



MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS

SPRING NEWSLETTER

APRIL, 2007

HISTORY OF THE MUNICIPAL CLERK

I ran across a pamphlet that was published by the IIMC which chronicles the history of the Municipal Clerk. I found that much of the duties of the clerk are quite the same. The municipal clerk is the oldest of public servants in local government, along with tax collectors. The profession dates back before Biblical times. For example, the modern Hebrew translation of Town Clerk is "Maxkir Ha'ir", which literally translated, means city or town "Reminder". The early keepers of archives were often called "Remembrancers" and before writing came into use, their memory served as the public record. Ancient Greece had a city secretary who read official documents publicly.

At the opening of a meeting, one of his first duties was to decree a curse upon anyone who should seek to deceive the people. The title Clerk as we know it developed during the Middle Ages in England when "clerk" came to mean a scholar, especially one who could read, write and thus serve as notary, secretary, accountant and recorder. The beginning of the office of city clerk in England can be traced back to 1272 A.D. The "Remembrancer" was called upon to remind the council-

"The clerk might also be responsible for other duties such as sweeping the meeting house and selling the seats, ringing the bell, and paying the bounty for jays and blackbirds whose heads were presented to him by the citizens."

ors what had transpired at their previous meetings, since the meeting of the early councils were not recorded in written minutes. When the early colonists came to America the office of the clerk was one of the first to be established. That person kept all the vital records for births, marriages and deaths for the church, as well as various other records of appointments, deeds, meetings, and the election of officers. The clerk might also be responsible for other duties such as sweeping the meeting house and selling the seats, ringing the bell, and paying the bounty

for jays and blackbirds whose heads were presented to him by the citizens. Between 1742 and 1756, in Massachusetts, the General Court made the town clerk responsible for maintaining a list showing each inhabitant's property value and for producing it if necessary to substantiate a person's voting rights. In Woodstock, Massachusetts in 1693, the clerk was given 20 acres of land and a fee of 12 pence for each town meeting. The Town Clerk of Middleboro, Massachusetts was compensated with "one load of fish...delivered to his house." I guess the duties of clerk have changed somewhat after all.

Nancy Weiss, CMC

MAMC Newsletter Director

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MAMC APPOINTS NEW DIRECTOR

At the MAMC board meeting of March 25th, the Board of Directors welcomed Sue Hillebrand as a new director. Sue was appointed to fill the vacancy created by the unfortunate resignation of Bob Schockman. Sue is the Northville Township Clerk, elected in 1992. She has been an active member of our organization since 1993. Sue has served on the MAMC education committee and as chair of the Clerk of the Year

committee for three years. Sue enjoys being a clerk, especially elections. She will serve the term as the Director of Ways and Means. Sue has been married to Tom for 29 years this July. They have two sons, Joe, 24,

a recent graduate from University of Vermont who works as a medical sales rep in Chicago, and Tim, 22, a senior at Grand Valley. Sue and Tom spend most of their spare time at their cottage boating and entertaining family and friends.





FROM THE PRESIDENT

Janet Santos, CMC

MAMC President

To have a year flash before your eyes is pretty scary and overwhelming. Many of you have heard me express my gratitude to serve as your president. Believe me, I can't express it enough! This has been such an honor that I have long anticipated and I am sad to see the time go so quickly.

One reason the time has passed so fast is that you have given our association a great board. The dedication of each board member is outstanding. It has been a pleasure to work with such diverse, strong and experienced individuals. I hope

that I have provided guidance in the same manner that I have received it from my many mentors. I am proud to say that the association is in good hands with our board members and with Dana Muscott stepping in as our president for 2007-08.

We have taken strides in the right direction to continue to provide professional and educational opportunities to our members. The excitement of the education committee changing Institute from MSU to CMU, conference committee booming with ideas and plans, web

site updates to protect the members and adding the resources page to share information, and the change in the by-laws to provide accommodations for an absentee ballot to elect board members, are only a few of the positive changes this year.

The board is committed to positive change and is always working in that direction. So again, it has been my pleasure to work as your President for 2006-07. Thank you!
Janet Santos, CMC

Bangor Charter Township Clerk

TREASURER'S REPORT

Betty Kennedy, MMC

MAMC Treasurer

BANK STATEMENT

Beginning Balance	\$40,455.28	Ending Balance:	
Deposits/Credits	\$97,066.31	Main Bank Account	\$133,424.28
Withdrawals	\$4,097.31	Investment Account	\$24,042.18
		Total Funds	\$157,466.46

PAST PRESIDENTS' REPORT

2007-2008 MAMC BOARD NOMINATING COMMITTEE

The following MAMC Board vacancies shall be voted upon at the Annual Meeting in June at the MAMC Annual Conference. If you are interested in serving on the board, the application is available on the website.

Third Vice President—Township (Term expires 2008)

Two Directors—Township (Term Expires 2009)

One Director—City (Term Expires 2009)

One Director—City (Term Expires 2008)

Director/Treasurer (Term Expires 2009)

BY LAW CHANGE APPROVED BY MEMBERSHIP

At the general membership meeting of March 23rd, the membership approved an amendment to the by laws which allows for absentee ballots to be mailed to clerks who will not be present at the June conference to cast a vote for the 2007-08 Board of Directors. The board is preparing a standing rule which will establish a procedure for this. Watch for a notification on the listserv.





COUNCIL OF ELECTION OFFICIALS REPORT

Dana Muscott, MMC

MAMC First VP

Recently a sub committee was established to study "Early In-Person Voting". The committee was chaired by Kathy Dornan, City of Farmington Hills. The members included Karol Regius, Bruce Township, Janice Vedder, Delta Township, Sue Kaltenbac, Saginaw County, Larry Kestenbaum, Washtenaw County and Dian Zuker, Clinton County. The study included looking at details, such as security, time frames, and who would be involved. Early in-person voting is being proposed for two basic reasons; it is beneficial to the voters, and it would

help local clerks with the processing of absentee ballots. The CEO is not promoting that we set up precincts around the community such as malls, grocery stores, etc., but rather have a tabulator in the clerk's office for up to three weeks in advance of an election. This could be done with existing staff and would not involve the county clerks. The county clerks have supported this in concept and will work with us to iron out the details. Stay tuned...



The CEO is scheduled to meet with Senator Michelle McManus on April 18, 2007, and will discuss election issues and our position on pending bills. Representative Marc Corriveau met with CEO in February to also discuss election legislation. CEO is a key committee when it comes to pending legislation that might affect our jobs.

LEGISLATIVE COMMITTEE REPORT

Ann Ulrich, CMC

MAMC Second VP

Congratulations to State Representative Chris Ward for his recognition and award as Legislator of the Year. Chris Ward, who was a clerk prior to being elected has been very supportive and helpful to MAMC.

The MAMC Legislative Committee is made up of City, Township, and Village Clerks. Committee members are charged with the responsibility of keeping our legislators informed of clerk's positions on various bills that affect us in our duties, especially in the area of elections. Our committee meets monthly, and works closely with our Lobbyist Bill Zaagman, Chris Thomas, Bureau of Elections, and Tom Frazier of MTA. Currently the Legislators are

really not focused on election issues, due to the \$900 million deficit they are trying to solve. However, the MAMC legislative committee discussed & supported the five bills that are likely to be taken up first by the Legislature: permanent AV lists, no reason AV, early processing of AV ballots, recalls and recounts. We are always interested in your help and input. Just fill out the Legislative Input form which can be found on the MAMC website under Newsletters.

Kalamazoo Deputy Clerk Nominated to National Task Force

Virginia Vander Roest, CERA, Kalamazoo Deputy Clerk was named to the National Task Force on Training and Education organized by the Election Center. "This will be a national focus for the election profession to find common elements of what works best for election training, including staff, voter education and poll worker education," said R. Doug Lewis, Election Center Executive Director. Vander Roest will serve as one of

the 40 members on the task force. "She was selected to represent the profession in developing or refining innovative training and education to make the democratic process work better for all voters." Lewis said. "The group will work together on generating suggestions of how best to train adults in a short time and how to handle more complex voting requirements." Vander Roest, a resident of Paw Paw, has served voters in the City of Kalamazoo for seven years.



She has been certified by the Election Center and Auburn University as an Elections Registration Administrator. She is the first female and only current certificate holder in the State of Michigan.





CONFERENCE COMMITTEE REPORT

Jeff Hawkins, CMC

Dan Kasinic, CMC

MAMC Conference Chair

MAMC Conference Co-Chair

MAMC 2007 EDUCATION CONFERENCE “AN ODYSSEY OF EDUCATION”

In depth planning continues for the 2007 MAMC Annual Education Conference scheduled for Tuesday, June 26th through Friday, June 29th at the Troy Marriott Hotel & Conference Center in Troy, Michigan. As is our goal every year, the Conference Committee hopes to provide a wide range of relevant educational opportunities in an environment that promotes socialization, networking and an enjoyable learning experience.



Troy Marriott Hotel & Conference Center

Pre-conference offerings on Tuesday, June 26 include:

Masters Class: True Colors: See what motivates, stresses, and brings joy to different personalities; and The Murk, Muck & Myth of Negativity - Learn to understand and manage the affects of negativity. With this class you are eligible to earn Master Municipal Clerk Accreditation credits; or

Clerking 101: This class provides an overview of the duties and responsibilities of municipal clerks. It will provide the basic clerking skills, essential information for new clerks and a great refresher for experienced clerks.

Each of these additional **full-day classes** is offered for an extra fee. Class fees include instruction, materials, breaks and lunch!

As in the past, we will hear some great speakers like State Bureau of Elections Director Chris Thomas,

MAMC President Janet Santos, Secretary of State Terri Lynn Land, and US Election Assistance Commission Chairperson Donetta Davidson. Three special guest speakers will help to make our week of education the most that it can be. We have also scheduled the annual Clerk of the Year Dinner on Wednesday evening, with awards being presented by Secretary of State Terri Lynn Land and entertainment by Cool-2-Duel, followed by the President’s “Fiesta” on Thursday night with some very special interactive entertainment planned!!!

Some of the other conference activities will include: 2nd Annual 5K Fun Run /Walk, MAMC Pool Party & BBQ, “Make your Vendor VOTE Count”, 8th Annual MAMC Golf Outing, “Proudly Made in Michigan” Conference Store, Silent Auction, Hospitality Suite, Vendor Displays, Door Prizes, and of course, networking.

The conference brochure will be mailed in late April to all clerks, members and non-members, detailing many educational classes and conference events that will be offered this year. If you do not receive your

brochure, please visit the website at www.michiganclerks.org and click on the conference section for printable forms and brochures.

If you have any questions or comments regarding the conference, please do not hesitate to contact me at (616)364-8466 ext #118 or hawkinsj@plainfieldhcharterwp.org.

We look forward to seeing you in

Marriott Is 100% Smoke-Free

The new policy includes all guest rooms, restaurants and lounges, meeting rooms, public space and employee work areas.

Troy where you can expect “An Odyssey of Education”.



Special thanks to the members of the conference committee for their hard work on this great conference.





IIMC UPDATE

IIMC ANNUAL CONFERENCE—MAY 22-26, 2007

NEW ORLEANS EARLY BIRD

EXTENDED

Having mailed the New Orleans preliminary program four weeks later than usual, IIMC is extending its Early Bird deadline from Saturday March 31 -- to Monday, April 16, 2007. The deadline extension provides IIMC members with an extra four weeks to register.

NEW ORLEANS METROPOLITAN CONVENTION/VISITORS BUREAU UPDATE

As the IIMC Conference in New Orleans approaches, NOMCVB understands that IIMC members may have concerns about media coverage of unfortunate criminal activity in neighborhoods outside New Orleans' tourism corridor. What the media fails to report is that crime predominantly is drug and gang related violence that has taken place in the early morning hours in the outlying, sparsely populated neighborhoods of the city, not in areas frequented by visitors or convention delegates.

Keep in mind that New Orleans still remains experience-wise

and statistically, a safe place to visit. What goes relatively unreported by the media is that New Orleans successfully and safely has welcomed tens of thousands of visitors in 2006, including Mardi Gras; Jazz Fest; business meetings and conferences ranging from 10 people to 24,000; and major sporting events such as the Sugar Bowl.

City leaders and police officials are working in partnership with the business community to address crime. As a visitor, the most visible action you'll likely notice are increased patrols from the New Orleans Police Department and Quality of Life officers, enhancing the already safe record of popular tourist areas.

Part of the charm of New Orleans is that it is a walkable city with hotels and restaurants near the Convention Center and French Quarter. The NOMCVB encourages visitors to be mindful of their surroundings as they would in any major American city, avoid venturing into dark or sparsely populated areas, and ask the hotel staff or the NOMCVB if they have questions.



The host hotel, the Marriott, continues to accept reservations, is adjacent to the French Quarter, and convenient to a variety of sites in and around the Quarter.

The education highlights include:

- Seven general sessions
- Six MMC Academies
- Three Athenian Dialogue Sessions
- An ARMA Track
- 28 Concurrent Education Sessions

2007 STATE / PROVINCIAL/ NATIONAL PRESIDENT'S ROUNDTABLE

The roundtable will be held on Tuesday, May 22, 2007 in New Orleans at the Marriott Hotel, Room La Gallerie 5 from 3:00—5:00 PM. This is an excellent time to come and share association news, concerns and general information. Please forward any agenda items by May 1, 2007 to chriss@iimc.com.



MEMBERSHIP CAMPAIGN

The new membership campaign that has been running in the News Digest starting this year has brought in five new members. Please refer to recent issues or visit iimc.com.

MCEF

In 2006, MCEF reached a milestone having raised \$1 million over the last 20 years. Don't forget the Walk/Run and Silent Auction at the conference. Even if members do not attend, they

can always donate an item to the auction and help their colleagues with a pledge toward the walk/run. Look for the MCEF Annual Report in the April News Digest.

NEWS DIGEST

IIMC's News Digest continues to improve in subtle ways. The printing costs have been reduced by 30%. The IIMC continues to look for authors who specialize in the fields of management and leadership.





EDUCATION COMMITTEE REPORT

Mary Kotowski, CMC

Dan Kusinic, CMC

MAMC Education Chair

MAMC Education Co-Chair

MAMC INSTITUTE 2007 "You should have been there!"

On behalf of the MAMC board, the Education Committee and everyone that attended the first MAMC Institute held in Mt. Pleasant, all I can say is "You should have been there!"

We are still summarizing the evaluations, but I can tell you what people were saying and the general feeling that I had at the institute.

Many discovered a lot about them-

selves and each other during the week in Mt. Pleasant. They learned that education can be challenging and still be fun, being late for class can be expensive, long conversations with our peers can be stimulating and in some cases more enlightening than the professional instructors. Meeting new friends is an unexpected pleasure. And of course, "Always obey the facilitator."

Some people admitted that they dreaded the week when they came in on Sunday. It was a long week that

was packed with great classes and an interactive program that kept everyone engaged. The food and the service at the Comfort Inn were great, too. It went by quickly and before we knew it, the first and second year classes were already talking about next year. The third year class was sad to see their Institute experience end.

In the meantime, please mark your calendar for **March 9 - 14, 2008** for Institute 2008. Don't miss the next one!



Welcome by Rob Flynn,



Opening Night Orientation



First Graduating Class from the MAMC Institute at Central Michigan University



Lew Bender, Facilitator





EDUCATION COMMITTEE REPORT

Mary Kotowski, CMC

Dan Kusinic, CMC

MAMC Education Chair

MAMC Education Co-Chair

Master Academy

We tried something new this year. The Institute and The Master Academy Class came together for an outstanding day of legislative training with Tim Skubick. The biggest complaint that we heard from the Master Academy Class was “Hey, Institute wasn’t like this when I went through it.” The Institute participants appreciated the questions and discussion with the Master Academy Clerks and thought they added another valuable dimension to their learning experience.

In spite of the success of the program, it is unlikely that we will combine the classes in the future. However, we are very glad that so many clerks were able to get a first hand look at our “new beginning at CMU.” We are considering a Master Academy that is

basically a condensed version of the Institute experience where one may complete 18 hours of training in three days. Stay tuned for more information about that possibility.

The next Master Class will be held on June 26, 2007 in Troy Michigan as a pre-conference session.

Education Day

The March 23rd Education Day was well attended with 289 clerks, deputies and support staff pre-

registered for this event. Thanks to the Education Committee, especially those who volunteered to help check-in everyone in the morning.

It was a very good day! Thanks

to the MAMC Board, Education Committee, our presenters Secretary of State Land, Chris Thomas and staff, ES&S, Fidar, Miller Consulting, Maryanne Cornelius, Nancy Weiss and Sue Morrow, and my Deputy Catherine Garnham for helping with program planning.

If you missed the day, we video taped most of the sessions, the DVD will be available in approximately two weeks and the handouts will be posted to the MAMC website also.

Conference

Don’t miss out on summer educational opportunities in Troy Michigan, June 26-29, 2007 at the summer conference - it is packed with knowledge. Clerking 101 will be offered on June 26, 2007 (pre-conference education). Check the website in mid April so you don’t miss these opportunities.

Certification Requirements

Make sure you visit the IIMC website to review the new standards, and to keep your certifications renewed.



MAMC Board Members



Michigan Secretary of State Terri Lynn

Maryanne Cornelius, CMC

Receiving Boards





IIMC REGION V REPORT

Kathy Dornan, CMC

Director, Region V



Hello everyone. Things have been fairly quiet on the IIMC front the past couple of months. Because of financial shortfalls, most of the executive committee travel has been stopped, with the exception of officers representing IIMC at state conferences across the country in which the State Associations are paying for the travel. President O'Connor has been traveling Europe on personal holiday with her husband for several weeks; President Elect Tokar will be representing IIMC this week at the California Clerks State Conference as their invited guest and expense.

As you know, IIMC has been utilizing the services of our communications consultant, Chris Shalby, as Interim Director of the IIMC since May of 2005 when Director Joe Tierney left. Chris let the Board know last December that he was not interested in the full-time position of director, citing personal and family obligations at that time were making it impossible for him to move forward in that position. We advertised for the ED position and received over 30 resumes from all

over the country to fill this position. Subsequently, after losing his father to cancer a few weeks ago, Chris Shalby has decided that he is interested in the position, if some changes were made to the job description and responsibilities of that title. We are currently negotiating a contract with Chris, and I hope by the time you receive this newsletter that Chris is on-board as our new, full time Executive Director. I feel that Chris is the right person for the job at this time; has history with IIMC due to working with this organization for more than 20 years; has led us through the last two years of financial restraints and reorganization with quality leadership and management skills and that it is in IIMC's best interest to keep Chris on board at this time. Hopefully a contract will be finalized with him in the next few weeks.

Headquarters has been sending Email blasts on the May conference in New Orleans. Registration is currently down, and we hope we will gain numbers in clerks attending over the next few weeks. I



know that many communities are under financial constraints and that conferences and workshops are the first things cut from budgets. I hope

that many of you will attend. We promise to make this a worthwhile conference and there are a lot of great educational sessions being planned. Because the hotel lobby will be under renovation at the time we are there, the hotel is providing a free breakfast to all conference attendees three of the mornings as a request for forgiveness for our inconvenience. That's three meals we don't have to pay for so keep it in mind. I know that some of you may be concerned with safety. We have been assured that our hotel area and the immediate area surrounding our hotel is very safe, walkable and friendly, with extra protection being provided. Most of the stories you hear about crime and trouble are in the outlying areas of New Orleans where buildings are still gutted and in disrepair due to Hurricane Katrina. I assure you that safety is not a problem. Please try to attend. I hope to see you here.

Remember if you have any issue with IIMC or need any help, please let me know and I would be happy to assist you. Again, thank you for letting me serve you as your IIMC Region V Director.



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YOUR MAMC 2006-2007 BOARD OF DIRECTORS

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Nancy M. Weiss, CMC Director Newsletter

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MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS

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MISSION STATEMENT

The purpose of the Michigan Association of Municipal Clerks Board of Directors shall be to promote, enhance, and encourage the professional development and standing of municipal clerks through cooperation, communication, education and training by utilizing seminars, institutes and meetings; to promote and encourage improvement of methods and procedures of duties performed by clerks; and to address legislative matters relating to the municipal clerks' responsibilities.



Use the listserv

mamc@michiganclerks.org

Visit the website

www.michiganclerks.org

MAMC LISTSERV

mamc@michiganclerks.org

The MAMC listserv is now only available to members of our organization. This is a real good reason to be a member of our professional organization. We encourage you to utilize the listserv to ask questions, gather information, or inform your colleagues of anything you think might be useful.

"It's a terrible thing to look over your shoulder when you are trying to lead— and no one is there."

*Franklin Delano
Roosevelt*

MAMC WEBSITE

www.michiganclerks.org

The MAMC website is another useful tool for information from your organization. Visit our resources page which is growing constantly with documents, policies, surveys and other information useful in our profession. Soon, we will be instituting a password protected website which will allow only our members to visit certain areas of the site.



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