

**CONSTITUTION AND BYLAWS  
OF CITY CLERKS AND SECRETARIES  
LONE STAR CHAPTER**

**ARTICLE I. NAME AND AFFILIATION**

The name of this organization shall be Lone Star Chapter ("Chapter"). The Chapter shall be affiliated with the Texas Municipal Clerks Association, Inc.

**ARTICLE II. PURPOSES**

The purpose of this Chapter shall be to promote the improvement of the office of city clerk/secretary at the local, state and national level, development of standard procedures, the promotion of wider city consciousness concerning the importance of municipal government and its operation with particular reference to these services and facilities administered by the city clerk or city secretary, to mentor new city clerks/secretaries and to lend assistance and support to one another. The Chapter shall accomplish this mission through regularly scheduled Chapter meetings, Chapter committee activities, Chapter educational programs, encouragement and support of Texas Municipal Clerks Association, Inc., (TMCA, Inc.) educational opportunities, and mentoring and networking among Chapter members.

**ARTICLE III. MEMBERSHIP**

The core membership of the Chapter will be formed from the following counties: Collin, Grayson, Rockwall, Hunt, and Fannin. Active memberships will be open to anyone outside the five county areas. An active member shall be any person who serves as a city clerk/secretary or his/her deputy/assistant who is employed within the boundaries of the organization. People who work closely with the city secretary or city clerk such as an employee in the city manager's office, mayor's office or city attorney's office, or someone who is pursuing certification through the Texas Municipal Clerks Certification Program may become members of the Chapter. Active members are entitled to voting rights, and payment of dues is a prerequisite to exercising voting rights. Any member whose dues are in arrears will not be eligible to vote.

An honorary member shall be an individual who has performed exceptional services for the Chapter and for the improvement of municipal clerks. After nomination and approval by a majority of the members present and voting, the individual shall be designated an Honorary Member of the Chapter. Honorary membership granted to individuals shall confer no voting rights nor impose any obligation under these bylaws.

## **ARTICLE IV. OFFICERS**

The officers of the Chapter shall be a President, President Elect, Secretary, Treasurer, and Historian. These officers and the immediate past President shall constitute the Executive Board of the Chapter. The Executive Board shall conduct the affairs of the Chapter between meetings of the Chapter. The duties of the officers shall be as outlined below:

### **OFFICE OF THE PRESIDENT:**

1. Attend and preside at all meetings of the Executive Board and the Chapter.
2. Appoint committees.
3. Sign all necessary documents for the Chapter, as authorized by the Executive Board.
4. Coordinate disbursement of meeting notices, agendas, and other appropriate information.
5. Supervise and control all Chapter business affairs.
6. Act as Chapter representative at functions such as TMCA, Inc., meetings, etc.
7. Submit articles, along with photographs, to TMCA, Inc., for insertion in the quarterly newsletters.
9. Fulfill all duties and responsibilities in a timely and responsible manner.

### **PRESIDENT ELECT:**

1. In the absence of the President, the President Elect shall perform the duties of President.
2. Any duties assigned by the President or Executive Board.
3. Attend all meetings of the Executive Board and the Chapter.
4. Plan all programs for the Lone Star Chapter monthly meetings, introduce the speaker, and coordinate meetings with the City hosts.
5. Fulfill all duties and responsibilities in a timely and responsible manner.

### **SECRETARY:**

1. Record minutes of all meetings of Executive Board and/or membership and keep in official binder. Minutes will be detailed and all resolutions, appointments, policies, actions, etc., will be typed in the body of the minutes of the Chapter to avoid loss of documents important to the Chapter and to allow review by the Executive Board. Provide President and Audit Committee Chair with approved minutes of meetings.
2. After receiving the President's approval, send out notice of meetings, agendas, and any other appropriate information.

3. Fulfill duties and responsibilities promptly and timely.
4. Attend all meetings of the Executive Board and the Chapter.
5. Assist the Treasurer at each meeting to check in attendees and record monies collected.
6. Records shall be kept in accordance with Texas State Library Retention Schedules.

#### TREASURER:

1. Be responsible for and have custody of all funds and securities of the Chapter.
2. Pay all invoices and record expenditures in proper accounts. If in doubt, contact the President.
3. Work with the President in filing required documents with IRS or other agencies, as required.
4. Furnish the President with a monthly Treasurer's Report.
5. Attend all meetings of the Executive Board and the Chapter.
6. Maintain all revenues and expenditures for annual review by the Audit Committee.
7. Check in attendees and record monies collected at the Chapter meetings.
8. Prepare fiscal year budget as provided in Article X. Serves on the budget committee.
9. Fulfill all duties and responsibilities in a timely and responsible manner.

#### HISTORIAN:

1. Be responsible for and have custody of all Chapter scrapbooks, which shall be kept in chronological order.
2. Take photographs at all Chapter meetings and functions and submit to the President in a timely manner for filing with TMCA, Inc. to be inserted in quarterly newsletters. Also place copies in Chapter scrapbook.
3. Attend all meetings of the Executive Board and the Chapter.
4. Fulfill all duties and responsibilities in a timely and responsible manner.

The following criteria is hereby established for serving as a Historian, Treasurer, Secretary, President Elect and President of the Lone Star Chapter: be a practicing city clerk/secretary or deputy/assistant city clerk/secretary, or employee of the city secretary's office, performing the duties of the city secretary's office on a daily basis for at least two years, actively working toward certification and/or regularly attending seminars and events in organizations such as the Texas Municipal League, Secretary of State, Texas State Library and Archives Commission, or any other proceedings which

further the education and/or knowledge of duties of a city clerk/secretary, and be a current paid member of the Lone Star Chapter.

All nominees for each position are required to complete and sign a prescribed nomination form to be submitted to the nominating committee. Eligible nominees must have attended at least fifty percent (50%) of the year's meetings (from June of the previous year to June of the current year). All nominees shall be in good standing. "Good standing" means a member must not be in violation of TMCA's Code of Ethics tenets during the time a member is an officer.

#### **ARTICLE V. ELECTION OF OFFICERS**

The President shall appoint a Nominating Committee consisting of the immediate past president and two (2) members from among the membership. Nominations for officers for Historian, Treasurer, Secretary, and President Elect may be made from the floor at the June Chapter meeting or may be submitted in writing or by e-mail before the last day of June of each year. The Nominating Committee shall meet in July of each year to review recommendations and prepare a slate of officers from membership applications and nominations made from the floor. A report from said Nominating Committee shall be submitted at the August meeting of each year. Election of officers shall be held at the September meeting. Such offices shall be decided by a majority of the membership present and voting. The officers so elected shall take office at the first meeting in October and shall be eligible to serve a one (1) year term, or until their successors have been duly elected or appointed. The office of President Elect, if in good standing with the Chapter shall automatically succeed the office of the President.

#### **ARTICLE VI. MEETINGS**

There shall be at least one meeting of the Chapter each month except during the months of January, May, and July or when there is a conflict with State or International Municipal Clerks conferences or meetings. Other meetings of the Chapter may be called by the President or a majority of the Executive Board.

#### **ARTICLE VII. QUORUM**

A majority of the officers shall constitute a quorum at an Executive Board meeting. A majority of those registered at any meeting of the Chapter shall constitute a quorum for the transaction of business at such meeting.

#### **ARTICLE VIII. DUES**

The Executive Board, with the approval of a majority of the members voting at the meeting, may fix the amount of annual dues for members of the Chapter. Annual membership dues shall be determined upon recommendation of the officers of the Chapter and by the majority vote of members voting at a regular meeting of the Chapter. Dues shall be collected on the fiscal year. A member's dues, paid by a city, shall continue to the benefit of the city upon termination of the member, due to retirement, voluntary termination, involuntary termination, and/or disability. If a member personally pays their dues, the dues shall continue to the benefit of that member should they retire or terminate (or be terminated) from their position.

#### **ARTICLE IX. VACANCIES**

Whenever there is a vacancy in the office of the President, the President Elect shall succeed to that office for the unexpired term. A vacancy in any other office may be filled by the remaining members of the Executive Board for the unexpired term.

#### **ARTICLE X. FINANCES**

The fiscal year of the Chapter shall begin on the first day of October and end on the 30th day of September each year. A budget shall be prepared for each fiscal year by the current-year treasurer and budget committee for consideration in August by the new incoming officers. The president shall place the budget before the membership for approval prior to the beginning of the new fiscal year.

Following annual installation of officers, the President and Treasurer shall be designated as authorized signatories on the Lone Star Chapter bank account, and shall file the necessary paperwork with the bank depository. Two (2) signatures shall be required for disbursements over \$500.00.

#### **ARTICLE XI. MISCELLANEOUS**

All voting shall be done by raising the right hand for counting or by stating aye or nay.

The rules of procedure shall be governed by Robert's Rules of Order.

#### **ARTICLE XII. COMMITTEES**

The president shall appoint the following committees to serve the Chapter, as well as additional committees as are needed from time to time.

- A. Nominating Committee for Officers (nominate officers for consideration by the membership for the upcoming year)
- B. City Secretary of the Year Nominating Committee (nominate City Secretary of the Year and Member of the Year)
- C. Holiday Celebration Committee (plan, coordinate and host holiday party)
- D. Membership Committee (maintains communication with members regarding matters of interest and importance and develops a program to increase and maintain membership)
- E. Audit Committee (comprised of three (3) active or honorary members appointed by the President, shall review the Chapter's bank account(s) annually during the month of November. Their findings shall be reported to the membership at the February meeting)
- F. Scholarship Committee (reviews applications and approves or denies the requests as well as coordinates fundraising efforts to fund upcoming scholarships. Should two scholarships be considered in one year, the first scholarship will be weighted toward awarding for TRMC certification or recertification; the second may be used for ARMA, CMC, MMC or any other educational seminar directly related to the functions of the City Secretary's Office. Recipient(s) of any scholarship must be a paid member in good standing, attend a minimum of 5 meetings in the past 12 months, and agree to serve on a committee for the next year, provide an article for the newsletter, or be a speaker for a meeting to recap the information learned at the conference or seminar.
- G. Budget Committee (assist in the preparation and presentation of the fiscal year budget)
- H. ByLaws Committee (reviews and recommends amendments to the membership)
- I. Legislative Committee (convenes during legislative years (odd). Reports and presents significant bill changes to the membership)
- J. Technology Committee (reviews, recommends changes and updates Lone Star Chapter website)

### **ARTICLE XIII. BYLAWS**

The membership shall adopt bylaws for the purpose of governing the conduct of its meetings. A bylaws review committee shall be appointed at the February meeting of odd number years. Such bylaws shall be reviewed at the October meeting of odd number years by the membership, and any amendments shall be adopted at the next Chapter meeting following the 30-day notice requirement as provided in Article XIII. The Executive Board may have prepared bylaws for the governing of conduct of meetings and functions of the Chapter, which bylaws shall be presented to a meeting of the Chapter for adoption.

#### **ARTICLE XIV. AMENDMENTS AND EXHIBITS**

The Constitution and Bylaws of the Chapter, including but not limited to changes in meeting dates or meeting times, may be amended at any regular meeting of the Chapter by a majority vote of those present and voting, only after notice of the proposed changes have been given to all Chapter members at least thirty (30) days prior to the meeting at which a vote to amend the Constitution and/or Bylaws is to be taken.

In order to establish consistency for the committee members and Executive Board members to achieve their objectives and carry out their duties, procedures/guidelines for various functions may be included as Exhibits to the By-laws with approval of the membership as needed.

- Exhibit A -Financial Procedures
- Exhibit B -Clerk/Member of the Year Procedures

PASSED AND APPROVED THE 4th DAY OF NOVEMBER, 2009.

---

Kathy Wingo, President

---

Bruce Dunn, Vice President

---

Shelley George, Secretary

---

Diane Zucco, Treasurer

---

Vicki Faulkner, Historian

AMENDED: FEBRUARY 1, 2007, Article IV, a, b, c, d, e – Article V. f, g – Article X, h .

AMENDED: NOVEMBER 7, 2007, Article I, Article II, Article III, Article IV, Article V, Article VI, Article VII,  
Article VIII, Article IX, Article X, Article XI

AMENDED: NOVEMBER 4, 2009

# LONE STAR CHAPTER

## BY-LAWS EXHIBIT A

### FINANCIAL PROCEDURES

Approved by the Membership: \_\_\_\_\_

#### **Propose:**

This procedure document is designed to assist the Lone Star Chapter Executive Board in communicating to the membership the methods by which their dues, scholarship, fundraiser, and other educational funds are collected and dispersed. It is a tool for the Treasurer of the Chapter to use for consistency in handling the financial matters. It is not intended as a substitute for decisions made by the membership, or that may be made in the future for the betterment of the Chapter.

Whenever possible electronic files will be maintained and documents scanned so as to reduce the amount of paperwork to be passed on to each Treasurer yearly. Microsoft Office Word and Excel spreadsheets are used. Basic knowledge of Excel spreadsheets and formulas will be helpful in maintaining the Chapter's financial records. Every effort will be made upon the election of new officers for the out-going officers to meet with the new officers to aid in the transition of information.

This document serves as an exhibit to the By-Laws and may be amended as the Chapter members deem appropriate.

#### **Procedures:**

##### Membership Dues

Per Article VIII of the Chapter By-Laws, dues are collected annually on the fiscal year, which is October 1 of each year. Invoices for the annual dues will be delivered by the Treasurer, preferably by email, in September each year with a due date of October 31<sup>st</sup>. Each member will submit payment of \$25 per year to the Treasurer for dues. Out of each dues payment \$5 will be deposited into the scholarship savings account. Members with dues in arrears will forfeit their voting rights until such time as dues are paid in full. (See By-Laws, Article III. Membership.)

For new members that join after the end of March and before September 30<sup>th</sup> dues will apply to the current year and through the next year. This will allow each new member to get the full value of their annual membership dues, and will promote the collection of dues at the beginning of the fiscal year. Everyone will be on the same cycle thus allowing for a more accurate projection of income for the Chapter.

Updated or new membership forms that are submitted to the Treasurer with the annual dues will be scanned and forwarded to the Secretary. Electronic files will be maintained and original documents will be discarded. An electronic spreadsheet documenting dues paid for each member will be maintained by the Treasurer.

While dues are ordinarily paid by the member's city, on occasion personal payment is made. In such cases the Treasurer will document it in the Dues Paid records. (See By-laws, Article VIII, Dues.)

One invoice and one late notice, including an explanation of the procedures, for the payment of dues will be made. If the dues payment is not made the board will send a letter of removal. If the member indicates a desire to withdraw from the membership, the member's name will be removed from the membership list.

### Lunches

The Membership has determined that \$10.00 (ten dollars) per meal shall be suitable payment for lunches at the monthly meetings. While it is desirable for the host city to keep the expense of the lunches around \$10.00 each the cost may actually be somewhat more or less as needed. The meal cost for special events such as the holiday luncheon or training events may necessitate a different lunch cost per attendee.

Members in attendance at the monthly meetings, and who desire to purchase lunch, are expected to provide payment for lunch at the meetings. If your city requires an invoice for payment or reimbursement of the lunch cost, the Treasurer can provide a prepared invoice to the member at the meeting or earlier by email. Cash or check is acceptable. Deposit of funds collected shall be at the Treasurer's earliest possible convenience.

Members who RSVP to attend a lunch meeting and then are not able to attend are expected to reimburse the Chapter for their meal cost, unless they cancel in advance of the meeting with a minimum of 24-hour notice. This is to avoid placing a hardship on the Chapter for guaranteed luncheon expense. The Treasurer will provide an invoice to the absent member as a reminder that payment is due. No subsequent reminders for payment will be sent; members are expected to comply.

### Bank Accounts

A checking and savings account shall be maintained in the name of the Chapter. The Treasurer and President shall be authorized signatories on the banking accounts, whether checking, savings, Certificates of Deposit or other similar investments. The Treasurer has the option of choosing a banking facility convenient for their use, however, continuing with the existing banking chain has shown to be beneficial, rather than changing banks each year. On-line banking is a convenient way to transfer funds from account to account. Receipts for banking transactions will be maintained for the annual audit. A bank account ledger, preferably electronic, shall be maintained documenting all income and expenditures in each account. Monthly bank statements shall be balanced upon receipt by the Treasurer.

Expenditures over \$500 require the signature of the Treasurer and President. (See By-laws Article X. Approved Signatories and Audit)

#### Monthly Treasurer Reports

The Treasurer shall utilize the banking account ledger and bank statements to prepare monthly accounting of all activity. The report shall be presented to the membership for approval at scheduled monthly meetings of the Membership.

#### Annual Budget

A budget committee will assist the current year Treasurer with preparing a budget for the upcoming fiscal year. A review of the yearly income and expenses will aid in a projection for the current year, and will be used to project the Chapter's financial position for the following year. The process will begin in June of each year and be presented to the incoming officers in August for review and to the membership for approval in September.

#### Annual Audit

In November of each year, the Audit Committee Chair will request the accounting records for the prior fiscal year from the prior year Treasurer. (It is recommended that the outgoing Treasurer keep copies of the necessary records in order to assist the Audit Committee.) The committee will use the financial records, including monthly financial reports, bank statements, receipts, etc., to document proper accounting of financial transactions. An Audit Report will be presented by the committee to the membership for approval at the February meeting. The Audit Report is then submitted to the Texas Municipal Clerks Association, Inc.

#### Investments

At such point when the Chapter Savings Account/Scholarship Fund reaches \$7,000, the Treasurer shall present to the Membership for approval the option of transferring \$5,000 into an interest bearing long term Certificate of Deposit, provided the interest rate is greater than the saving account rate. The Membership will decide the term length based on the then current needs of the Chapter and the current interest rates. Proceeds from the CD shall accumulate toward future scholarship awards. It is anticipated that a CD or other investment account will remain open at the original issuing bank, regardless of the banking facility used for regular expenses (checking account, savings account.)

Scholarship Reimbursements- Scholarship applications and awards will be made according to the LSC/TMCA Scholarship Program Guidelines. Reimbursement may be made to the member's city of employment or to the member with documentation of personal payment. (Reimbursements may be requested for seminar tuition, meals, mileage at the current IRS rate, parking, flights, and shuttles.) Receipts for reimbursement must be submitted to the Treasurer before the end of the following calendar year. Payment in advance of the training can be made directly to the organization providing the training and/or directly to the hotel.

One \$500 Vicki Shaw Davis Scholarship will be presented to a qualified Chapter member. A possible second \$500 scholarship may be awarded if \$750 of additional money is raised by the Membership or donated in the prior fiscal year. (See March 2007 meeting minutes.) Each year

the Chapter budget includes \$2.50 per member to be sent to TMCA, Inc. for a scholarship fund. Payment shall be made during the month of August.

#### Fundraising Activities and Donations

The city/member hosting the monthly luncheon will donate at least one item to raffle as a fundraiser. Others may donate items as well. Proceeds from these fundraisers shall be deposited into the savings account. A receipt shall be written to the fundraising committee member to document the monies collected and received by the Treasurer. From time to time other events may be held by the Membership from which proceeds after expenses shall be deposited in the scholarship savings account. Separate accounting records for such events shall be maintained by the Treasurer.

In the event a donation is received by the Chapter and not otherwise designated, it shall be deposited into the savings account to accumulate toward the scholarship funds.

#### Financial Records Retention

Due to the volume of records maintained by the Treasurer, paper documents may be scanned and maintained in an electronic file. The electronic file will be forwarded to the incoming Treasurer for reference. Financial records of the Chapter shall be maintained by a member of the Executive Board for a period not less than required by the Texas State Library Retention Schedule.

## **Lone Star Chapter Municipal Clerk of the Year Nomination Instructions**

The Lone Star Chapter welcomes the opportunity to recognize members for their accomplishments 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.

### **Lone Star Chapter Municipal Clerk of the Year Policy**

#### **A. Nominations**

Individuals are encouraged to nominate a candidate for recognition as the Lone Star Chapter Municipal Clerk of the Year. The deadline for submitting nominations to the Committee shall be May 1 of each year. The finalist will 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 TMCA, 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 for and Scoring Average Form 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 notify the Committee Chair who will order a plaque. The President shall further notify recipient, their mayor and city manager, and confirm their attendance at the June Chapter meeting.

### **Instructions for Nominator**

- The completed nomination form must be submitted to the Clerk of the Year Committee Chair by May 1<sup>st</sup>.
- 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. 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 and designate scorer's 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 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.
- The Chair will complete TMCA documentation and nomination forms acquiring the President's signature before submittal.
- When new committees are formed, the Chair will turn over copies of that year's process to aid in selection for incoming members.

**NOMINATION FORM--TO BE RECEIVED BY MAY 1, 2010**

**LONE STAR CHAPTER**  
**MUNICIPAL CLERK OF THE YEAR**

-----PLEASE TYPE-----

**Nominee's Contact Information**

Nominee's Full Name \_\_\_\_\_  
Current Municipality \_\_\_\_\_ Appointment Date \_\_\_\_\_  
Business Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_

**Years of Service** (include all municipalities)

Number of Years as Municipal Clerk \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Number of Years as a Deputy/Assistant \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**TMCA Membership/Certification**

Number Years Member of TMCA, Inc. \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
(minimum of 5 years to qualify)  
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<sup>1</sup> From \_\_\_\_\_ To \_\_\_\_\_  
Advisory Management Committee Chair<sup>2</sup> From \_\_\_\_\_ To \_\_\_\_\_  
Certification Committee Member From \_\_\_\_\_ To \_\_\_\_\_  
Certification Committee Chair From \_\_\_\_\_ To \_\_\_\_\_

*Other TMCA Committee Service<sup>3</sup>*

Committee \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Committee \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Committee \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

*TMCA Committee Chair Service<sup>2</sup>*

Committee \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Committee \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**Lone Star Chapter Service**

Officer (Position): \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Officer (Position): \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Officer (Position): \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

*Chapter Committee Service*

Committee \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Committee \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Committee \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

*Committee Chair Service*

Committee \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Committee \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**Special Projects<sup>4</sup>**

TMCA, Inc.

\_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_ Year \_\_\_\_\_

Local Chapter

\_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_ Year \_\_\_\_\_

IIMC

\_\_\_\_\_ Year \_\_\_\_\_

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

\_\_\_\_\_ Year \_\_\_\_\_

**IIMC Service**

CMC (Date) \_\_\_\_\_ MMCA (Date) \_\_\_\_\_

Officer/Director \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Officer/Director \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Committee Service \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Committee Service \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Committee Chair \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

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

*Instructor*

Class \_\_\_\_\_ Year \_\_\_\_\_

Class \_\_\_\_\_ Year \_\_\_\_\_

*Panel Member*

Class \_\_\_\_\_ Year \_\_\_\_\_

Class \_\_\_\_\_ Year \_\_\_\_\_

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

Class \_\_\_\_\_ Year \_\_\_\_\_

Class \_\_\_\_\_ Year \_\_\_\_\_

**Nominator Contact Information**

Nominator \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Signature \_\_\_\_\_

**Nominator:** In the space below or on a separate piece of paper, please briefly summarize the reasons why you believe your nominee should be selected as the Lone Star Chapter Municipal Clerk of the Year.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Nominee:** I attest that all facts in this form are true and correct and give my permission for the facts to be used for publication. With agreement to accept the Lone Star Chapter Municipal Clerk of the Year award, I understand that, barring extreme circumstances, a nominee must be present at the June Chapter meeting.

Nominee Signature \_\_\_\_\_ Date \_\_\_\_\_

Please forward the completed form and summary by May 1 to:

Name and address of chair

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

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> 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, IIMC conferences; service on TML committees due to TMCA’s affiliate status with TML, etc. Special projects should not include any service not specifically related to the City Secretary/Municipal Clerk profession.

**LONE STAR CHAPTER TMCA  
MEMBER OF THE YEAR  
Scoring Criteria**

	Points	Total
Years as a City Secretary/Municipal Clerk	4 ea.	_____
Years as a Deputy/Assistant	1 ea.	_____
<b>Certifications</b>		
TMCA	50	_____
TMCA Recertification	20 ea.	_____
<b>TMCA, INC.</b>		
Board Member	25 per yr.	_____
Advisory Management Committee	15 per yr.	_____
Committee Chair	20 per yr.	_____
Certification Committee	10 per yr.	_____
Committee Chair	15 per yr.	_____
Other Committee Service	3 per yr.	_____
Committee Chair	5 per yr.	_____
<b>Local Chapter Service</b>		
Officer	5 per yr.	_____
Committee Service	1 per yr.	_____
Committee Chair	2 per yr.	_____
<b>Special Projects</b>		
TMCA, Inc.	10 ea.	_____
Local Chapter	5 ea.	_____
IIMC	5 ea.	_____
Other	5 ea.	_____
<b>IIMC Participation</b>		
CMC Certification	10	_____
MMC Certification	20	_____
Officer	7 per year	_____
Committee Service	3 per year	_____
Committee Chair	5 per year	_____
<b>Participation in TMCA, Chapter, IIMC Education</b>		
Instructor	15 ea.	_____
Panel Member	10 ea.	_____
Convener/Coordinator	3 ea.	_____
<b>TOTAL SCORE</b>		<b>0</b>

Name of Nominee: \_\_\_\_\_

Name of Scorer: \_\_\_\_\_

Scorer # \_\_\_\_\_

**Lone Star Municipal Clerk of the Year Scoring Average Form**

Nominee	Scorer 1	Scorer 2	Scorer 3	Average
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0

Note:  
Form requires input from three scorers for accurate calculation.

The Committee Chair should complete this Scoring Average Form after all s have submitted their scores for the nominees. The Chair should identify eac scorer by a number. The average score should populate in the column titled average and will assist in recommendation to the Executive board.