

CHAPTER MUNICIPAL CLERK OF THE YEAR PROCEDURES

The Lone Star Chapter welcomes the opportunity to recognize members for their accomplishments, especially one in particular who has met specific criteria and demonstrated leadership qualities in the municipal clerk profession. This individual is nominated by the membership of the chapter.

Purpose:

This procedure document is designed to establish guidelines for the Chapter's Municipal Clerk of the Year Nominating Committee following their appointment by the president and follows closely those requirements set forth by the Texas Municipal Clerks Association in selection of a state-wide recipient. It is not intended to serve as a substitute for discussion and decisions rendered by the membership or that may be recommended in the future.

Procedures:

A. Nominations

Individuals are encouraged to nominate a candidate for recognition as the Lone Star Chapter Municipal Clerk of the Year utilizing the official Texas Municipal Clerk of the Year nomination form. The deadline for submitting nominations to the Committee shall be May 1 of each year. The finalist must be present to be honored at an awards ceremony to be held at the June meeting.

B. Eligibility Requirements

A nominee for the Lone Star Chapter Municipal Clerk of the Year must meet the following requirements.

1. A municipal clerk who has been an active member of Texas Municipal Clerks Association, Inc. for at least five years;
2. A municipal clerk active in the Lone Star Chapter for at least two years;
3. Must have provided service to other municipal clerks on a local level where the opportunity exists, or on a state level;
4. Must have exhibited leadership abilities;
5. Must hold the Texas Registered Municipal Clerk Certification; and
6. Must currently hold a municipal clerk position.

C. Selection Criteria

The Committee shall use the Texas Municipal Clerk of the Year Scoring Form and Scoring Average Form in determining who the successful nominee is for the year. Upon completion of the Committee's work, the Chair shall submit to the President, the Committee's recommendation along with all nomination and scoring forms. The Executive Board shall consider the recommended nomination and, by consensus, come to agreement on award of the honor. The President shall further notify recipient, their mayor and city manager, and confirm their attendance at the June Chapter meeting and further direct the Committee Chair to order a plaque of recognition.

Instructions for Nominator

- The completed nomination form must be submitted to the Clerk of the Year Committee Chair by May 1st.
- The individual submitting the nomination should briefly summarize the reasons the nominee should be considered as the Lone Star Chapter Municipal Clerk of the Year.
- The nomination form should have complete and accurate information including the nominator's signature. Additionally, information not specified on the form should not be included as it will not be considered for scoring.
- Only past and current service should be considered on the nomination form. Future service cannot be counted and will not be scored.
- Points will not be awarded for being a scholarship or award recipient or for attendance at classes or conferences, etc. This information should not be included on the nomination form.

Instructions for Nominee

- The nominee must sign the certification statement on the nomination form attesting that all facts are true and correct and that they will make plans to be present at the June meeting barring unforeseen circumstances.

Instructions for Lone Star Chapter Municipal Clerk of the Year Committee Members (Scorers)

- The Committee Chair will distribute all nomination forms that were received by the deadline along with the Lone Star Chapter Scoring Form to committee members and designate scorer numbers.

- Each committee member should complete a scoring form for each nominee. Each scoring form should list the name of the nominee, a score breakdown by category, a total score and be signed by the scorer.
- If a scorer is also a nominee, the nominee will not score their own form. A member of the Executive Board will score in place of the nominee.
- Points should be allocated as listed on the scoring form; points shall not be allocated for a partial year of service.
- Only past and current service should be scored. Anticipated or future appointment cannot be counted and should not be scored.
- Points should not be allocated for attendance at classes or conferences, scholarships or award recipients.
- Completed Score Forms for each nominee should be returned to the Committee Chair by the designated date.

Instructions for the Clerk of the Year Committee Chair

- The Chair will complete a scoring form for each nominee as listed above.
- The Chair will complete the Scoring Average Form per instructions.
- The Chair will submit to the Chapter President the Committee's recommendation along with all forms, scoring sheets and final compilation by the designated deadline keeping a copy for the committee records.
- Following notification by the President of the individual to receive the award, the Chair will order a plaque and make plans to be available to present the award at the June Chapter Meeting or work to designate a replacement. When possible, the Committee may request to present at the member's Council meeting in order to formally recognize the Clerk of the Year in their community.
- Before June 15th of each year the Chair shall complete TMCA documentation and nomination forms acquiring the President's signature before submittal.

Records

All records of the Committee, including instructional materials, submitted forms and final scoring sheets shall be compiled and delivered to the incoming Chair following their appointment by the Chapter President in October of each year.

NOMINATION FORM

MUNICIPAL CLERK OF THE YEAR

TO BE RECEIVED BY MAY 1, 2022

Nominee's Contact Information

Nominee's Full Name: _____

Current Municipality: _____ Appointment Date: _____

Address: _____ Zip Code: _____

Business Phone: _____ E-Mail Address: _____

Years of Service (include all municipalities)

Number of Years as Municipal Clerk: From: _____ To: _____

Number of Years as Deputy or Assistant: From: _____ To: _____

TMCA Membership/Certification

Number of Years Member of TMCA, Inc.

(Minimum of Five (5) years to Qualify) From: _____ To: _____

Number of Years: _____

Date of Certification: _____ Date(s) of Recertification: _____ / _____

Texas Municipal Clerks Association, Inc.

Board Member (Position): _____ From: _____ to _____

Board Member (Position): _____ From: _____ to _____

Board Member (Position): _____ From: _____ to _____

Advisory Management Committee Member: _____ From: _____ to _____

Advisory Management Committee¹ Chair² : From: _____ to _____

Certification Committee Member: From: _____ to _____

Certification Committee Chair: From: _____ to _____

Other TMCA Committee Service:³

Committee: _____ From: _____ to _____

Committee: _____ From: _____ to _____

TMCA Committee Chair Service:

Committee: _____ From: _____ to _____

Committee: _____ From: _____ to _____

Lone Star Chapter Service

Number of Years as a Member (two-year minimum): _____ years

Officer: _____ Year: _____

Officer: _____ Year: _____

Committee: _____ Year: _____ Chair* (_____) _____

¹ Advisory Management Committee – This service should only be scored if the individual is no longer a member of the Executive Board.

² Committee Chairs – If an individual is the chair of a committee, he/she will be credited with the assigned points for committee chair and will not receive points for both committee service and chair service.

³ Other TMCA Committee Service – Service as a TMCA Board Liaison does not qualify for points under committee service. Liaisons already receive points for their service as a board member.

⁴ Special Projects – This could include professional articles published in the TMCA newsletter, Texas Town and City magazine, IIMC newsletter; authorship in the Texas Municipal Clerks Handbook; planning and coordinating local chapter seminars or IIMC conferences; service on TML committees due to TMCA's affiliate status, etc. Special projects should not include any service not specifically related to the City Secretary/Municipal Clerk profession.

NOMINATION FORM

Committee: _____ Year: _____ Chair* (_____)
Committee: _____ Year: _____ Chair* (_____)
Committee: _____ Year: _____ Chair* (_____)

* Chair service will be credited with assigned points and will not receive service points.

Special Projects⁴

TMCA, Inc.:

_____ Year: _____
_____ Year: _____
_____ Year: _____

Local Chapter:

_____ Year: _____
_____ Year: _____
_____ Year: _____

IIMC:

_____ Year: _____
_____ Year: _____
_____ Year: _____

Other (i.e. TML or other service specifically related to the municipal clerk profession)

_____ Year: _____
_____ Year: _____
_____ Year: _____

IIMC Service

CMC (Date) _____ MMC (Date) _____

Officer/Director _____ From: _____ to _____

Officer/Director _____ From: _____ to _____

Committee Service _____ From: _____ to _____

Committee Service _____ From: _____ to _____

Committee Service _____ From: _____ to _____

Participation in TMCA/TMCCP/Local Chapter/IIMC Education Sessions

Instructor:

Class: _____ Year _____

Class: _____ Year _____

Class: _____ Year _____

Panel Member:

Class: _____ Year _____

Class: _____ Year _____

Class: _____ Year _____

¹ Advisory Management Committee – This service should only be scored if the individual is no longer a member of the Executive Board.

² Committee Chairs – If an individual is the chair of a committee, he/she will be credited with the assigned points for committee chair and will not receive points for both committee service and chair service.

³ Other TMCA Committee Service – Service as a TMCA Board Liaison does not qualify for points under committee service. Liaisons already receive points for their service as a board member.

⁴ Special Projects – This could include professional articles published in the TMCA newsletter, Texas Town and City magazine, IIMC newsletter; authorship in the Texas Municipal Clerks Handbook; planning and coordinating local chapter seminars or IIMC conferences; service on TML committees due to TMCA's affiliate status, etc. Special projects should not include any service not specifically related to the City Secretary/Municipal Clerk profession.

NOMINATION FORM

Participation in TMCA/TMCCP/Local Chapter/IIMC Education Sessions (continued)

Convener/Coordinator (TMCCP, Chapter Seminars, IIMC Sessions)

Class: _____ Year _____
Class: _____ Year _____
Class: _____ Year _____

Individual Submitting Nomination

Nominator: _____ Date: _____
Address: _____ E-Mail: _____
Phone _____

NOMINATOR: Please include a brief summary of the reasons why you believe your nominee should be selected as the Lone Star Chapter Municipal Clerk of the Year.

(Signature of Nominee)

Due May 1, 2022

RETURN NOMINATION FORM TO:

Municipal Clerk of the Year Committee Chair:

Carole Kuykendall (Greenville)

ckuykendall@ci.greenville.tx.us

¹ Advisory Management Committee – This service should only be scored if the individual is no longer a member of the Executive Board.

² Committee Chairs – If an individual is the chair of a committee, he/she will be credited with the assigned points for committee chair and will not receive points for both committee service and chair service.

³ Other TMCA Committee Service – Service as a TMCA Board Liaison does not qualify for points under committee service. Liaisons already receive points for their service as a board member.

⁴ Special Projects – This could include professional articles published in the TMCA newsletter, Texas Town and City magazine, IIMC newsletter; authorship in the Texas Municipal Clerks Handbook; planning and coordinating local chapter seminars or IIMC conferences; service on TML committees due to TMCA's affiliate status, etc. Special projects should not include any service not specifically related to the City Secretary/Municipal Clerk profession.