



# MAMC

Quarterly Newsletter



Winter, 2008

## From the President

### Michigan Association of Municipal Clerks

**"With the current economy shrinking budgets, and clerks asked to do more with less, MAMC membership will help us all survive."**

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Congratulations to all of us, we have survived the 2008 Presidential Election. Congratulations to those of us, including myself, who had competition in the election and were re-elected.

I especially want to welcome the newly elected clerks and encourage you to utilize the MAMC resources, specially designed by clerks for clerks, which promote and enhance your professional development as a Municipal Clerk. MAMC can further assist you in facilitating a smooth transition into your new role.

Your MAMC Board of Directors has been working diligently during the last

six months to provide the high standard of resources and educational opportunities Michigan clerks desire, such as our user friendly website which is available 24/7. The MAMC Annual Conference is something we all look forward to attending in June. In our quarterly newsletters you will find more detail about all of the upcoming opportunities and events we have planned, including the latest legislative news from Lansing.

Well it is hard to believe that 2008 is almost behind us, but one does not need a crystal ball to know that MAMC membership in 2009 is even more important than it may have been in previous years. With the current economy, shrinking budgets, and clerks asked to do more with less, MAMC membership will

help us all survive. Personally, I enjoy gaining tidbits of information via the listserv, participating in all of the networking opportunities, enjoying the long lasting friendships, and the leadership opportunities of working side by side with our very talented MAMC Board of Directors. Add the new exciting clerk education opportunities, and all of the resources found on the MAMC website, and I know that I am ready for 2009. With the 2008 elections behind us, together we can now look forward to the Holidays and a Happy New Year.

I am hopeful that your Holidays will be Merry and that you're New Year will be Joyful, Happy and Productive.

*Ann Ulrich, CMC  
MAMC President*

### Upcoming Events for 2009

**January 27, 2009 - General Membership Update Meeting -**  
This meeting is held in conjunction with the MTA Conference at the Renaissance Center in Detroit. The meeting will be from 12:00 noon-1:30 p.m.

**February 19-21, 2009 - Region V Conference - Columbus, Ohio.** The conference brochure is available on the MAMC Website [michiganclerks.org](http://michiganclerks.org)

**March 8-13, 2009 - Michigan Municipal Clerks' Institute**  
This one week session will be held at the Comfort Inn in Mt. Pleasant.

**March 17-19, 2009 - Master Academy Session - Mt. Pleasant**  
The three day Master Academy can be attended one, two, or three days, depending on your needs. This will be held at the Comfort Inn in Mt. Pleasant.

**March (TBD) - Annual Education Day/Legislative Reception**  
The annual Education Day will be held in conjunction with a reception to meet with our state legislators.

**June 16-19, 2009 - Annual Conference - Frankenmuth**  
See Conference Committee Report

## Membership

Chris Swope, CMC  
Membership Director

As we head into a new year, it is once again time to renew your membership in the Michigan Association of Municipal Clerks, or to consider joining if you are not already a member. The membership form is included in this newsletter or it can be found on the front page of our website ([www.michiganclerks.org](http://www.michiganclerks.org)). There's still plenty of time to avoid the "late charge" if you get it to us by January 31, 2009.

The price of membership is a bargain for everything that we receive. From the listserv, where we share valuable information with each other to the educational opportunities, where we learn from experts (sometimes experts among us). And don't forget the legislative advocacy, the website, the informative newsletters, and the conferences that MAMC provides. Your membership dues are part of making all that and more possible.

Please  
renew or  
join today!



## Call for Nominations—2009 MAMC Board of Directors

Dana Muscott, MMC  
Immediate Past President

Looking for a fun and rewarding experience with a super association? This is it! Complete the application in this newsletter (or on the website at [www.michiganclerks.org](http://www.michiganclerks.org)) If you want to find out more about serving on the MAMC Board, feel free to contact any Past President or current Board member. The Bylaws and Rules of Order are on the website if you would like to review them to refresh your memory

of the duties.

The following Board positions will be on the June 2009 ballot:

2<sup>nd</sup> Vice President (City)

3<sup>rd</sup> Vice-President (Township)

Directors:

2 City - each for a 2-year term

2 Township—each for 2-year term

**Submit your application by February 9, 2009 to:**

Dana Muscott, MMC  
MAMC Immediate Past President  
City of Bay City  
301 Washington Avenue  
Bay City, MI 48706



Transforming Municipal Ordinances  
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## 2009 Clerk of the Year Nominations

### City Clerk of the Year Township Clerk of the Year Village Clerk of the Year

To: City, Township and Village Officials and Employees:

The Michigan Association of Municipal Clerks (MAMC) Board of Directors has issued a call for nominations for the annual City Clerk of the Year, Township Clerk of the Year and Village Clerk of the Year awards.

**Nomination deadline is March 6, 2009.**

If you know of a clerk whom you believe has the professional and personal qualities to which all clerks should aspire, please nominate them in the appropriate category (city, township or village) for this award.

The Clerk of the Year Committee will send a Questionnaire to all nominees to be completed and reviewed by the nominating committee who, using the criteria below, will select a maximum of five (5) candidates in each category for placement on the annual Clerk of the Year Ballot. The ballots are prepared and distributed to member clerks throughout Michigan. The following criteria are evaluated for placement on the ballot and should be addressed by the nominating individual:

- Years of experience as a municipal clerk;
- Demonstrated greater-than-average performance in the position;
- Active in county, state and national associations;
- Demonstrated interest in improving their professional and personal skills, and in the advancement of the profession;
- A record of contributing to the improvement of their community and the respect of community leaders.
- Nominee must be a member of the Michigan Association of Municipal Clerks (MAMC).

A completed nomination form should address the above criteria. The “nomination” form is attached or available at [www.michiganclerks.org](http://www.michiganclerks.org) you need not be a clerk to submit a nomination. Nominations will be accepted, and are encouraged from mayors, supervisors, presidents, managers, council members, board members, staff, etc.

Completed nomination forms **must be postmarked, email, or fax received by Friday, March 6, 2009.** Late submissions will not be considered. Please send completed nominations to the following address, or email to: [shillebrand@twp.northville.mi.us](mailto:shillebrand@twp.northville.mi.us) or fax to: 248-348-9889

Clerk of the Year NOMINATION  
c/o Sue A. Hillebrand, Clerk  
Northville Township  
44405 Six Mile Road  
Northville, MI 48168-9670  
Phone: 248-662-0491

## CEO/Legislative Committee

Evan Hope, CMC, Legislative Committee Chair  
 Todd Blake, CMC, CEO Chair

“When important issues come up, we keep the membership informed via the MAMC listserv.”

The MAMC Legislative Committee normally holds monthly meetings to review proposed legislation affecting local clerks and the election process. Following, the CEO meets to coordinate election issues between MAMC and the Michigan Association of County Clerks (MACC.) When important issues come up, we keep the membership informed via the MAMC listserv. There has been little activity lately because the Legislature has not been in regular session.

You can visit the MAMC website ([www.michiganclerks.org](http://www.michiganclerks.org)) to review minutes of our meetings, the most recent Bill Matrix summarizing proposed legislation and whether or not the MAMC/CEO has expressed support or opposition! The Matrix is under Committees/ Legislative page.

Recently, HB 4090 for “Early Voting,” passed the House and has been sent to the Senate for consideration. The MAMC supports this bill in concept, with an understanding that there must be some changes to allow communities to offer this option at their own level of ability to provide this service. It is not expected that the Senate will take up this bill.

There are a couple other bills of interest that have not moved from Senate Campaign and Election Oversight Committee. These bills are non-controversial and would avoid the unnecessary confusion among young, first-time voters most of

us saw this November. Please call Senator McManus at (517) 373-1725 and ask for these bills to be moved to a vote by the full Senate.

**HB 4739** Enables 1<sup>st</sup> time voters who registered my mail, to verify their registration in person with photo ID at ‘any’ clerk’s office. *(Passed House and at Senate)*

**HB 4774** Allows voter registration at ‘any’ clerk’s office with photo ID. *(Passed House and at Senate)*

Other Bills of interest are:

**HB 4090** Enables “Early Voting” *(Passed the House and at Senate)*

**HB 4507** Requires school board elections to be held on either odd November, even November or even August, but not annually. *(You can view the CEO position statement regarding this on the website)*

**HB 5792** Permits pre-registration at

age 16

**SB 135** Provides for permanent absent voter file

**SB 1086** Increases the days petition signatures are good for from 160 to 210, giving a more realistic time to verify and address challenges

**SB 1087** Requires petition circulators to be ‘qualified’ electors, thus eliminating ‘cross-state’ elected official bounty hunters

**SJR 11** Geographic distribution of signatures required for filing petitions

We’re always interested in your help and input, so fill out the Legislative Input form which can be found on the MAMC website under Legislative Committee and email it to [evan.hope@delhitownship.com](mailto:evan.hope@delhitownship.com) or [tblake@cityoffremont.net](mailto:tblake@cityoffremont.net).



## 2009 Conference Committee

Jeff Hawkins, CMC Conference Chair

Dan Kasunic - Conference Co-Chair

# MAMC 2009 ANNUAL EDUCATION CONFERENCE

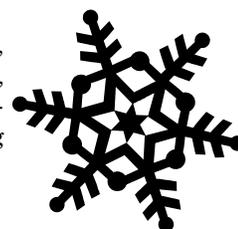


## “Basic Training: Get Back To Basics”

Bavarian Inn Hotel & Conference Center

Frankenmuth, Michigan

In-depth planning is beginning for the 2009 MAMC Annual Education Conference scheduled for Tuesday, June 16<sup>th</sup> through Friday, June 19<sup>th</sup> at the Bavarian Inn Hotel & Conference Center in Frankenmuth, Michigan. As is our goal every year, the Conference Committee hopes to provide a wide range of educational opportunities in an environment that promotes socialization, networking and an enjoyable learning experience.



Pre-conference offerings on Tuesday, June 16 include: **Masters Class or Clerking 101**. Each of these additional **full-day classes** is offered for an extra fee. Class fees include instruction, materials, breaks and lunch!

Some of the other conference activities will include: 4<sup>th</sup> Annual 5K Fun Run / Walk; MAMC Board of Directors election; “Make your Vendor VOTE Count”; 10<sup>th</sup> Annual MAMC Golf Outing; Silent Auction; Hospitality Suite; Vendor Displays; Door Prizes and of course networking. Keep your eyes open for more information on the MAMC website as details become available.

If you have any questions or comments regarding the Conference, please do not hesitate to contact us: Jeff Hawkins - Chair, [hawkinsj@plainfieldchartertp.org](mailto:hawkinsj@plainfieldchartertp.org) (616) 364-8466 or Dan Kasunic - Co-Chair, [kasunicd@ci.kentwood.mi.us](mailto:kasunicd@ci.kentwood.mi.us) (616) 554-0730. We look forward to seeing you in Frankenmuth, where you can expect to “Get Back To Basics”.



*There's always so much happening at the Bavarian Inn of Frankenmuth - you'll wish you could be in two places at once! (We're still working on our time-space travel machine). Enjoy live entertainment, indoor water park with five indoor pools and three whirlpools (there's even one pool and whirlpool reserved especially for adults without children), a gigantic Family Fun Center, shopping, great food, beer and wine tasting, hands-on experience packages, tours, riverboat cruises, and arcades. Whew! And with plenty of wide open spaces to just chill out, it's no wonder we're known as Frankenmuth's playground for families, couples, and friends!*

## Certified Municipal Clerks/Master Municipal Clerks

**Congratulations to the following individuals who have achieved the prestigious IIMC Certified Municipal Clerk (CMC):**

Kim Alexander, CMC - Village Clerk/Treasurer - Howard City

Tammy L. Beal, CMC - Clerk - Marion Township

Catherine Derocher, CMC - Deputy Clerk - City of Wixom

Amy D. Finch, CMC - Assistant Clerk/Deputy Clerk - Delhi Charter Township

Kris Hazeres, CMC - Deputy Clerk, City of Marquette

Mary E. McRae, CMC - Deputy Clerk - Redford Township

Anna Marie Rottermond, CMC - Deputy Clerk - City of Wixom

Karen J. Snider, CMC - Village Clerk/Treasurer - Caro

Chris Swope, CMC - Clerk - City of Lansing

Janice Zuhlke, CMC - Clerk/Treasurer - City of Imlay City

**Congratulations to the following individuals who have earned the prestigious Master Municipal Clerk (MMC):**

Sandra S. Abrams, MMC - Clerk - Commerce Township

Ann Collins, MMC - Village Clerk - Milford

Debbra A. Curtiss, MMC - Clerk - City of Traverse City

Lisa K. Hathaway, MMC - Clerk - City of Grosse Pointe Woods

Janice K. Hulbert, MMC - Clerk - Grand Rapids Township

Deborah Ensing Millhuff, MMC -

Clerk, Ada Township

Sharon Pinch, MMC - Clerk - City of Hazel Park

Nancy M. Weiss, MMC - Clerk - City of Birmingham

"The program prepares the participants to meet the challenges of the complex role of the Municipal Clerk by providing them with quality education in partnership with 47 institutions of higher learning. "

Mohammad H. Eftekhari, Ph.D.  
IIMC Director of Education and Research

## Treasurer's Report

Betty Kennedy, MMC, Treasurer

### FINANCIAL REPORT FOR OCTOBER, 2008

Beginning Balance	\$ 30,798.64	Ending Balance	
Deposits/Credits	361.00	*Main Bank Account	30,840.94
Interest	26.30	*Investment Account	36,014.76
Withdrawals	345.00	Total Funds	\$ 66,855.70

### THE GENERAL CODE ADVANTAGE

- Codification and supplementation of your ordinances
- Electronic access to Codes and records
- Document Management Products and Services from Laserfiche®
- Building, Planning and Zoning Software
- Agenda Management Software Solutions



Contact Robin Reed, Michigan Regional Representative at (517) 881-5043 or [rreed@generalcode.com](mailto:rreed@generalcode.com) to see what we have to offer your municipality.

[www.generalcode.com](http://www.generalcode.com) | 800-836-8834



## Education Committee Report

Joel Hondorp, CMC  
Education Committee

It has been a busy year for the Education Committee and we have successfully held some great events. We are in our third year of the institute being held at CMU with Lou and Mary Bender. The Institute is a three-year program. Participants may start at any point in the three-year cycle. Completion of the three-year program is necessary to become a Certified Municipal Clerk. Also it is the best place to learn about the profession and network with clerks from around the state. This year's Institute is **March 8 – 13** at the Comfort Inn in Mt. Pleasant.

There will be a three-day Master Academy held on **March 17, 18, and 19** at the Comfort Inn in Mt. Pleasant.

Check the MAMC website for details on these programs as they become available.

[michiganclerks.org](http://michiganclerks.org)

An Education Day will be scheduled in the spring as well.

**Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) Certifications** – It is so important that you constantly look at the IIMC website regarding what is going on with certification, recertification and moving from one level to the other. IIMC changed the requirements a few years back, so you need to keep your “ME FILE” to track everything you attend and

stay up to date. You must also work on continuing education hours to maintain your existing CMC's.

When you attend educational sessions for certification points, there will always be an outcome assessment instrument. What that means is the instructor can require you to take a quiz, exam, practicum, report, write an essay, create a PowerPoint, etc. This is not new but has been in place for several years now.

On behalf of Laura Caterina, Co-Chair and myself I want to say a big thank you to the Education Committee for their work.



**Municipal Code Corporation**  
Over 3,000 municipalities are currently codified with Municipal Code Corporation.  
Over 1,800 have posted their Codes on our website.  
Visit [www.municode.com](http://www.municode.com) and see for yourself.  
Professional Service for over 50 years.  
Contact your Michigan representative, Elen Fox  
[info@municode.com](mailto:info@municode.com) 1.800.472.1920

## IIMC Update

Kathy Dornan, CMC  
IIMC Region V Director



Greetings from your  
Region V Director:

The IIMC mid-year board meeting was held the weekend following the Presidential Election. Many business items were discussed and several decisions were made that affect IIMC now and in the future. Much of the focus was on the membership survey that was sent in September. I hope you all had a chance to complete this and I thank those of you who did. I know it came at a bad time for us Michigan Clerks who were right in the midst of our election work. The two top items of concern that came out of the survey was 1) Education issues and 2) Customer Service Is-

ues. I agree! My top issues with IIMC myself – for several years now - have been with the Education program and its requirements AND what I feel is poor service to our members. Both items were given bad grades and personally, I agree it's deserved. The IIMC Board knows that we MUST improve in both of these areas and several steps were taken at the mid-year meeting to get back “on track”. I have written a longer summary of the actions taken by the board and this will be published in the next Region V newsletter – to be out shortly – and the summary will also be placed on the MAMC website. Please take the time to look at this and let me know what you think. If there is something

we haven't thought of or touched on, please email or call me. I would be happy to bring your issue forward and I look for any and all suggestions!

The Region V meeting for this year – as you all know – was changed from Fall of 2008 to February of 2009. The Ohio Clerks are hosting this meeting in Columbus and I hope many of you can attend. It's not that far of a drive so grab a van and car pool with those around you. They have planned a great day of education for us (now worth certification points), some great entertainment, and Saturday will be our normal state and IIMC updates.

(Continued on next page)

## IIMC Update, continued

Kathy Dornan, CMC  
IIMC Region V Director

They have also scheduled an Athenian Dialogue on Wednesday, prior to the actual conference start. For those of you who have never participated in one of these, they are very interesting and Paul Craig is one of the best facilitators! This would be a great opportunity to try one – and again, attending is worth certification points. The conference brochure is on the MAMC website and you need to register soon.

The Annual IIMC Conference is May in Chicago. This is a GREAT opportunity for those of you who have never been to an IIMC Annual Conference to attend. One, its within driving distance for us Michigan clerks so again we can all carpool for very low costs – and no airfare! Two, the IIMC is giving Region V clerks a discount for attending! This discount is normally only extended to the Region of the host state and of course to the clerks of the host state. The Board decided to extend this discount to Re-

gion V also. Yeah!!! So an automatic \$50 off for each of us. AND...to top that, if you have never attended an annual conference, you would receive another \$50 off. That would be a \$100 discount for a brand new attendee in Michigan. Hey, you can't beat that. So start saving; start talking it up to your Boards, Council's and Commissions, mark your calendars, and I look forward to seeing you in Chicago.

My three years has flown on the IIMC Board as the Michigan Director. My last official board meeting will be in May in Chicago. However, that does not mean that I won't stop my work with IIMC for better education and programs for us members! Ohio will be presenting a candidate to take my place for nomination and election at the Region V meeting in February, as it's their turn for a director. I'm sure they have an excellent candidate in mind.

Again, if you have any thoughts, comments, questions or concerns for

IIMC, please don't hesitate to contact me at any time (kdornan@fhgov.com). My best to each of you throughout the coming new year; may it be HEALTHY, PROSPEROUS and filled with love.

*Kathy Dornan, CMC, City Clerk  
City of Farmington Hills  
IIMC Region V Director*

*(Watch for Kathy's complete report on the MAMC website)*



## Region V Conference—February 19-21, 2009

The Ohio Municipal Clerks Association is pleased to host the IIMC Region V Annual Business Meeting at the Westin Hotel in Columbus Ohio.

Attendees will be treated to educational opportunities that will enhance our basic responsibilities for the office and our professional careers. The complete conference brochure is available on the MAMC website at [michiganclerks.org](http://michiganclerks.org).

In support of the 2011 IIMC Conference, there will be a silent auction with all proceeds going to the Tennessee clerks. Please consider bringing a silent auction item and be ready to bid.

Please join the rest of the Region V clerks for this **HeartWARMING** meeting.

## MAMC Board of Directors

### Ann Ulrich, CMC, MAMC President

Hartland Township (Livingston)  
2655 Clark Road  
Hartland, MI 48353  
810/632-7498 Office 810/632-6950 FAX  
clerkulrich@hartlandtpw.com  
Term Expires: 2009

### Todd Blake, CMC

#### 1st Vice President

City of Fremont (Newaygo)  
101 E. Main Street  
Fremont, MI 49412  
231/924-2101 Office 231/924-2888 Fax  
tblake@cityoffremont.net  
Term Expires: 2009

### Betty Kennedy, MMC

#### Director - Treasurer

Village of North Branch (Lapeer)  
PO Box 704, 4018 Huron Street  
North Branch, MI 48461-0704  
810/688-02620 Office 810/688-4521 Fax  
clerk@northbranchvillage.org  
Term Expires: 2009

### Chris Swope, CMC

#### Director—Membership

City of Lansing (Ingham)  
124 W. Michigan Ave 9th Floor  
Lansing, MI 48933  
517/483-4130 Office 517/377-0068 Fax  
cswope@ci.lansing.mi.us  
Term expires: 2010

### Joel Hondorp

#### Director—Education

Byron Township (Kent)  
8085 Byron Center Ave SW  
Byron Center, MI 49315  
616/878-9066 Office 616/878-3980 Fax  
jhondorp@byrontownship.org  
Term expires: 2009

The MAMC Board of directors usually meet on the third Wednesday of the month at 1:00 p.m. at the Delta Township Hall. MAMC Members are welcome and encouraged to attend. Meeting agendas and minutes are available on the MAMC website at [www.michiganclerks.org](http://www.michiganclerks.org)



### Evan Hope, CMC

#### 2nd Vice-President

Delhi Charter Township (Ingham)  
2071 Aurelius Road  
Holt, MI 48842  
517/268-3007 Office-517/699-3881 FAX  
clerk@delhitownship.com  
Term Expires: 2009

### Carolyn Boersma

#### Director—Secretary

Spring Lake Township (Ottawa)  
105 Buchanan St.  
Spring Lake, MI 49456  
616/844-2101 Office 616/844-2106 Fax  
cboersema@springlaketwp.org  
Term expires: 2010

### Jeff Hawkins CMC,

#### Director Conference Chair

Plainfield Charter Township (Kent)  
6161 Belmont Ave NE,  
Belmont MI 49306  
616/364-8466 Office 616/364-6537 FAX  
hawkinsj@plainfieldchartertpw.org  
Term expires: 2010

### Laura Caterina, CMC

#### Director—Education Co-Chair

City of Tecumseh (Lenawee)  
309 East Chicago Blvd PO Box 396  
Tecumseh, MI 49286  
517/424-6541 Office 517/423-3610 Fax  
lcaterina@tecumseh.mi.us  
Term expires: 2009

### Nancy M. Weiss, MMC

#### 3rd Vice-President

City of Birmingham (Oakland)  
151 Martin, PO Box 3001  
Birmingham, MI 48012  
248/530-1802/530-1080 FAX  
nweiss@ci.birmingham.mi.us  
Term Expires: 2009

### Sue Hillebrand, CMC

#### Director—Ways & Means/Media Relations

Northville Charter Twp. (Wayne)  
44405 Six Mile Road  
Northville, MI 48168-9670  
248/662-0491 Office 248/656-5293 Fax  
shillebrand@twp.northville.mi.us  
Term expires: 2009

### Dan Kasunic, CMC, Director,

#### Conference Co-Chair

City of Kentwood (Kent)  
4900 Breton Ave. SE  
Kentwood, MI 49518-8848  
616/554-0730 Office 616/656-5293 Fax  
kasunicd@ci.kentwood.mi.us  
Term Expires: 2010

### Dana L. Muscott, MMC

#### Immediate Past President

City of Bay City (Bay)  
301 Washington Avenue  
Bay City, MI 48709  
989/894-8171 Office 989/894-0704 Fax  
dmuscott@baycitymi.org  
Term Expires: 2009

**Michigan Association of  
Municipal Clerks**

Nancy M. Weiss, MMC  
MAMC Third VP  
Birmingham City Clerk  
151 Martin Street, PO Box 3001  
Birmingham, Michigan 48012

Phone: 248-530-1802  
Fax: 248-539-1080  
Email: [nweiss@ci.birmingham.mi.us](mailto:nweiss@ci.birmingham.mi.us)



**MAMC Website**  
[www.michiganclerks.org](http://www.michiganclerks.org)

**2009 MAMC BOARD MEETING SCHEDULE**

January 27, 2009—12 noon (MTA Conference)

February 18, 2009

March 12, 2009

April 15, 2009

May 20, 2009

June, 2009 (Annual Conference)



Check the Resource Page at [michiganclerks.org](http://michiganclerks.org) for valuable documents, surveys, etc. If you have anything that you think other clerks could benefit from, please email it to me at [nweiss@ci.birmingham.mi.us](mailto:nweiss@ci.birmingham.mi.us)

Nancy M. Weiss, MMC  
MAMC Third VP  
Website/Newsletter Director



# MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS

Please make checks payable to above  
Please Do **NOT** staple check to this form

www.michiganclerks.org



## APPLICATION FOR MAMC MEMBERSHIP – 2009

ONE FORM PER PERSON

(TYPE OR PRINT CLEARLY)

Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Municipality \_\_\_\_\_ County \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_  
Municipal Office Home

Fax \_\_\_\_\_

Certified Municipal Clerk  Master Municipal Clerk

Email \_\_\_\_\_

**NOTE: Our email list is not sold to other parties. Email is used as our number one source of communication to our membership and for distribution of most newsletters. If you don't have email, write "none" and we'll mail you the MAMC newsletters.**

- Add my email to the MAMC ListServ.  
(The ListServ is a very useful tool where clerks can ask questions and seek information from other clerks across the state. An introductory email will be sent with instructions if you check this box.)

Names of retired Clerks/Deputy Clerks who we should contact to become an honorary member

Name	Title	Municipality Served	Address and Email (if known)
------	-------	---------------------	------------------------------

- Please contact me as committees are formed. I understand I will be able to choose the committee on which I would like to serve.

PLEASE CHECK ONE:  New Member  Renewal

Dues payable January 1, 2009 for calendar year 2009  
Dues paid after January 31, 2009 please add \$15.00

Total Fee \$ \_\_\_\_\_

**Send this form and your check to:**  
Betty Kennedy, MAMC Treasurer  
Village of North Branch  
P.O. Box 704  
North Branch, MI 48461-0704

**NOTE:** Please check your computer and make sure you have the current address above, before mailing your check.

DUES STRUCTURE	
(Circle correct amount)	
Population less than 5,000	
Primary Membership	\$50.00
Each Additional	\$40.00
Population over 5,001	
Primary Membership	\$60.00
Each Additional	\$40.00
Associate Membership (each)	\$85.00
Honorary Membership	N/C
Membership Pin	\$ 6.00
Late Charge	\$15.00

**FOR OFFICE USE ONLY**

Check Number \_\_\_\_\_  
Date \_\_\_\_\_  
Amount \_\_\_\_\_



**Michigan Association of Municipal Clerks (MAMC)  
2009 Clerk of the Year  
Official Nomination Form**

Return by: **March 6, 2009** to: Clerk of the Year, c/o Sue A. Hillebrand, Clerk, Charter Township of Northville, 44405 Six Mile Road, Northville, MI 48168-9670 or by fax: 248-348-9889 or email: [shillebrand@tcp.northville.mi.us](mailto:shillebrand@tcp.northville.mi.us) (all nominations will be confirmed, when received)

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

Municipality: \_\_\_\_\_ COUNTY \_\_\_\_\_

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

Phone: (     ) \_\_\_\_\_ email: \_\_\_\_\_

Name of person nominating Clerk: \_\_\_\_\_

Address/Phone #: \_\_\_\_\_

Please address the following:

1. Describe why the person you are submitting for nomination is qualified to be considered for the "MAMC Clerk of the Year" award using the following criteria:
  - a. Years of experience
  - b. Demonstration of above average performance in the position
  - c. Active in county/state/national associations
  - d. Interest in improving skills and advancing the profession
  - e. Contributions to community and respect of community leaders.

Nominated clerks must be current members of the Michigan Association of Municipal Clerks.

All nominated candidates will be requested to complete a questionnaire and up to five candidates, in each category, will be selected by the nominating committee for placement on the Clerk of the Year ballot using the above criteria.

Awards are presented at the MAMC Conference in June.



**MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS**

**APPLICATION FOR BOARD DIRECTORS**

I, \_\_\_\_\_, do hereby make application for :

(check those of interest)

\_\_\_\_\_ Second Vice President

\_\_\_\_\_ Third Vice President

\_\_\_\_\_ Director (City/Village)

\_\_\_\_\_ Director (Township)

to serve on the Board of Michigan Association of Municipal Clerks.

\_\_\_\_\_

Last Name	First Name	Initial
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\_\_\_\_\_

Municipal Employer
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\_\_\_\_\_

City	County
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\_\_\_\_\_

Title	Year Elected/Appointed
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\_\_\_\_\_

Population of Municipality You Serve
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\_\_\_\_\_

Other Related Municipal Experience
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\_\_\_\_\_

Municipality	Title
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\_\_\_\_\_

Years
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Previous service to the organization

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Member of MAMC

IIMC

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Number of State Conferences attended

IIMC Conferences

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Are you a member of any regional Clerk's Associations?

Please describe your qualifications and experience you would bring to the Board and why you would like to be considered for this position. Election to this position is a serious commitment to attend Board Meetings and serve on additional committees, etc. Please tell us about yourself and why you are choosing to make such a commitment at this time.

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I DO HEREBY ATTEST THAT THE INFORMATION SUBMITTED IN AND WITH THIS APPLICATION IS TRUE AND CORRECT.

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Date

Signature of Applicant