

# Lone Star Chapter Municipal Clerk of the Year Procedures Bylaws Exhibit B-1

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

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.

**Purpose:**

This procedure document is designed to establish guidelines for the Chapter's City Secretary 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 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 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 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 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.
- Before June 15<sup>th</sup> 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--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 \_\_\_\_\_

Nominee: \_\_\_\_\_

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 \_\_\_\_\_



Nominee: \_\_\_\_\_

**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  
CLERK OF THE YEAR  
Scoring Criteria**

Name: _____	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.