

TEXAS COURT CLERKS ASSOCIATION

Ethics Committee Chair

The Ethics Committee is responsible for receiving, reviewing and investigating grievances of an ethical nature.

The Chairperson of the Ethics Committee is appointed by the President at or immediately after the Annual Meeting and will serve a term each year with the President. This committee chair is NOT a Board Member.

The Ethics Committee Chairperson is responsible for submitting reports and or presenting to the board any and all filings, findings and outcomes of grievances for the year.

Meetings are usually held in October. The Mid Year Board Meeting is usually held in the Spring. Failure to submit reports three of these four meetings beginning at the Post Conference Board Meeting for a twelve-month period shall constitute good cause for removal from office, unless good cause is shown and approved by the Board of Directors. Expenses to attend the Mid Year Board Meeting are paid by TCCA. Expenses for all other meetings are not reimbursable by TCCA. Budget restraints do not constitute "good cause" for absence from a TCCA Board Meeting. Committee Chairpersons who are not serving as an elected board member or chapter president will not be required to attend all meetings. The Executive Board will review the agenda for the scheduled meeting and determine which committee chairs will be required to attend the meeting.

As the Committee Chair, you will be required to submit a report to the Board of Directors during the Mid Year Board Meeting and Pre-Conference Board Meeting. The report should include;

- committee membership information,
- grievances filed, hearings, investigations completed, and recommendations submitted
- information regarding committee meetings and
- financial information (if applicable).

The report submitted during the Pre-Conference Board Meeting will also be submitted to the general membership during the Annual Business Meeting. Reports should be submitted to the TCCA Secretary no later than the date requested by the President or TCCA Secretary. The Bylaws require that reports be included in each of the meeting flash drives and must be submitted timely so that the TCCA Secretary has sufficient time to prepare the meeting flash drives. If you are unable to submit your report to the Secretary as requested, it then becomes your responsibility to contact the Secretary and confirm how many copies of the report you must print and bring with you to the meeting. Reports should be stapled together.

Committee Chairs excused from attendance shall provide a written report to the board for review. If the board has questions about that report it will be relayed to the Committee Chair by the President as soon as possible following the meeting and any information provided by the Committee Chair will be shared with the TCCA Board.

Correspondence between Board Members and Committee Chairs may be done via email as long as the current listing of Board Members and Committee Chairs includes an email address.

Committee Chairs will be asked to sign a Code of Ethics during the Post Conference Board meeting. The signed copy will be maintained by the Secretary. If the signed copy is scanned as a permanent document and stored electronically, the original may be destroyed. A new Code of Ethics will be signed by board members each year. All Ethics Committee members will be asked to sign a Code of Ethics each year.

Job Descriptions will be distributed to all Board Members during the Post Conference Board meeting. Board members should notify the Secretary of any changes. Sample forms and letters should be copied onto a diskette and given to the Secretary for safekeeping. It is the responsibility of the Committee Chair to follow the Records Retention Schedule for any records maintained while serving as Committee Chair. Should a new appointment be made to serve as Committee Chair, it is the responsibility of the immediate past chairperson to deliver all records regarding the committee to the newly appointed chairperson as soon as possible following the appointment.

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Mission Statement

September 23, 1988

There is no other position in municipal management, other than City Manager and City Attorney; which faces greater complexity on a daily basis than the Court Clerk. The TCCA makes a concerted effort to assist clerks in the management of their municipality's justice system.

- 1) The Texas Court Clerks Association is to ensure the highest quality of court management for member and non-member courts.
- 2) The TCCA works assertively to maintain an open public forum to serve to the citizens.
- 3) The TCCA reviews administrative procedures to protect due process and reduce potential liability for the city.
- 4) The TCCA designs management strategy, which assures a neutral magistrate in the courtroom before the public.
- 5) The TCCA encourages the maintenance of daily court activity, which endorses no greater benefit for the police than the citizen.
- 6) The TCCA keeps a vigil to deny clerks, citizens, police, management and judges from using the courts as an instrument of revenge.
- 7) The TCCA provides assistance to any Court wanting a review of its administrative process to enhance or enrich the quality of its service.

- 8) The TCCA assesses the impact of present and future legislation on the operations of courts.

Record Description Retention Period

- Agendas Permanent
- Articles of Incorporation Permanent
- Audio Tape Recordings 2 years
- Awards Lists Permanent
- Bank Statements FE+5 years
- Board of Directors Listings Permanent
- Budgets FE+5 years
- By-Laws Permanent
- Certification Program - Misc. Correspondence 5 years
- **Code of Ethics Permanent**
- Conference Budgets 5 years
- Conference Guidelines Permanent
- Correspondence - Miscellaneous 5 years
- Equipment Purchased Life of Equipment
- Financial Correspondence 5 years
- Financial Reports Permanent
- Forms - Miscellaneous Administratively Valuable
- General Counsel Agreement Term of contract + 3 years
- Grant Applications - Denied 2 years
- Grant Applications - Granted Permanent
- IRS Non-Profit Status Permanent
- Legislative Committee Information 5 years
- Legislative Updates End of Legislative Session + 6 months
- Meeting Minutes Permanent
- Membership Lists Permanent
- Mid-Year Meeting Information 3 years
- Mission Statement Permanent
- Nominations for Office Election + 1 year
- Nominations for Awards Date Awarded + 1 year
- **Last Revised July 2009**
- Previous Conference Information 5 years
- Records Retention Schedule Permanent
- Scholarship Information Permanent
- Signature Cards 5 years
- SJI Grant Permanent
- State of the Association Address Permanent
- Tax Forms Permanent
- TCCA Chapter Information Permanent
- The Scribe Permanent
- TML-TCCA Information Permanent
- Votes by Proxy Date of Vote + 3 years