pre-recorded educational programs, or any other format deemed appropriate by the Board of Directors. An additional proposed amendment to remove the stricken words ~~three (3) educational programs~~. This amendment pertains to the required number of educational options.

**A motion was made to approve the amendment to Article XI – Education – Instruction (11.02) by The Honorable Shelley Coston, Bell County Clerk. The motion was seconded by The Honorable Beverly Walker, Fort Bend County District Clerk. There was discussion regarding virtual vs. in-person educational opportunities. Motion passed.**

**Article XII – Clerk of the Year (12.01)**

The following proposed by-law amendments are pertaining to the method of election for CDCAT's Clerk of the Year Award.

**Clerk of the Year Award (12.01)** the language in the last sentence of paragraph one that is highlighted in yellow to be included: unless voting is conducted online at the direction of the Executive Board. The language in paragraph 2 that is highlighted in yellow: The Paper ballots are counted by the Audit Committee to be included and the stricken word ~~The~~ is proposed to be removed. Proposed amendment to include the language highlighted in yellow: Electronic ballots are tallied by electronic voting system.

**A motion was made to approve the amendment to Article XII – Clerk of the Year (12.01) by The Honorable Clarissa Webster, Ector County District Clerk. The motion was seconded by The Honorable Kimberly Menke, Colorado County Clerk. There was discussion regarding voting for conference city and board Secretary. Motion passed.**

The Honorable Julie Smith, CDCAT President announced the conference city for 2025 will be Sugarland, Texas, 2026 Summer Conference City will be South Padre Island. A presentation was made by Fort Bend County for the Summer 2025 conference.

Julie Smith announced The Honorable Cheryl Jones, Brown County District Clerk as the new CDCAT Secretary 2024-2025.

The Honorable Heather Hawthorne, Chambers County Clerk made a motion to adjourn the business meeting and The Honorable Sandra Roblez, CDCAT Treasurer and Yoakum County District Clerk seconded the motion to adjourn the business meeting. Motion passed. Meeting was adjourned at 10:30 a.m.

Respectfully submitted,



Cheryl Jones  
CDCAT Secretary  
Brown County District Clerk



## CDCAT Proposed Bylaws

# PROPOSED BYLAWS

### Bylaws Committee

The County & District Clerks' Association of Texas Board of Directors voted on May 22, 2024, to present these proposed bylaws to the membership for a vote during the annual business meeting.

***Proposed Bylaw amendments regarding Treasurer duties as a result of new bookkeeper position:***

***ARTICLE II – Officers***

TREASURER (7.09) The Treasurer shall give a surety bond from a corporate surety in the amount of \$100,000.00 for the fiscal year of the office for the faithful discharge of the duties of office or in such sum and with such surety or sureties' as the Board of Directors shall determine. The Association shall pay the premium for the bond. By December 1st, the Texas Association of Counties [TAC] shall send notice to each member stating the amount of dues required of the member. TAC shall receive all monies paid for membership dues and provide a receipt and membership card to each paid member. TAC will keep a register of the name, mailing address, telephone number, fax number, email address, and any other information requested by the Board of Directors of each member, which shall be furnished, to the Treasurer. TAC will disburse monies received for CDCAT membership dues as received based on a decision by the Board of Directors to the CDCAT Treasurer. The Treasurer **shall have oversight and will coordinate duties with CDCAT bookkeeper, who in accordance with the bookkeeper agreement,** shall have charge and custody of and shall be responsible for all funds and securities of the Association, receive and give receipts for monies due and payable to the Association from any source whatsoever, and deposit all such monies in the name of the Association in such bank(s), trust companies, or other depositories as shall be selected in accordance with the provisions of Article XVII of the bylaws within five (5) business days. The Vice President shall be authorized to perform these duties in the event the Treasurer is unable to perform the responsibilities set out in this section

***ARTICLE XVII – CONTRACTS, CHECKS, DEPOSITS AND FUNDS***

CHECKS AND DRAFTS (17.02) All checks, drafts or orders for payment of money, notes, or other evidences of indebtedness ~~in an amount exceeding \$250.00~~ issued in the name of the Association shall be signed by such officer(s) or agent(s) of the Association and in such manner as shall from time to time be determined by the Board of Directors. ~~In the absence of such determination by the Board of Directors such instruments shall be signed by the Treasurer and countersigned by the President.~~

REVENUE (17.04) All dues, contributions, donations and other monies solicited on behalf of the Association shall be collected and disbursed by the Treasurer **or agent(s) of the Association.** Additional sources of revenue in addition to dues shall be sales, gifts or donations, registration, grants and aid, auction and booth fees

***Proposed By-Law Amendment to reflect changes to scholarship guidelines to include graduate and technical schools***

***ARTICLE X - COMMITTEES***

SCHOLARSHIP COMMITTEE (10.14) The Scholarship Committee shall consist of at least three (3) members. The identity of the members of the Scholarship Committee shall be confidential so no influence may be place upon the committee regarding the scholarship selection process. All scholarship applications shall be submitted electronically on the form approved by the Board of Directors to the President of the Association by May 1st. The Scholarship Committee shall review each application and award scholarships according to the criteria established by the Board of Directors outlined in Exhibit A (attached). The Association may award up to eight (8) scholarships at amounts decided by the Board of Directors at the Winter Conference meeting (only one (1) per region). In the event no qualified application is received from a region no scholarship will be awarded for that region. All scholarships should first be awarded to a child, grandchild or legal ward of an active member who has met all the requirements and criteria set by the Scholarship Guidelines. If no applications are received or no applications meet the scholarship criteria of a child or legal ward of an active member, a scholarship may be awarded to a grandchild of an active member within the particular region. If any scholarship recipient does not attend school college or fails to meet the required number of semester hours in the upcoming school term, the recipient automatically forfeits the scholarship. The Scholarship Committee may review the remaining applicants, within that particular region, and award a scholarship to the next recipient meeting the criteria. Proof of school college admittance must be received before payment is presented. Once a scholarship recipient is awarded the funds the student must maintain a present proof to the treasurer of a minimum 2.0 GPA to receive the second half of the scholarship award.



***Proposed By-Law Amendment pertaining to required number of educational options***

***ARTICLE XI – EDUCATION***

INSTRUCTION (11.02) The Association will provide annually at least two (2) educational programs. The program formats may consist of in-person conference, virtual conference, pre-recorded educational programs, or any other format deemed appropriate by the Board of Directors. ~~three (3) educational programs.~~ The Education Committee shall determine the number of credit hours of instruction clerks may receive through successful completion of a program. The President and Vice President will approve the number of credit hours available through completion of such programs. Credit hours for instruction received in ways other than those enumerated in this section shall be submitted on an individual basis to the Vice President for a determination of whether or not credit hours will be granted, and if so, how many approval by the President and Vice-President.

***Proposed By-Law Amendment pertaining to method of election for  
CDCAT Clerk of the Year***

***ARTICLE XII – CLERK OF THE YEAR***

CLERK OF THE YEAR AWARD (12.01) Two (2) outstanding clerks of the Association shall be honored with a Clerk of the Year Award. A county clerk and a district clerk, or a combination clerk representing either a county clerk or a district clerk, shall be presented the Clerk of the Year Awards at the Annual Conference. Each region of the State may nominate two (2) clerks, one (1) representing a county clerk and one (1) representing a district clerk. At a regional meeting held prior to May 1st, all nominees for the awards shall be voted on by the members present, by secret ballot. Each Clerk of the Year nominee shall be an active member of the Association with a current continuing education certificate, as verified by the President of the Association and has served at least four (4) years in office. The Clerk of the Year nominee should have provided notable service to the Association while promoting the purpose of the Association. Current Executive Officers or previous recipients of the award may not be nominated. Each region's Director in Charge shall provide the names of the nominees along with the resume/ personal biography on the specified form for the clerk of the year awards to the President by May 15th. Secretary shall prepare ballots, with approval by President, for voting at the Annual Conference, unless voting is conducted online at the direction of the Executive Board.

The Clerk of the Year award is based on service and contribution to the Association, therefore; solicitation for votes for Clerk of the Year is prohibited. All of the nominees for the Clerk of the Year awards shall be presented to the members at the Annual Conference with a brief description of the reason for their nomination. The active members of the Association shall vote by secret ballot or by voting absentee for one (1) county clerk representative and one (1) district clerk representative during the Annual Conference. The Paper ballots are counted by the Audit Committee. Electronic ballots are tallied by electronic voting system. The names of the Clerk of the Year honorees shall be given to the President.

## ***Proposed By-Law Amendment pertaining to renaming and deleting committees***

### ***ARTICLE X – COMMITTEES***

COMMITTEES GENERAL (10.01) The President, with the approval of the Board of Directors, may designate and appoint active, qualified members to serve on committees. Whenever possible, committees shall be representative of county clerks and district clerks. However, no such committee shall have the authority of the Board of Directors in reference to:

- A. Amending, altering or repealing the bylaws;
- B. Electing, appointing, or removing any member of any such committee or any director or officer of the Association;
- C. Amending the articles of incorporation;
- D. Adopting a plan of merger or adopting a plan of consolidation with another corporation or association;
- E. Authorizing the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the Association;
- F. Authorizing the voluntary dissolution of the Association or revoking proceedings, therefore; adopting a plan for the distribution of the assets of the Association;
- G. Amending, altering or repealing any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered, or repealed by such committee.

The President shall appoint from the active members of the Association the following standing committees:

- Bylaws;
- Legislative;
- Audit;
- Nominating;
- Education;
- Two (2) Procedure Manual Committees (one (1) representing the county clerks and one (1) representing the district clerks);
  - Historical;
  - Memorial;
  - Scholarship;
  - Pictorial Directory;
  - Conference City Selection;
  - Sales;
  - ~~Website/TAC Community/Mobile App~~ Technology Committee; and
  - ~~Banking and Finance; and~~
- Mentorship Committee

The President may appoint other committees for a term, to carry out a dedicated function or project for the Association.