



# POLICY AND PROCEDURE MANUAL

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## ABOUT US

On June 10, 2005 a group of City Secretaries from a five county area met in the City of McKinney to discuss the formation of a new TMCA Chapter in closer proximity to their cities.

The attendees felt with the growth of the counties north of Dallas, there was a need to establish a Chapter to offer other resources that might be more convenient to the cities in these areas. Counties that were included in the initial discussions were: Collin, Hunt, Rockwall, Grayson, and Fannin. Twenty-seven city secretaries from the five county areas attended the first meeting.

The 27 attendees voted to move forward with the creation of a new chapter. Support was received from the North Texas Chapter of the Texas Municipal Clerks Association which encompassed the five county split and approval was given by the Executive Board of the Texas Municipal Clerks Association on November 2, 2005.

The first Lone Star Chapter Officers were installed on October 6, 2005. Dues were set and meeting dates were established with a different city hosting each meeting to allow all members the opportunity to attend meetings in close proximity to their cities.

Membership has grown over the past three years and many small cities unable to attend meetings are now active and involved with the Chapter. The Chapter is dedicated to providing education, information and networking for city secretaries. The Chapter is generous in providing local chapter scholarships and educational opportunities for their members.

The TMCA Lone Star Chapter now consists of over 50 members from nine counties including Collin, Dallas and Denton and representing city/town clerks/secretaries, deputy clerks/secretaries, and records management personnel.

# **MISSION STATEMENT**

The Lone Star Chapter of the Texas Municipal Clerks Association is a network of professionals, providing education and support while promoting the city secretary's office and contributing to the quality of service delivered to their citizens.

# HONORARY MEMBERS

Vickie Shaw Davis\*\*  
City of Ladonia

Nancy Meadows  
(Ms. Meadows was instrumental  
towards the establishment of the  
Lone Star Chapter)

# RETIRED MEMBERS

Elaine Bealke \*\*  
City of Plano

Susie Quinn  
City of Rowlett

Beverly Covington\*\*  
City of McKinney

Pam Schmidt  
City of Richardson

Carolyn Jones \*\*  
Town of Fairview

Vickie Varnau  
City of Pilot Point

Nina Jones  
City of Denison

Christie Wilson  
City of The Colony

Barbara Layman  
City of Whitewright

Kathy Wingo\*\*  
City of Lucas

Debbie Newell  
City of Greenville

Di Zucco  
City of Plano

Nan Parker\*\*  
City of Frisco

\*\* Founding Member

# PAST PRESIDENTS

2005 – Sandy Hart, City Secretary, City of McKinney

2006 – Sandy Hart, City Secretary, City of McKinney

2007 – Aimee Nemer, City Secretary, City of Murphy

2008 – Carole Ehrlich, City Secretary, City of Wylie

2009 – Kathy Wingo, City Secretary, City of Lucas

2010 – Kathy Wingo, City Secretary, City of Lucas

2011 – Bruce Dunn, Town Secretary, Town of Saint Paul

2012 – Kathy Wingo, City Secretary, City of Lucas

2013 – Di Zucco, City Secretary, City of Plano

2014- Janis Cable, City Secretary, City of Lowery Crossing

2015 – Vickie Schmid, Assistant City Secretary, City of Richardson

2016 – Jenny Page, City Secretary, City of Frisco

2017 – Alice Holloway, City Secretary, City of Pilot Point

2018 – Shelley George, City Secretary, City of Allen

2019 - Rene Dowl, City Secretary, City of Garland

2020 – Kristi Morrow, City Secretary, City of Frisco

# CLERK/MEMBER OF THE YEAR

**2006**

Clerk of the Year  
Nan Parker, City of Frisco

**2008**

Clerk of the Year  
Sandy Hart, City of McKinney

**2009**

Clerk of the Year  
Carole Ehrlich, City of Wylie

**2010**

Clerk of the Year  
Kathy Wingo, City of Lucas

**2011**

Clerk of the Year  
Di Zucco, City of Plano

**2012**

Clerk of the Year  
Aimee Nemer, City of Murphy

Member of the Year  
Stephanie Storm, City of Wylie

**2013**

Clerk of the Year  
Kathy Wingo, City of Lucas

**2014**

Clerk of the Year  
Shelley George, City of Allen

Member of the Year  
Jenny Page, City of Frisco

**2015**

Clerk of the Year  
Jenny Page, City of Frisco

Member of the Year  
Carole Kuykendall, City of Greenville

**2016**

Clerk of the Year  
Alice Holloway, City of Pilot Point

Member of the Year  
Vickie Schmid, City of Richardson

**2017**

Clerk of the Year  
Susie Quinn, City of Murphy

Member of the Year  
Alice Snyder, City of Plano

**2018**

Clerk of the Year  
Deborah Sorensen, City of Royse City

Member of the Year  
Rene Dowl, City of Garland

**2019**

Clerk of the Year  
Lisa Henderson, City of Plano

Member of the Year  
Kristi Morrow, City of Frisco

# 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 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. 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 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

## MUNICIPAL CLERK OF THE YEAR

TO BE RECEIVED BY MAY \_\_\_\_, 201\_\_

**Nominee's Contact Information**

Nominee's Full Name \_\_\_\_\_

Current Municipality: \_\_\_\_\_ Appointment Date: \_\_\_\_\_

Address \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone \_\_\_\_\_ Email 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 5 years to qualify) From: \_\_\_\_\_ To: \_\_\_\_\_

Number of Years From: \_\_\_\_\_ To: \_\_\_\_\_

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 Committee<sup>1</sup> Chair<sup>2</sup> From: \_\_\_\_\_ to \_\_\_\_\_

Certification Committee Member From: \_\_\_\_\_ to \_\_\_\_\_

Certification Committee Chair From: \_\_\_\_\_ to \_\_\_\_\_

<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.

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

Committee: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_

Committee: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_

*TMCA Committee Chair Service*

Committee: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_

Committee: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_

**Lone Star Chapter Service**

Number of Years as Member (two-year minimum): \_\_\_\_\_

Officer: \_\_\_\_\_ Year \_\_\_\_\_

Officer: \_\_\_\_\_ Year \_\_\_\_\_

Committee: \_\_\_\_\_ Year \_\_\_\_\_ Chair\* ( )

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

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

TMCA, Inc.

\_\_\_\_\_ Year: \_\_\_\_\_

\_\_\_\_\_ Year: \_\_\_\_\_

\_\_\_\_\_ Year: \_\_\_\_\_

Local Chapter

\_\_\_\_\_ Year: \_\_\_\_\_

\_\_\_\_\_ Year: \_\_\_\_\_

\_\_\_\_\_ Year: \_\_\_\_\_

<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 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.

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 Chair\_\_\_\_\_ 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\_\_\_\_\_

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

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

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

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

**Individual Submitting Nomination**

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

Address \_\_\_\_\_ Email \_\_\_\_\_

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.

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\_\_\_\_\_  
(Signature of Nominator)

**NOMINEE:** I attest to all facts contained on this form, and give my permission for the facts to be used for publication. With agreement to accept the Clerk of the Year Award, I understand that, barring extreme circumstances, a nominee must be present at the Award Ceremony to be held at the June meeting of the Lone Star Chapter.

\_\_\_\_\_  
(Signature of Nominee)

**RETURN NOMINATION FORM TO:**

**Clerk of the Year Committee Chair:**

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\_\_\_\_\_

# CLERK/MEMBER 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 yr.	_____
Committee Service	3 per yr.	_____
Committee Chair	5 per yr.	_____
<b>Participation in TMCA, Chapter, IIMC Education</b>		
Instructor	15 ea.	_____
Panel Member	10 ea.	_____
Convener/Coordinator	3 ea.	_____

TOTAL SCORE \_\_\_\_\_

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

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

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

## MEMBER 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 within the Chapter. This individual is nominated by the membership of the chapter.

### **Purpose:**

This procedure document is designed to establish guidelines for the Chapter's Member of the Year Nominating Committee following their appointment by the president and stands apart from the nomination for Clerk of the Year. 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:**

#### **D. Nominations**

Individuals are encouraged to nominate a candidate for recognition as the Lone Star Chapter Member of the Year utilizing the official nomination form. The deadline for submitting nominations to the Member of the Year 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.

#### **E. Eligibility Requirements**

A nominee for the Lone Star Chapter Member of the Year must meet the following requirements:

1. Must be an active member of the Lone Star Chapter for at least two years;
2. Must have provided service on a local level where the opportunity exists, or on a state level;
3. Must have exhibited leadership abilities; and
4. Must currently hold a municipal government position.

#### **F. Selection Criteria**

The Committee shall use the Member 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 1<sup>st</sup>.
- The individual submitting the nomination should briefly summarize the reasons the nominee should be considered as the Lone Star Member 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 Member of the Year Committee Members (Scorers)**

- The Committee Chair will distribute all nomination forms that were received by the deadline along with the 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 Member 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.

### **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  
MEMBER OF THE YEAR  
TO BE RECEIVED BY MAY \_\_\_\_, 201\_\_**

**Nominee's Contact Information**

Nominee's Full Name \_\_\_\_\_

Current Municipality: \_\_\_\_\_ Appointment Date: \_\_\_\_\_

Address \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone \_\_\_\_\_ Email 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 5 years to qualify) From: \_\_\_\_\_ To: \_\_\_\_\_

Number of Years From: \_\_\_\_\_ To: \_\_\_\_\_

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 Committee Chair From: \_\_\_\_\_ to \_\_\_\_\_

Certification Committee Member From: \_\_\_\_\_ to \_\_\_\_\_

Certification Committee Chair From: \_\_\_\_\_ to \_\_\_\_\_

*Other TMCA Committee Service:*

Committee: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_

Committee: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_

*TMCA Committee Chair Service*

Committee: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_

Committee: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_

**Lone Star Chapter Service**

Number of Years as Member (two-year minimum): \_\_\_\_\_

Officer: \_\_\_\_\_ Year \_\_\_\_\_

Officer: \_\_\_\_\_ Year \_\_\_\_\_

Committee: \_\_\_\_\_ Year \_\_\_\_\_ Chair\* ( )

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

**Special Projects**

TMCA, Inc.:

\_\_\_\_\_ Year: \_\_\_\_\_

\_\_\_\_\_ Year: \_\_\_\_\_

\_\_\_\_\_ Year: \_\_\_\_\_

Local Chapter:

\_\_\_\_\_ Year: \_\_\_\_\_

\_\_\_\_\_ Year: \_\_\_\_\_

IIMC:

\_\_\_\_\_ Year: \_\_\_\_\_

\_\_\_\_\_ Year: \_\_\_\_\_

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

\_\_\_\_\_ Year: \_\_\_\_\_

\_\_\_\_\_ Year: \_\_\_\_\_

**IIMC Service**

CMC (Date) \_\_\_\_\_ MMC (Date) \_\_\_\_\_

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

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

Committee Service \_\_\_\_\_ 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 \_\_\_\_\_

**Individual Submitting Nomination**

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

Address \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_

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

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

\_\_\_\_\_  
(Signature of Nominator)

**NOMINEE:** I attest to all facts contained on this form, and give my permission for the facts to be used for publication. With agreement to accept the Member of the Year Award, I understand that, barring extreme circumstances, a nominee must be present at the Award Ceremony to be held at the June meeting of the Lone Star Chapter.

\_\_\_\_\_  
(Signature of Nominee)

**RETURN NOMINATION FORM TO:**

**Clerk of the Year Committee Chair:**

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

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**LONE STAR CHAPTER**

**OFFICER APPLICATION PACKET**

**LONE STAR CHAPTER**  
**MUNICIPAL CLERKS ASSOCIATION**  
**Officers Duties and Responsibilities**  
**Per Lone Star Chapter Bylaws**

**ARTICLE IV. OFFICERS**

The officers of the Chapter shall be a President, President Elect, Treasurer, Secretary, 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.
8. 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. Fulfill 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. Serve as the Chair of the Special Programs Committee.
6. In the event the President position becomes vacant, the President Elect will automatically move into the position of President for the remainder of the term.
7. Fulfill all duties and responsibilities in a timely and responsible manner.

**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. Send out invoices as needed and collect money for confirmed attendance based on RSVP list.
4. Work with the President in filing required documents with IRS or other agencies, as required.
5. Furnish the President with a monthly Treasurer's Report.
6. Attend all meetings of the Executive Board and the Chapter.
7. Maintain all revenues and expenditures for annual review by the Audit Committee.
8. Check in attendees and record monies collected at the Chapter meetings.
9. Deposit all monies collected within 10 business days of receipt.

10. Prepare fiscal year budget as provided in Article X. Serves on the budget committee.
11. Fulfill all duties and responsibilities in a timely and responsible manner.

SECRETARY:

1. Record minutes of all meetings of the Executive Board and membership. Action minutes will be kept with any adopted resolutions, appointments, policies, actions, etc., attached to the minutes to avoid loss of documents and to allow review by the Executive Board. Minutes will be maintained in the official binder or electronic shared folder of the Chapter and made available to the President, Chapter officers and Audit Committee Chair. Minutes must be submitted for approval at the next meeting of the Chapter or Executive Board.
2. After receiving the President's approval, send out notice of meetings, agendas, and any other appropriate information.
3. Solicit, record and distribute RSVP information for Chapter meetings including sending RSVP list to Treasurer.
4. Fulfill duties and responsibilities promptly and timely.
5. Attend all meetings of the Executive Board and the Chapter.
6. Assist the Treasurer at each meeting to check in attendees and record monies collected.
7. Records shall be kept in accordance with Texas State Library Retention Schedules.
8. Maintain the official mailing and emailing lists for the Chapter.

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. Produce and distribute quarterly newsletter; send to Technology/Website Committee Chair for placement on website.
4. Attend all meetings of the Executive Board and the Chapter.
5. Fulfill all duties and responsibilities in a timely and responsible manner.

ELIGIBILITY: The following criteria are hereby established for serving as:

- President Elect and President of the Lone Star Chapter: be a practicing city clerk/secretary or deputy/assistant city clerk/secretary of a municipality performing the duties of the city secretary's office on a daily basis for at least two years, actively working toward certification through the Texas Municipal Clerks Certification Program (TMCCP) and/or regularly attending seminars and events in organizations such as the TMCCP, IIMC, Texas Municipal League, Secretary of State, Texas State Library and Archives Commission, or any other organizations which furthers the education and/or knowledge of duties of a city clerk/secretary, and be a current paid member of the Lone Star Chapter for at least two years.
- Historian, Treasurer, and Secretary of the Lone Star Chapter: be a practicing city clerk/secretary or deputy/assistant city clerk/secretary or employee of a municipality performing the duties of the city secretary's office on a daily basis for at least two years, actively working toward certification through the Texas Municipal Clerks Certification Program (TMCCP) and/or regularly attending seminars and events in organizations such as the TMCCP, IIMC, Texas Municipal League, Secretary of State, Texas State Library and Archives Commission, or any other organizations which furthers the education and/or knowledge of duties of a city clerk/secretary, and be a current paid member of the Lone Star Chapter for at least two years.

All nominees for each position are required to complete and sign a prescribed nomination form to be submitted to the nominating committee. Those nominated from the floor shall also submit a nomination form to the committee in order to determine eligibility. Eligible nominees must have attended at least 60% of the Chapter's business meetings that have been held during the current and past fiscal years. If elected, an Officer must maintain an 80% attendance rate. The Holiday Program and other Special Programs hosted by the Lone Star Chapter do not count towards attendance requirement unless a business meeting is held during the program. All nominees shall be in good standing. "Good standing" means a member must not be in violation of TMCA's Code of Ethics tenets.

#### **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. The Committee shall submit nominations for the positions of Historian, Treasurer, Secretary, and President Elect. The Committee shall submit its report at the August meeting. At the same meeting, nominations from the floor along with those of the Committee shall be voted upon. Such offices shall be decided by a majority of the membership present and voting. The officers so elected shall take their oath-of-office at the meeting in September and shall take office effective October 1 of that same year. Officers 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.

# LONE STAR CHAPTER OFFICER APPLICATION

**Deadline:** \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address \_\_\_\_\_

City, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

# Yrs. as City Secretary: \_\_\_\_\_

# Yrs. as Deputy/Assist.: \_\_\_\_\_

# Yrs. working in CS Office: \_\_\_\_\_

(See the Officer Descriptions and Qualification requirements.)

Membership Dates: Lone Star Chapter \_\_\_\_\_ TMCA: \_\_\_\_\_

Enrolled in TMCCP:  YES  NO

Date of TRMC: \_\_\_\_\_ Recertification Date(s): \_\_\_\_\_

Lone Star Chapter Past Service:

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

Special Projects:

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

City/Other: \_\_\_\_\_

Are you willing to, if nominated, accept advancement to the offices of Secretary, Treasurer, or President Elect if applicable? \_\_\_\_\_

Does your City Council/Manager support your time commitment to serving as an Officer of Lone Star Chapter? \_\_\_\_\_

Officer position desired: \_\_\_\_\_

\_\_\_\_\_  
Signature

Date

# FINANCIAL PROCEDURES

## **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 future decisions made by the membership, 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 by majority agreement 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. (See By-Laws, Article III. Membership.) Membership terms run from October 1 through September 30.

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 the personal payment in the Dues Paid records. (See By-laws, Article VIII, Dues.)

Members with dues in arrears will forfeit their voting rights until such time as dues are paid in full. In addition to the original invoice sent in September, members with dues in arrears will be sent two notices of late dues. The first one will be sent on the first business day in November with the second and final notice sent on November 15 (or

next business day). The notices will include an explanation of the procedures for the payment of dues to be made. If the dues payment is not made within 10 days of the final notice, the Treasurer will send a letter notifying the member of the expiration of their membership, along with dues in arrears will be required to reinstate the member.

### Lunches

The Membership has determined that \$15.00 (fifteen 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 \$15.00 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.

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 prior to the 48-hour deadline for making a reservation. 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. 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.)

### Deposits

All monies collected and received by the Treasurer shall be deposited within 10 business days of receipt.

### Accounts Receivable

Payment of outstanding invoices or receivables will be accepted by cash, check, ACH, or PayPal.

### 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 upcoming year. The process will begin in June of each year and be presented to the membership in August for review and 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.

### 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 and submittal of an expense report with receipts. 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.

### 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 that which is required by the Texas State Library Retention Schedule.

# SCHOLARSHIP APPLICATION PACKET

## SCHOLARSHIP INFORMATION

One of the primary focuses of the Lone Star Chapter is to assist in the professional development of city secretaries and municipal clerks within the Chapter's region. As such, the Chapter has dedicated a portion of each member's dues toward educational scholarships and has established a Scholarship Committee to coordinate fundraising efforts. The Scholarship Committee also reviews and approves or denies the requests for scholarship funds based on the criteria below.

Applicants shall complete the Scholarship Application Form and submit it to the Committee Chair by a pre-determined deadline. Each member of the Committee will assess the applications using a Scholarship Criteria Scoring Sheet and will award scholarships based on the highest number of points. To be eligible for a scholarship, an applicant must be a member for at least six months and attend fifty percent of the meetings. Preference will be given to members not receiving scholarships in the last 24 months.

The number of scholarships awarded each year is determined by the chapter in an amount not to exceed one-half of the balance in the scholarship fund. Members are eligible to apply for an Athenian Dialogue Scholarship in addition to an educational seminar (TMCCP, ARMA, etc.). While additional scholarships may be awarded, at a minimum the Chapter has established one \$500 Vicki Shaw Davis Scholarship to be awarded to a qualified Chapter member seeking certification or recertification.

Additionally, each year the Chapter budget includes \$2.50 per member to be sent to TMCA, Inc. for a scholarship fund.

Reimbursement may be made to the member's city of employment or to the member with documentation of personal payment and submittal of an expense report with receipts. 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 Chapter Treasurer before the end of the following calendar year. Payment in advance of the training may be made directly to the organization providing the training and/or directly to the hotel.

# SCHOLARSHIP APPLICATION

PLEASE PRINT OR TYPE

- I am applying for a Texas Municipal Clerks Certification Program Scholarship
- I am applying for ARMA, CMC, MMC or other educational seminar Scholarship
- I am applying for an Athenian Dialogue Scholarship

\_\_\_\_\_

Name

\_\_\_\_\_

Address, (City, State, Zip Code)

\_\_\_\_\_

Email Address

Current Position:

\_\_\_\_\_ City Secretary:

\_\_\_\_\_ Deputy / Asst. City Secretary

\_\_\_\_\_ City Employee

Number of Lone Star Chapter meetings attended within past twelve months:

\_\_\_\_\_

*(Must have attended at least 50% of the meetings in last 12 months in order to be eligible for a scholarship)*

Currently Enrolled in:

Texas Municipal Clerks Certification Program \_\_\_\_\_

Texas Municipal Clerks Re-Certification Program \_\_\_\_\_

I have previously received a Lone Star Chapter Scholarship:  Yes  No

If yes, when: \_\_\_\_\_

I have previously received scholarship for ARMA/CMC/MMC:  Yes  No

If yes, when: \_\_\_\_\_

I have previously received an Athenian Dialogue Scholarship:  Yes  No

If yes, when: \_\_\_\_\_

I have served on a LSMCA committee(s):  Yes  No

If yes, what committee(s) and when: \_\_\_\_\_Chairman

\_\_\_\_\_Chairman

\_\_\_\_\_Chairman

I, \_\_\_\_\_, am a paid member in good standing, have attended a minimum of 50% of meetings in the last 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. I understand that if I am awarded the Lone Star Chapter Scholarship or Athenian Dialogue Scholarship, it must be used by the end of the calendar year following the year in which the scholarship is awarded; and I commit to do so. I attest that the information on this application is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signed application received by: \_\_\_\_\_

Mailed application to Chair of the Scholarship Committee: \_\_\_\_\_

## SCHOLARSHIP CRITERIA SCORING SHEET

\_\_\_\_\_  
Applicant's Name

- Applying for Texas Municipal Clerks Certification Program Scholarship
- Applying for ARMA, CMC, MMC or other educational seminar Scholarship
- Applying for Athenian Dialogue Scholarship

Requirement	Points	Total
(1) Position:		
City Secretary	15 points	
Deputy or Assistant City Secretary	10 points	
City Employee	5 points	
Retiree	5 points	
(2) Number of Lone Star Chapter meetings attended within past twelve months: _____ meetings.	5 points per business meeting  (must equal at least 25 points for consideration)	
(3) Served as a Lone Star Chapter Officer	5 points per year of service	
(4) Currently enrolled:		
Texas Municipal Clerks Certification Program	20 points	
Texas Municipal Clerks Re-Certification Program	10 points	

<i>For Texas Municipal Clerks Certification Scholarship Only:</i> (5) Have not received one (1) or more Lone Star Chapter Scholarship in the past two years	15 points	
<i>For Athenian Dialogue Applicants Only:</i> (6) Have not received one (1) or more Athenian Scholarship in the past two years	15 points	
	<b>POINTS</b>	
In the event of a tie, work with President to determine which committees each applicant served for current and past year (total 2 years of service)		
Committee Service:		
Member	1 point each	
Chair	2 points each	
	<b>Tie Breaker Points</b>	
	<b>TOTAL POINTS</b>	