

Michigan Association of Municipal Clerks  
Annual Conference and General Membership Meeting  
June 27, 2007  
Troy Hilton, Troy, Michigan

The general membership meeting of the Michigan Association of Municipal Clerks was called to order by President Santos at 3:45 PM.

President Santos recognized the Board members and the Past Presidents in attendance.

**Motion by** Roger Sprague seconded by Chris Swope to suspend taking the roll call. **Motion carried.**

**Motion by** Kyle Stack seconded by Kim Murphy to approve the minutes of the March 23, 2007 General Membership Meeting as presented. **Motion carried.**

**Executive Committee Report:**

**President' Report**

Janet Santos expressed her gratitude for the privilege of serving the MAMC as President. She highlighted some bright spots of the year, and those new friends she has made along the way. She mentioned attending, MML, MTA, Region V, IIMC International Conferences and statewide updates. She also thanked her husband Pete for his constant support. She now takes on the role of Past President. She will continue to work on the site of the 2010 and 2111 conferences.

**Report of the Finance Committee**

**Audit Report**

Treasurer Kennedy reported the MAMC received \$ 128,167 in revenue, and expended \$133,457. **Motion by** Chuck Marshal, seconded by Marianne Cornellius, to accept and file the Treasurers report. **Motion carried.**

**Report of Treasurer**

**2008 Proposed Budget and Adoption**

Treasurer Kennedy presented the 2007/2008 Budget. There were no questions from the general membership. **Motion by** Chris Swope, second by Marcia Rolley to adopt and file the 2007/ 2008 budget as presented. **Motion carried.**

A question related the tax exempt status of the organization was posed. Treasurer Kennedy indicated that this was a resent issue brought to the attentions of the Board by the Troy Marriott. A complete background search will be completed as to the standing of the organization at the time of formation in 2000. Once we obtain the background documentation the Board will move forward to determine the correct resolution to the issue.

## **Report of Committees:**

### **Conference**

Director Hawkins welcomed the conference attendees. He indicated this was the time to participate in great education sessions, eat good food, make new friends, and see old ones. He wished all a safe journey home at the conclusion of the conference. He thanked the Board, Mary Bender, the Hotel Staff, Troy City Clerk's office staff and the conference attendees for their support. He also thanked Sue Morrow for her support by allowing him time at work to attend to the needs of conference planning. The Walk/Run event had 22 participants. Clerking 101 had about 64 participants, while the Master's Class had 99. The total conference attendance was about 248. He asked attendees to note that door prizes were abundant, and you must be present in the room to win (thank you City of Troy Clerk's Office). Please visit the Made in Michigan Shop and also place your bid on the silent auction items. The proceeds go toward future MAMC scholarships and conferences. He asked for assistance locating future made in Michigan products. Jeff noted and thanked BSA for once again providing the hospitality suite. He thanked all other vendors and donations. Clerk of the Year Award Dinner will begin at 5:30 p.m. with a reception, dinner at 6:30 pm. Secretary of State, Terri Lynn Land will be attending the awards dinner. Thursday at lunch we will be entertained by a comedian. Speakers include Ike McKinnon. This year the President's Dinner will have a Mexican theme with entertainment and Mexican activities. The poll will open to cast your ballot for new board members on the Thursday afternoon. It will be located near the ES&S booth (1:00-3:30 p.m.). Friday's closing speaker will be Ernie Harwell.

General reminders included: fines for cell phones during class and speaker times, no pens, no paper, no name signs and sleeping in class. Please complete evaluation forms and turn in name badge holders at the conclusion of the conference. Vendors have decorated booth by conference theme; vote for your favorite as they stand to win a booth space at the 2008 conference. Note cancelled classes and room change venues.

### **Education**

Director Kotowski thanked the Education Committee and the COTY Committee. She noted that certificates for attendance at conference, Clerking 101, and

Master's class were completed and available. Also all committee members would receive an attendance certificate. She informed the membership of the draft elections record management draft that is available on line at the Michigan/ Arts/ Library site at [www.michigan.gov](http://www.michigan.gov). The following dates were noted:

Master's Class	September 12, 2007	Mount Pleasant
Institute Dates	March 9-14, 2008	Mount Pleasant
	March 8-13, 2009	Mount Pleasant
	March 15-19, 2010	Mount Pleasant

Educational points have been certified for all of these classes.  
Director Kasunic reviewed the classes for conference and the changes.

### **Council of Election Officials**

First Vice President Muscott reported the CEO meets monthly in Delta Township. They meet the third Wednesday of the month at 11:00 am. Issues pending in the legislature include: early and in person voting/ CEO supports; no reason AV/ CEO supports; permanent AV mailing list/ CEO supports, moving school board election date/ CEO supports; and the creation on an inactive voter list/ CEO supports.

### **Legislative Report**

Second Vice President Ulrich recognized the committee members and asked the conference attendees to watch the list serv for emails about moving or pending legislative issue. The Legislative Committee of the MAMC supports the issues as reported by the CEO.

### **Web Site/Membership**

Director Hope indicated we are 892 members strong. Director Blake is adding resources to a growing list of topics on the web site resource pages. Please check it out. The Board is working to implement a member login feature. General information about the organization will still be open to all that seek to learn about MAMC. Resource information will be limited access to those with membership rites. List Serv is still an issue. Director Hope thanked those who responded in a positive manner to the use of list serv. It shows that the communication tool, as it was intended to be, is working. He reminded the attendees of the following: don't reply to all it is still an issue for some members, messages from members that additionally want information usually indicate so, and so some reply to all is appropriate based on information requested by one or more; just be patient and work with the list serv requests, let's see how it goes. Last of all, you have the ability to subscribe or unsubscribe at will....

## Way and Means

The membership is considering a change to the Rules of Order and Business. This change attempts to more equally balance the job responsibilities and duties of the members of the Board of Directors.

**Motion by** Joel Hondrop, seconded by Ellen Marshall, to adopt the changes as proposed to the Michigan Association of Municipal Clerks Rules of Order and Business. **Motion carried.**

## Michigan Association of Municipal Clerks RULES OF ORDER and BUSINESS

### ARTICLE I. - DUTIES OF OFFICERS.

The duties of the Officers of this Association shall be as indicated in the bylaws, as prescribed by the Executive Committee, and additionally, but not limited to, as follows.

**PRESIDENT:** The President shall be the presiding officer of the MAMC and shall make appointments and be an ex-officio member to the following committees: Conference, Education, Finance, and Legislative and any other committees as established by the Board of Directors. The President is expected to attend the annual conference of the International Institute of Municipal Clerks, the IIMC Region V Annual Meeting, and all MAMC meetings. The President, or their designee, shall represent the MAMC at meetings of the MML and MTA as required. The President, in cooperation with the 1st Vice President, shall have the authority to assign and/or reassign the duties of each Director.

**1st VICE PRESIDENT:** The 1st Vice President shall assume the duties and responsibilities of the President in the event of his/her absence, the incapacity or vacancy of the position. He/She shall also preside as the Chair of the CEO to MAMC and alternate the CEO Chair with the County Clerk's Association and shall be a voting member of the Legislative Committee. The 1<sup>st</sup> VP shall serve as the Liaison to the Michigan Secretary of State and the Bureau of Elections.  
(Revised June 2007)

**2nd VICE PRESIDENT:** The 2nd Vice President shall be Chair of the Legislative Committee and be a voting member of the CEO.

**3rd VICE PRESIDENT:** The 3rd Vice President shall serve as Chair of the Publications Committee and serve as coordinator/editor of the MAMC Newsletter and shall be responsible for the distribution and publication of a newsletter at least quarterly. The 3<sup>rd</sup> Vice President shall be responsible for all other

publications of the Association such as special flyers, promotional materials, etc.  
(Revised June 2007)

**DIRECTOR-MEMBERSHIP:** This Director shall serve as Membership Coordinator and shall be responsible for the maintenance of all membership records as currently being maintained by the Association. This person shall be responsible to prepare and mail all membership applications, ID cards and pins, and coordinating receipt of membership funds with the Treasurer. This person shall be responsible for maintaining and mailing the MAMC membership brochure. This director shall also make arrangements for the Board and General Membership meetings in conjunction with the two (2) conferences of the Michigan Municipal League and that of the Michigan Townships Association. (Revised June/26/03). This director will also be responsible for the Mentoring Program (revised June 26, 2007)

**DIRECTOR-CONFERENCE COMMITTEE CHAIR:** This director shall serve as Chair of the Conference Committee and shall have the responsibility of coordinating and planning the annual meeting and conference of the MAMC. When appropriate, this person shall serve as Chair of the IIMC Region V Conference Committee.

**DIRECTOR-CONFERENCE COMMITTEE VICE-CHAIR:** This director shall serve as Vice-Chair of the Conference Committee and shall assist the Chair in all duties and responsibilities of coordinating and planning the Annual Conference of the MAMC and other events as assigned. (Revised June 26, 2007)

**DIRECTOR-WAYS & MEANS CHAIR/PUBLIC RELATIONS/HISTORIAN:** This director shall serve as Chair of the Ways and Means Committee and shall provide recommendations for amendments to the Association By-laws, Rules of Order, Standing Rules, Resolutions, and Statements of the Organization, and in working in cooperation with the Secretary, shall be responsible for the update and maintenance of all related documents. This director shall be responsible for media/public relations of the MAMC and shall forward all appropriate documents for publication in the Association Newsletter. This director shall serve as Historian and shall perform all related duties to keeping the history and records of the MAMC, in conjunction with the Secretary. This Director shall also serve as the Chair of the Clerk of the Year (COTY) Committee. (Revised June 26, 2007)

**DIRECTOR-EDUCATION COMMITTEE:** This director shall Chair the Education Committee. Chair duties shall include, but not be limited to, coordinating all educational programs for the MAMC and working with the IIMC, MML, MTA and the Michigan Municipal Clerks Institute to develop programs of educational value to municipal clerks. This person shall also serve on the State Election Accreditation Committee. (Revised June/26/03)

**DIRECTOR – EDUCATION VICE-CHAIR:** This director shall serve as Vice-Chair of the Education Committee and shall assist the Chair in all duties and responsibilities of that committee, as assigned. (Revised June 26, 2007)

**DIRECTOR - SECRETARY:** The Secretary shall be responsible for recording the minutes of all proceedings of the organization and shall transcribe, prepare and distribute these to the members of the Board of Director's for approval within 15 business days of the meeting in which they are to be considered. A synopsis of approved minutes of membership meetings shall be submitted to the Publications Director for publication in the quarterly newsletter. The Secretary shall keep approved minutes in the official record book of the organization with indexing to facilitate the ease in locating past actions. The secretary shall have custody of all records, books, and official papers of the organization. The Secretary shall work with the President to coordinate the preparation and distribution of the meeting agendas and information packets. The Secretary shall be responsible to order and distribute the Association stationery.

**DIRECTOR-TREASURER:** The Treasurer shall provide an accurate account of the financial standing of the Organization and shall invest the reserve monies in a secure manner. Additional duties shall include, but shall not be limited to preparation of a monthly balance sheet to be provided to the Executive Board to include all revenues and expenditures for the past 30 days; maintain accounts payable/receivable; maintain and balance savings/checking statements; maintain insurance records; assist in the preparation of an annual financial statement for reporting at the annual business meeting of the Association; responsibility and reporting of fixed assets, taxes, IRS reports, etc. The Treasurer shall serve as the Chair of the Finance Committee. (Revised June 26, 2007)

**IMMEDIATE PAST PRESIDENT:** The Immediate Past President must be an active clerk or deputy clerk and shall be the Chair of the Nominating Committee and the Conference Site Selection Committee. This person shall Chair any special committees as assigned by the President. (Revised June 26, 2007)

## **ARTICLE II - COMMITTEES.**

**CONFERENCE COMMITTEE:** The purpose of this committee is to plan and organize the Annual Conference of the MAMC. This shall include, but not be limited to, establishment of a conference theme, registration, meals and housing arrangements, facilities coordination (in conjunction with the site selection committee), vendor/contributor solicitations, special events/entertainment, speakers (in coordination with the education committee), with all final approvals, etc. to be determined by the Board of Directors.

**EDUCATION COMMITTEE:** The purpose of this committee is to plan and organize the educational program for the annual conference, including the

selection of and arrangements for all educational speakers. This committee shall also develop other programs to enhance education, IIMC Certification and advanced accreditation classes and special various educational classes and training seminars to be held throughout the State on an annual basis. This Committee would be responsible to receive and review all requests for MAMC scholarships, and to make recommendations regarding their approval to the Board of Directors. This committee would also work in conjunction with the State on the Election Accreditation program.

**FINANCE COMMITTEE:** The purpose of this committee is to prepare an annual budget of the Association, and to make recommendations and assist in decisions regarding scholarships and conferences. This Committee shall also be responsible for recommending to the Board of Directors the establishment or amendment of the dues structure. (Revised June 26, 2007)

**LEGISLATIVE COMMITTEE:** The purpose of this committee is to monitor all pending or proposed legislation that pertains to the responsibilities or functions of the municipal clerk by attending the meetings of the Council of Election Officials, and talking with other State legislative committees and subcommittees. Members of this committee shall be considered active members of the CEO, and some shall be voting members of the CEO. This committee shall also take an active role in initiating changes or additions in legislation that would enhance the duties of the municipal clerk. Other duties may include writing letters or calling legislators or testifying at public meetings regarding pending legislation. The legislative committee shall work as part of a network informing other clerks of potential legislation and encouraging assistance. This committee shall formulate all legislative resolutions to be considered by the membership.

**NOMINATING COMMITTEE:** The nominating committee shall prepare and publish a notice of upcoming vacancies on the Association Board of Directors, with notice containing the eligibility of office, an application form, and submission deadline date. This committee shall convene at least thirty days prior to the annual meeting and shall review all applications submitted from interested persons and prepare a qualified ballot of officers to be presented to the general membership at the annual meeting.

**SITE SELECTION COMMITTEE:** The Site Selection Committee shall be responsible for securing a location for the annual conference, visiting the site for acceptability, with a site to be secured three (3) years in advance. The committee shall consist of the five (5) most recent active MAMC Past Presidents, with the most recent past president acting as Chair.

**ACTIVE PAST PRESIDENTS COMMITTEE:** The Past President's Committee shall be responsible for performing jobs, tasks, duties or providing research for various issues as requested by the President, upon confirmation of the Board of

Directors. This Committee shall consist of the immediate past five (5) active presidents. (Revised June 26, 2007)

### **ARTICLE III - DUES.**

The dues for the MAMC shall be established by the membership and shall be based on population as follows: Governmental Units 5,000 & under \$50/Primary, \$40/each additional. Governmental Units over 5,001 \$60/Primary, \$40/each additional. Associate members \$85 each.

(Effective January, 2001)

### **ARTICLE IV - FORFEITURE OF OFFICE.**

Members of the Board of Directors may be permitted three (3) excused absences during any given year provided the Committee is meeting monthly. Should the Board agree to meet quarterly, there shall be one (1) excused absence permitted. Excused absences must meet the following criteria:

1. Requests for excused absences must be requested in writing.
2. Requests must be received by the President within 24 hours of the meeting.
3. Absence requests shall be approved by the Board of Directors and recorded in the meeting minutes.

If there is non-compliance by any officer with these requirements, the Board of Directors may consider the termination of that officer with dismissal to be voted upon and approved by a majority of the Board of Directors present at the meeting at which the vote is being taken.

### **ARTICLE V - MEETING SCHEDULE.**

The Board of Directors of the MAMC shall meet at least quarterly.

### **ARTICLE VI - AGENDA FOR ANNUAL MEETING:**

At the annual meeting of the Association, the minimum order of business shall be as follows. The roll call may be suspended by a majority vote of the members' present.

1. Roll Call
2. Approval of Minutes
3. Report of the Executive Committee - President's Report
4. Report of the Finance Committee - Audit Report
5. Report of the Treasurer - Proposed Budget and Adoption
6. Reports of Other Committees  
Conference Committee

- Education Committee
  - Legislative Committee
  - Membership Committee
  - Ways & Means (By-laws, etc. if any)
  - Publications/Website
  - Site Selection Committee
  - Work of Past President's Committee (if any)
7. Report of the Nominating Committee and Election of Officers
  8. Unfinished Business
  9. New Business
  10. Adjournment

## **ARTICLE VII - Reserved For Future Use**

## **ARTICLE VIII - AMENDMENTS.**

These Rules of Order may be amended by a majority vote of the members present and voting at the annual meeting.

- Adopted: August, 2000.
- Amended: August 13, 2001
- Amended: August 14, 2002
- Amended: June 26, 2003.
- Amended: June 26, 2007

## **Publication/ Newsletter**

Director Weiss has enjoyed the production of the newsletter, and encourages you to look for the next addition.

## **Site Selection**

The committee is considering a new site in Traverse City for the 2010 Conference.

## **Past Presidents**

Past President Kowal welcomed Janet to the Past President's Board. The past presidents have been busy. They implemented the AV process in the election of the Board members beginning in 2007. Forty ballots were sent out. They also worked with candidates/applications/and instructions. They presented the following:

## Report of the Nominating Committee and Election of Officers

President/ First Vice-President/ Second Vice-President  
Motion by Bartholomew, second by Stack to cast an unanimous ballot and elect to the offices as follows: Dana Muscott/ President; Ann Ulrich/ First Vice President; and Todd Blake/ Second Vice President. **Motion Carried.**

Third Vice President  
(Four year term)

Evan Hope – Delhi Township

Past President Kowal held the nomination open on the floor for additional nominations. No nominations were presented. Past President Kowal again called for nomination from the floor. No nominations were presented. Past President Kowal called for a third time for nominations from the floor for the office of Third Vice President. No nominations were presented. **Motion by** Bartholomew, second by Swope to place in nomination, cast a unanimous ballot and place the name of Evan Hope as a candidate for the position of Third Vice Chair. **Motion carried.**

Director-Treasurer  
(term to expire 2009)

Betty Kennedy – Clerk Treasurer  
Village of North Branch

Past President Kowal held the nomination open on the floor for additional nominations. No nominations were presented. Past President Kowal again called for nomination from the floor. No nominations were presented. Past President Kowal called for a third time for nominations from the floor for the office of Director-Treasurer. No nominations were presented. **Motion by** Dornan, second by Riley to place in nomination, cast a unanimous ballot and place the name of Betty Kennedy as a candidate for the position of Director/ Treasurer. **Motion carried.**

Director–City  
(term to expire 2009)

Nancy Weiss – City of Birmingham

Past President Kowal held the nomination open on the floor for additional nominations. No nominations were presented. Past President Kowal again called for nomination from the floor. No nominations were presented. Past President Kowal called for a third time for nominations from the floor for the office of Director-City. No nominations were presented. **Motion by** Shannon, second by Sprague to place in nomination, cast a unanimous ballot and place the name of Nancy Weiss as a candidate for the position of Director-City. **Motion carried.**

Director-City  
(term to expire 2008)

Dan Kasunic- City of Kentwood

Past President Kowal held the nomination open on the floor for additional nominations. No nominations were presented. Past President Kowal again called for nomination from the floor. No nominations were presented. Past President Kowal called for a third time for nominations from the floor for the office of Director-City. No nominations were presented. **Motion by** Luskin, second by Hathaway to place in nomination, cast a unanimous ballot and place the name of Dan Kasunic as a candidate for the position of Director-City. **Motion carried.**

Director- Township  
(term to expire 2009)

Choose Two

Sue Hillebrand-Northville Township

Joel Hondorp-Byron Township

David Trent-Salem Township

Past President Kowal held the nomination open on the floor for additional nominations. No nominations were presented. Past President Kowal again called for nomination from the floor. No nominations were presented. Past President Kowal called for a third time for nominations from the floor for the office of Director-Township. No nominations were presented. **Motion by** Bartholomew, second by Swope to place in nomination, cast a unanimous ballot and place the names of Sue Hillebrand, Joel Hondrop and David Trent as candidates for the position of Director- Township. **Motion carried.**

Candidates Hondrop and Trent addressed the general membership. Past President Kowal instructed the members on the voting rights of each community, indicated the location and time the poll would be open.

**Motion by** Moorelock, second by Ward to recess the general membership meeting until Friday morning at 10:00 am. **Motion carried.**

Respectfully submitted,

Terry G. Bennett, CMC  
Secretary, Michigan Association of Municipal Clerks

Michigan Association of Municipal Clerks  
Annual Conference and General Membership Meeting  
June 29, 2007  
Troy Hilton, Troy, Michigan

The general membership meeting of the Michigan Association of Municipal Clerks was called to order by President Santos at 10:00 AM.

**Unfinished Business**

The following Election of Officers result report was made.

Third Vice-President-Evan Hope  
Director-Treasurer- Betty Kennedy  
Director-City (2009) - Nancy Weiss  
Director-City (2008) - Dan Kasunic  
Director-Township (two positions elected)  
Sue Hillebrand  
Joel Hondrop

**Motion by** Kowal, seconded by Fisher, to accept the results and destroy the ballots. **Motion carried.**

**New Business**

Quill Award: Past President Santos indicated that Toni Bartholomew was nominated by the MAMC for this award. IIMC did not award this to her and thanked her for her service at the local, state and international level.

Region V: Kathy Dornan, Region V Director, indicated that IIMC is back on the right track after several years of turmoil. Staff changes and financial issues are turning around. Chris Shellby was hired as the full-time director.

Finances are still "ify", but on the mend. A loan from the educational fund, taken to pay bills and a "line of credit" has had to be used. Kathy spoke of a dues increase. Additionally, she thanked Sue Morrow for her years of service. Amy Roadie also recognized as the past serving director. The 2010 conference in

Australia has been rescinded due to the high cost of attendance. Attendance would be low, and now IIMC is working with Brighton, England as a possible location.

Director Dornan reminded the membership of the MCEF, raising funds to support scholarships and educational dollars. Many funds go unused. Please look at making application for scholarships for CMC, MMC, and distance learning.

Michigan Political Leadership Program: Kyle Stack brought the general memberships attention to the 10 month leadership program. This program is a distinguished leadership training program. Applicants must be willing to make a 10 month, one weekend each month commitment. If you are interested Kyle will send out the applicant information.

President Muscott spoke to the General Membership in regards to the pleasure of serving the membership in the next year.

**Adjournment: Motion by** Swope, seconded by Payne to adjourn the meeting at 10:11 AM. **Motion carried.**

**Note:** Following the adjournment of the General Membership meeting Judge Martone, swore in the new MAMC Board of Directors at 10:25 p.m. Absent was Sue Hillebrand who will be sworn in at the next regular Board meeting of the MAMC Directors.

Respectfully submitted,

Terry G. Bennett, CMC  
Secretary, Michigan Association of Municipal Clerks

File: G. / clerk/ WP51/MAMC/06 07 conference general membership minutes  
unapproved