

From the President



MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS

MAMC NEWSLETTER

Another great educational conference for Michigan clerks and their staff! As before, Frankenmuth was well attended and the evaluations were overwhelmingly positive. We owe a big thank you to Directors Jeff Hawkins and Dan Kasunic and the Conference Committee, along with Directors Joel Hondorp and Laura Caterina and the Education Committee for all their hard work in providing a great Conference.

I'd also like to thank our members for their support to this organization, whereas it will certainly be my privilege to serve all of you as the MAMC President for the next year. We have a very talented and experienced board and Past Presidents Committee that will

bring about some positive changes to the organization and no doubt create new educational opportunities for the membership.

Please welcome recently elected board member Cherilynn Tallman, Ferndale City Clerk, serving as the Education Director Co-Chair and Terry Bennett, Canton Township Clerk, who was appointed Membership Director at the July Board Meeting.

I'm sure some of you are already familiar with the many benefits of being a member of the Michigan Association of Municipal Clerks, but your good word and networking will help inform other clerks and their staff who are not members, to visit our website, review our newsletters and take advantage of the many educational opportunities offered.

The board will attend a



Strategic Planning Session in August to brainstorm ways to enhance MAMC, whereas we'll discuss a possible organizational coordinator position, promotion of our professionalism and any other items that may come up.

The next membership update will be held during a luncheon on September 24th at the Radisson Hotel in Kalamazoo. Details follow in this newsletter.

Have a great summer!

Todd Blake

MAMC President

Inside this issue:

Welcome New Board Members/5k Walk Run	2
Clerk of the Year Awards	3
Legislative/CEO	4
Past Presidents/Treasurer Report	5
Conference	6-7
Education/CMC's/MMC's	9
IIMC	9
MAMC Board Members	10

"...your good word and networking will help inform other clerks and their staff who are not members, to visit our website, review our newsletters and take advantage of the many educational opportunities offered."

Welcome and Welcome Back

At the conference in Frankenmuth, the membership elected two Directors to the MAMC Board. Cherilynn Tallman will serve as Co-Chair of the Education Committee. Cherilynn began her municipal career in 1996 as the Records Retention Clerk for the City of Auburn Hills. In 1999 she was promoted to Deputy City Clerk for Auburn Hills and obtained her CMC in 2003. Cherilynn was appointed as City Clerk for the City of Ferndale in June, 2007. As a member of MAMC, she has served on the Education and Conference Committees, has been a co-presenter of the Clerking 101

Class, and has presented sessions on Notary Law at two past MAMC conferences. Cherilynn has also frequently participated in panel discussions on the subject of mentorship at the IIMC Clerks Institute.

Terry Bennett will serve as Membership Director. She was elected to the position of Canton Township Clerk in a special election in 1995. She has served on a variety of community board and commissions since that time. In addition, she has served clerks in the State of Michigan by being a member of the MAMC Legis-



lative Committee, Education Committee, and Conference Committee. She has served as a board member for six years holding position of Way and Means Director, Education Director and Secretary. She will return to fill a vacancy on the board for a one year term.

5K Walk/Run

On Wednesday, June 17th the MAMC Walk/Run took place in Frankenmuth even though the weather did not cooperate. Twenty seven people signed up for the walk/run but only 12 brave souls showed up. Everyone completed the course but, believe me, no one stayed dry.

The winners of the walk/run are:

Walk - 1st place Brenda Johnson from Elba Township, 48 minutes 9 seconds

2nd place Sue Burton from Ada Township, 48 minutes 10 seconds

Run - 1st place Robin Troyer from the City of Sault Ste Marie, 24 minutes 22 seconds

2nd place Chris Swope for the City of Lansing, 29 minutes 36 seconds

Prize Winners - Bonnie Rumley, LeAnn Brewer, Jennie Dagher and Melanie Babij

Thanks to all who participated and my helpers Nancy Herpolsheimer and Valerie Schultz from Attica Township.

I hope to see all of you and some new faces in Mt. Pleasant for the 5th annual walk/run.

Betty L. Kennedy, MMC

Village of North Branch



Clerk of the Year

At the conference in Frankenmuth, the City, Township, and Village Clerk of the Year awards were presented. Nominees who are placed on the ballot were selected based upon criteria which evaluates the nominee's years of experience; above average competence in the position; active participation in county, state, national or international associations; a demonstrated interest in improving the profession; a demonstration of development of personal and professional skills, and a record of contribution to the betterment of their representative community.



2009 Village Clerk of the Year
Dianne Mensinger
Village of Baroda



2009 Township Clerk of the Year
Terry Bennett
Charter Township of Canton



2009 City Clerk of the Year
Mary Kotowski
City of St. Clair Shores

The following individuals were also nominated for the 2009 Clerk of the Year Award:

Thomas Alexander, Southgate
Walter C. Blessed, Sterling Hts.
Ann M. Bollin, Brighton Twp.
Beth A. Caswell, Adams Twp.
Suzanne Dobson, Croswell
Arnold Harper, Madison Twp.

Lisa Hathaway, Grosse Pointe Wds.
Joel Hondorp, Byron Township
Heidi Isakson, Wyoming
Susan C. Kosier, Vevay Township
Candy Kraker, Allendale Township
Ron McRae, Harbor Springs

Jean Neve, Douglas
Dorothea Olson, Crystal Falls
Pamela K. Ross, Oregon Twp.
James E. Snow, Dowagiac
Chris Swope, Lansing
Julie Zemke, South Lyon

Legislative Committee/Council of Election Officials

What's the difference between absentee for no reason and in-person early voting? This is a common question lately.

Absentee for no reason is the one that's easily understood. It's just that. Anyone can request an absentee ballot without having to state a reason. In-person early voting is where the questions usually arise.

In-person early voting sets a time frame in which voters can vote their ballot and place it in the tabulator – just like Election Day. This allows voters who need or wish to vote before Election Day to have their ballots tabulated and gives them the same opportunity they'd have on Election Day to make any corrections to their ballot.

The MAMC Legislative Commit-

tee is mindful that clerks duties, office hours, staff levels and constituent needs vary across the state. Therefore, the Legislative Committee asks that any legislation regarding in-person early voting be permissive. We know that each community has different needs. Some communities may want to choose to be open several days for in-person early voting, while others might only need to be open a couple of days.

Also, keep in mind that many clerks from larger municipalities or with large permanent AV lists will really need in-person early voting if there is absentee for no reason. Having a large percentage of the ballots already processed would be critical in dealing with the large number of absentee ballots.

As you see, there is a great dif-

ference between absentee for no reason and in-person early voting. The MAMC Legislative Committee agrees that the two compliment each other and would rather not have one without the other.

If you want to know more about these or other legislative issues, feel free to attend a MAMC Legislative Committee Meeting. Or Contact Jeff Hawkins, Legislative Committee Chair at

hawkinsj@plainfieldchartertp.org
or Evan Hope, CEO Chair at

evan.hope@delhitownship.com.

Jeff Hawkins, CMC

Legislative Committee Chair

Evan Hope, CMC

CEO Chair

Legislative Priorities Update

The good news is the Michigan House of Representatives has passed three of our top four priorities. The bad news is the Senate hasn't even moved any of our priorities out of committee.

The Legislative Committee meets monthly to monitor legislative activity. When important issues come up, we will keep the membership informed via the MAMC listserv.

Earlier this year, the committee developed legislative priorities. The top priorities for 2009 are:

- **In-person "Early Voting"**
- **No reason AV** (*passed by the House, no action in Senate*)

- **Voter registration at any clerk's office** (*passed by the House, no action in Senate*)

- **ID verification at any clerk's office for 1st-time AV ballot request process** (*passed by the House, no action in Senate*)

Please contact your Senator and ask that the Senate Committee on Campaign and Election Oversight act on these important issues already passed by the House.

To stay up to date on legislation that has been introduced, visit the MAMC web site. On the Legislative Committee page, you will see a complete bill matrix updated each month. You will also find the

complete 2009 MAMC legislative priority list.

We're always interested in your help and input. You can contact Jeff Hawkins, Legislative Committee Chair at

hawkinsj@plainfieldchartertp.org
or Evan Hope, CEO Chair at

evan.hope@delhitownship.com.

Jeff Hawkins, CMC

Legislative Committee Chair

Evan Hope, CMC

CEO Chair

Past Presidents

During our first meeting on July 16, 2009, I was officially welcomed as the Immediate Past President and Chair of the Past Presidents Committee. The Past Presidents committee members are Tonni Bartholomew, MMC, Terri Kowal, CMC, Sandra Abrams Kress, MMC, Dana Muscott, MMC, Janet Santos, CMC, Colleen Schwartz, MMC and Ann Ulrich, MMC.

An important responsibility of the Past Presidents Committee is to secure a location for the annual MAMC conference. We are finalizing a location for the 2012 MAMC Conference. In addition, during the next few weeks I will be sending out requests for proposals for the 2013 Conference. Once the proposals are

returned, they will be reviewed by the Past Presidents Site Selection Committee. Past President Committee members will also pay a visit to the sites to ensure that the site can meet all of the MAMC conference needs. Conference sites are secured three years in advance of the Conference. Once the 2012 & 2013 sites are selected by the Past Presidents Site Selection Committee, I will bring that recommendation back to the MAMC Board for approval. In the meantime, mark your calendars for the Conferences already in the planning stages:

**2010 - Soaring Eagle Resort,
Mt. Pleasant, June 22-25, 2010**
**2011 - Shanty Creek,
Bellaire, June 21-24, 2011**



In the near future, you will be hearing about another important responsibility of the Past Presidents Committee, which is facilitation of the annual board member election. Think about yourself as a member of the MAMC Board.

*Ann Ulrich, MMC
Immediate Past President*

Treasurer

Bank Statement

*Betty Kennedy, MMC
MAMC Treasurer*

Beginning Balance	\$108,206.84	Ending Balance	
Deposits/Credits	33,399.65	*Main Bank Account	118,272.13
Interest	97.06	*Investment Account	37,000.00
Withdrawals	23,431.42	Total Funds	\$155,272.13

2009-2010 MAMC BOARD OF DIRECTORS MEETING SCHEDULE

July 8—Teleconference	November 18—Delta Township	March 19—Delta Township
August 11—Reynolds Township	December 16—Delta Township	April 21—Delta Township
September 16—Capital Building	January 26—Detroit	May 19—Delta Township
October 21—Delta Township	February 17—Delta Township	June 21—Mt. Pleasant

Conference

2009 MAMC CONFERENCE - "Basic Training & Beyond"



Bavarian Inn Lodge Hotel & Conference Center Frankenmuth, Michigan



Well, the 2009 Conference has come and gone. Clerks from across the state gathered in June to attend the 10th Annual MAMC Conference at the Bavarian Inn Lodge Hotel & Conference Center in Frankenmuth. This year 222 clerks, deputies and support staff from across the state took part in the education sessions and special events that had been planned. In all, 155 clerks attended Clerking 101 and the



Master Academy Class; the Saginaw County Clerks Association hosted a get together at the Michigan Military and Space Museum on Tuesday evening, and all who attended learned something about Michigan military veterans and the seven astronauts who are from our great state; 12 of our dedicated athletes braved the heavy rain and cold temperatures and

completed the 5K walk/run. The golf outing did not fare as well - metal golf clubs and lightning are not good combinations, so the golf outing was cancelled. Although the morning was wet and cold on Wednesday, the remainder of the week was sunny and warm. As usual, the conference offered many networking opportunities as well as some great laughs and good entertainment.

*Dan Kasunic, CMC
Conference Chair
Chris Swope, CMC
Conference Co-Chair*

Conference



I would just like to say thank you to everyone on the Conference & Education Committees, the staff at the Bavarian Inn and everyone else who pitched in to help make this another great conference. As I have said in the past, "A chair is only as strong as its legs", and I once again had very strong legs this year helping make the conference what it was. Thank you again! Keep an eye on upcoming newsletters, as the location of the 2012 MAMC Conference will soon be revealed...

Jeff Hawkins, CMC, 2009 Conference Chair

Upcoming MAMC Conferences:

2010 - Soaring Eagle Resort, Mt. Pleasant - June 22-25

2011 - Shanty Creek, Bellaire - June 21-24

2012 - To be announced soon!!!

Work will soon begin on planning the 2010 conference. If you want to volunteer to serve on this committee, please let us know as soon as possible.

If you have any questions or comments regarding the Conference, please do not hesitate to contact us: Dan Kasunic - Chair, kasunicd@ci.kentwood.mi.us (616) 554-0730 or Chris Swope - Co-Chair, cswope@lansingmi.gov (517) 483-4130. We look forward to seeing you in Mt. Pleasant - June 22 - 25, 2010.

Education

It has been a busy year for the Education Committee and we have successfully held some great events. The education at conference was well received. If you have ideas for future sessions please forward them to me at jhondorp@byrontownship.org.

The annual Education Day is scheduled for Tuesday, September 8, 2009, at the Lansing Center. The schedule for the day is still being developed. The class will be at no charge, but you will need to get your own lunch.

In March of 2009, we finished our third year of the institute being held at CMU with Lew 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. Next year's Institute is March 14-19, 2010 at the Comfort Inn in Mt. Pleasant.

There will be a three-day Master Academy held on March 9, 10, and 11, 2010, at the Comfort Inn in Mt. Pleasant.

CMC & MMC Certifications – It is so important that you constantly

2010 Institute will be held March 14-19, 2010

2010 Masters Academy will be held March 9-11, 2010

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; it has been in place for several years now.

I would like to welcome Cheryl Lynn Tallman from the City of Ferndale as the co-chair of the Education Committee. She has been a great instructor of the Clerking 101 class. I really look forward to working with her.

Joel Hondorp, CMC, Education Chair

Cheryl Lynn Tallman, CMC, Co-Chair

Certified Municipal Clerks—Master Municipal Clerks

Congratulations to the latest clerks and deputy clerks who have achieved the designation of Certified Municipal Clerk and Master Municipal Clerk.

Joel Hondorp, CMC, Clerk, Byron Township

Cheltzi M. Wilson, CMC, City of East Jordan

Melanie D. Babij, CMC, City of Grosse Pointe Woods

Doreen Martin, CMC, City of Birmingham

Jane L. Cartwright, MMC, City Clerk, City of Howell

Catherine Buck, MMC, City of Walled Lake

Machele Kukuk, MMC, Clerk, City of Clawson

Linda F. Shannon, MMC, City of Auburn Hills

Ann Ulrich, MMC, Clerk, Hartland Township

Sue Hillebrand, MMC, Northville Township



IIMC—Region V Update

The staff has been working diligently to clear all the back-logged applications for certification. They have done a remarkable job; the only ones they have left are for MMC.

IIMC Committees are hard at work on a variety of topics for the association. Volunteers are always welcome. This is a great way to get involved with your association.

The News Digest is only available on-line now. The latest edition has been posted.

There is also a list of Athenian Dialogues being offered.

A calendar of all State conferences, institutes, events can be found there, as well. www.iimc.com

Tami Kelly, MMC

City of Grove City Ohio

Brenda K. Young, IAMC, MMC

Town of Nashville, Indiana

Region V Directors



IIMC—Education Update

From the IIMC Website:

At their annual meeting in Chicago, the Board directed staff to work with the Education/Professional Development and Program Review and Certification Committees; to incorporate the results from last fall's membership survey; to facilitate the outcome from the Institute Director's colloquium; and to implement the Key Results Area findings from the on-going Board Development process to help in the development of the new education guidelines. The Board also approved the following revisions for immediate implementation. They are:

Temporarily suspend the four-year deadline for Recertification and six points per year minimum for MMC candidates. These will be revisited at the 2009 mid-year Board meeting.

Upon the CMC four-year anniversary date, CMC Recertification candidates unable to meet the minimum 20 points shall submit an Application for Admission with the \$50 fee and, if desired, points accrued thus far toward Recertification.

Upon the CMC anniversary date, all MMC candidates shall annually

continue to submit points accrued, regardless of meeting the six-point minimum.

Reconfirm intent that college coursework alone (without Institute attendance) in a related field taken before January 1, 2007, resulting in a degree qualifies a member for the CMC grace period. College coursework alone (without Academy attendance) in a related field taken before January 1, 2007, used for Advanced Education points, qualifies a member for the MMC grace period.

Membership Update Meeting

The next meeting of the MAMC will be a Member Update Meeting to be held September 24, 2009, at the Michigan Municipal League Conference, at the Radisson Plaza Hotel in Kalamazoo from 11:30 a.m. to 1:30 p.m.. Guest presenters will be Chris Thomas and the staff of the Bureau of Elections. Lunch is included for conference attendees only. All other attendees may bring a bag lunch.

The next membership update meeting will be January 26, 2010, at the Michigan Township Association Annual Conference in Detroit.

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: 2010

Evan Hope, CMC

1st 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: 2010

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: 2011

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, CMC

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: 2011

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



Jeff Hawkins CMC,

2nd Vice President

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

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

Cherilynn Tallman, CMC, Director

Education Co-Chair

City of Ferndale (Oakland)
300 Ease Nine Mile Road
Ferndale MI 48220-1797
248/546-2384 Phone 248/546-2369 FAX
ctallman@ferndale-mi.com

Term Expires: 2011

Terry Bennett, CMC, Director

Membership

Charter Township of Canton (Wayne)
1150 South Canton Road
Canton, MI 48188-1699
734/394-5122 Office 734/394-5128 FAX
tbennett@canton-mi.org

Term Expires: 2010

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: 2010

Sue Hillebrand, MMC

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: 2011

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

Ann Ulrich, MMC

Past President

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

Term Expires: 2010

Check the Website
www.michiganclerks.org

MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS

Nancy M. Weiss, MMC, 3rd VP
151 Martin
P.O. Box 3001
Birmingham, MI 48012

Phone: 248-530-1802
Fax: 248-530-1080

Email: nweiss@ci.birmingham.mi.us



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.

Reminders

- Each year, MAMC members are encouraged, old and new, to submit their membership application by completing the electronic form on the web site and mailing it to MAMC Treasurer Betty Kennedy. Deadline for membership renewal is January 31, 2010.
- Check the MAMC Website often for current information, calendar of events, and resources.
- Share your comments with the MAMC Board of Directors at www.michiganclerks.org

New to the Website

Check out the website at
www.michiganclerks.org

for new resources:

RFP for Auditor Services

RFP for Columbarian

City Attorney Costs Survey

Ethics Policy, Ordinance

Board of Ethics Rules of Procedure

Election Tips & Tricks

Going out of Business Licensing

STILL AVAILABLE

SOUTHERN HOSPITALITY COOKBOOKS

Don't forget to order your cookbook to benefit the Tennessee Clerks Association's efforts to host the 2011 IIMC Conference in Nashville Tennessee.

Visit the website at www.michiganclerks.org

for order information