Greetings!

With the end of the year nearing, we should reflect on what we have accomplished this past year. We all have accomplishments that we should be proud of, whether you believe that or not.

MAMC continues to accomplish our goals of educating our membership, educating our public, and our ongoing state certification. These are among our many accomplishments.

We are already working on the 2016 conference, “Capital Stampede” to ensure we make it a memorable event. So make sure to budget Education dollars, for conference.

We all have many challenges in the upcoming year with 2016 being a Presidential Election year. Our Directors are working hard to ensure we have a great year of Education and Training. Rumor has it the Bureau of Elections is going back out for bids for new election equipment, perhaps postponing the delivery of any new equipment to 2017. There are also many rumors of how are we going to pay for this new equipment, one is that all local municipals will have to put some dollars in to purchase. With this one, our challenge is to get the funding from our local Boards and Commissions. We must educate our Boards, Commissions, and yes, the Legislature, on the importance of new election equipment.

Momentum – the strength or force that something has when it is moving; the strength or force that allows something to continue or to grow stronger or faster as time passes.

Municipal Clerks/Deputy Clerks are in constant motion, and I do not mean just physically. We are pulled in so many different directions using our minds for our momentum.

Advocate – a person who argues for or supports a cause or policy; a person who works for a cause or group.

We continue to advocate for our communities, our employees, and for our organization. We have members who continue to improve the lives of others around them, by being the best Municipal Clerks/Deputies.

Moderation – the avoidance of excess or extremes.

We strive to do things in moderation, but as Clerks we find it hard to do anything without excess. We do a great job as Clerks, but sometimes we need to take a breath and just be ordinary.

Challenges – to say or show that (something) may not be true, correct, or legal; to question the action or authority of (someone).

We are challenged each and every day of our lives. Municipal Clerks are the front line of challenges within our municipalities. Our MAMC Directors are challenged to serve and help our membership in many ways.

This is an exciting time, and it will be a great year. Contact me with comments or suggestions.

Joe Bridgman
Membership: 949 Members as of October 2015

The value of membership in the Michigan Association of Municipal Clerks is immeasurable. The Board of Directors, together with the membership, continue to support and assist Clerks. Our organization provides numerous means to obtain the tools to assist Clerks across the State of Michigan through a multitude of networking and educational opportunities, as well as legislative representation. Services provided by MAMC in 2015 include:

- Implementation of an Ethics Policy (Standing Rule-47, see insert);
- Actively pursuing legislative amendments to positively affect Michigan municipalities; including Freedom of Information Act amendments, and numerous election-related proposals. The current list of legislative priorities are available on www.michiganclerks.org website, which are adopted by the Board of Directors on an annual basis;
- Improved website functionality including on-line payment capabilities to obtain/renew membership or register for classes and conference, publication of codified By-Laws and updated Standing Rules, as well as improvements to user functionality such as member profile information capabilities;
- A greater social media presence via Facebook;
- Development of marketing materials that identify the many benefits of membership, as well as, public education to bring awareness to the Clerk's profession;
- Providing quality education to Clerks at various venues across the State throughout the year, with an added focus on opportunities provided to our Upper Peninsula Clerks;
- Improved participation in the Clerk of the Year program through visibility and increased opportunities for voting;
- Improved accountability for tracking and accounting of accrued education points through improved scanning policies for accurate reporting for certification through the MAMC and IIMC;
- Promoting MAMC at partnering organization's venues, including Michigan Townships Association's conference;
- Participation on various committees to play an active role in evaluating new election equipment;
- Multiple scholarships being awarded to Clerk's in need of education; 58 awarded in 2015;
- Coordinating a biennial Legislative Reception providing Clerks with an opportunity to meet and greet their legislators, as well as, discuss matters of importance to member municipalities;

As responsibilities grow and laws continually change, Michigan Clerks continue to show dedication to their profession by committing to continued education and implementing required changes. This organization, the Michigan Association of Municipal Clerks, is here to help ensure your success. We acknowledge your commitment and thank you for your dedication.

“Education is learning what you didn’t even know you didn’t even know.”
~Daniel J. Boorstin
American historian and Librarian of the U.S. Congress 1975-87

Renew soon, active memberships expire December 31st. If you are not a current member, consider joining today.

See insert for the 2016 Membership Form.
Certified Michigan Municipal Clerks: 170

Recertification required in 2016 – How time flies!

The Certified Michigan Municipal Clerk (CMMC) program was unveiled in February 2014. Clerks have acknowledged the importance of this program as demonstrated by the constant stream of applications being received and approved for certification. It is now time to focus on the recertification process.

In order to maintain CMMC Certification, recertification is required every three (3) years by December 31st. The following criteria are required to retain certification:

1. Must be a Michigan Association of Municipal Clerks member in good standing;
2. Requires having accumulated twenty (20) points as permissible by MAMC and identified in the guidelines.

Points earned prior to attaining CMMC designation shall not be applied toward attaining CMMC – Recertification designation. The point structure is equal to two (2) points for each 6 hours of class, or one (1) day. For additional details, go to the Application and Guidelines, which is available on the MAMC website.

This is a good time to prepare for recertification by checking your “Me File” to determine the number of permissible points that you have accumulated that meet the guidelines. Also, you may need to identify the number of additional points needed to recertify, if any. There are plenty of approved educational opportunities available in 2016 should you require additional points, and now is a great time to begin planning and budgeting for next year’s opportunities.

The following Clerks have recently been awarded the prestigious designation of Certified Michigan Municipal Clerk

Tracey Beadle
Kimberly Keesler
Jan Wiersum

Congratulations! MAMC Board of Directors

“Responsibility educates.”
~Wendall Phillips, 1911-1984 – Lawyer and advocate for Native Americans
Education Update

Fall is here and winter will soon be upon us whether we like it or not. Even though we do not have any specific MAMC events planned this winter, the Education Committee is diligently working to bring you the best educational opportunities we can find in the coming year. We are starting to put together ideas for the spring sessions including Institute, Masters, and Free Education Day. We welcome your ideas for topics that would be interesting and relevant to our membership. Please send ideas and suggestions to us at jhoward@mt-pleasant.org and lmcmanus@garfield-twp.com.

The adjacent picture shows a session at the 2nd Annual Upper Peninsula Free Education Day on September 11th in Marquette. Speakers included Board Members Chris Swope and Mary Clark, Lew Bender, retired clerk David Bleu, and several representatives from the Bureau of Elections. We had over 20 clerks in attendance who were able to learn from the speakers as well as each other. Thank you to all who helped put this great event together so that we could offer an educational opportunity in the U.P.

Future education opportunities to remember (watch for information on our website):

- March 20-25, 2016 – MAMC Basic Institute
  Mt. Pleasant - Comfort Inn & Conference Center
- March 29-31, 2016 – MAMC Master Academy
  Mt. Pleasant - Comfort Inn & Conference Center
- April 14, 2016 – MAMC Free Education Day
  Mt. Pleasant - Soaring Eagle Conference Center

MAMC Website & Social Media

As you read this newsletter to bring all of you up to date on what is happening with the MAMC know that this it’s only quarterly that we publish this information. But if you check our website: MichiganClerks.org this newsletter plus additional information, like the forum and events, is constantly available. And don’t forget to “like” our Facebook page: Michigan Association of Municipal Clerks (MAMC)-OFFICAL SITE, this page was created for you to connect and share information with other Michigan Clerks, in a timely manner, and you can also enjoy pictures and comments from other clerks.

Stay connected and stay informed. Feel free to contact me with questions, kasunicd@ci.kentwood.mi.us
2016 Conference Preview

It’s hard to believe that we are already thinking ahead to 2016 and our next annual conference. The years seem to be passing by faster and faster. That might have something to do with how busy we clerks are. With our responsibilities to our communities, our co-workers, not to mention our families, the daily curve balls thrown our way and the ever changing State legislation. It is a true testament to the character of Michigan Clerks that we manage to keep it together. I don’t know how the rest of you clerks feel, but I am here to tell you that there are days (and sometimes weeks!) where I feel like I have endured an eight second ride on a bull trying to keep it all together.

Speaking of riding a bull, have you ever watched a bull rider take his eight second ride? They are amazingly fit and mentally focused…and maybe a wee bit crazy! Reese Cates, a young rider, was quoted in a recent article as saying, “Training is as mental as it is physical. The motivation has as much to do with building confidence as it does strength and flexibility.” When asked about his training, he said “...that’s what I’m most excited about, getting to be around people who have the same mind-set and the same goals and aspirations.” As I read his comments, I couldn’t help but to relate them to myself as a clerk. Training to build confidence, strength, flexibility, and surrounding myself by those with the same mind-set sound like beneficial training to me.

A veteran bull rider by the name of Brendon Clark, made a statement about a recent training at a gym run by a mixed martial arts instructor. He said, referring to the fighters in the gym, “They push each other, they train each other and they help each other get better every single day.”

Wow, what a powerful statement! As I reflected on his comment, I found that I see that in our clerk community. Clerks pushing each other, training each other and helping each other get better every single day!

2016 will prove to be another event filled year for Clerks. As we begin planning next summer’s conference and as we look forward to our Capital Stampede, our goal is to provide you with quality training opportunities.

So please join us in Lansing, June 14-17, as we prepare you for your eight second ride.

Ways & Means

Please consider submitting a nomination for a deserving Clerk for the 2016 City, Township and Village Clerk of the Year Awards. The Nomination deadline is January 15, 2016. Up to five nominees in each category are chosen for placement on the ballot by committees of previous winners based on the following criteria:

- Years of experience as a municipal clerk;
- Demonstration of greater-than-average performance in the position;
- Involvement 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.

The nomination form is available at www.michiganclerks.org or by calling MAMC at 517.371.2223. A nominee must be a member of the MAMC in 2016.

The 2016 awards will be presented on Thursday, June 16, 2016 during the Clerk of the Year/President’s Dinner at the MAMC Annual Conference in Lansing.
Voting Equipment Update

Updates were provided from the Bureau of Elections to the MAMC Legislative and CEO Committees at their meeting held on October 21, 2015. While discussions with the State Budget Office are ongoing and exact costs are still unknown, there is a high likelihood that a local funding component will be needed to cover the costs of the next voting system. The Bureau of Elections recommends that local jurisdictions begin a budget planning process that would allow for $1,000-$2,000 per precinct to be set aside for these purposes, for use in 2017.

Taking the time to plan now is essential to ensuring a successful roll out. MAMC will be providing updates as additional information is received.

Bureau of Elections Update:
Statewide Voting System Bid Process

In late July, a Request for Proposal (RFP) was issued to begin the process of establishing new state contracts and purchase plans for Michigan’s next generation voting system. Bids were submitted by four vendors in early September. The bid review process is coordinated by the State’s Department of Technology, Management and Budget (DTMB) and requires the formation of a Joint Evaluation Committee (JEC). Members of the voting system JEC include State Purchasing staff, Bureau of Elections staff, and county/local election officials. Through the bid review process it became clear to the JEC that each of the bids was lacking critical information, for varying reasons. While the State Purchasing process allows for bidders to clarify the information they have submitted, providing additional supplemental information is prohibited per DTMB. For this reason, the only way to obtain the additional information needed is to re-issue the RFP.

While this issue has caused a delay in the overall process, the work has not stopped. The JEC has already held detailed de-briefing meetings with each vendor to identify the additional information needed in the next bid response. These discussions were very positive and productive for all involved. The JEC is working now to make the necessary adjustments to the original RFP, and expects that the new bid process will proceed within the next few weeks.

Given this delay and the continuing lack of funding, it is highly unlikely that new voting systems can be implemented anywhere in 2016. While this may be disappointing news to some, note that the current lack of a full funding plan (see below) virtually guaranteed that there would be no implementation next year. Also, it was never the plan for a large number of counties to purchase in 2016; only a handful would have been allowed, and no partial county rollouts would have been allowed. Please keep in mind that the contracts established through these efforts will likely be in place for the next decade. The overall process is complex, and the JEC’s continued goal is to secure contracts representing the best possible available systems, covering and protecting all county and local jurisdiction needs, for the best possible price – a process that cannot be rushed. Also know that existing contracts remain in place which require current vendors to continually service and maintain the systems currently in use, ensuring their operability for every election.

Regarding funding - note that Michigan is one of the few states with a substantial level of Federal Help America Vote Act (HAVA) funding available for use towards another statewide voting system purchase. (HAVA was used to cover 100% of the costs of the current system.) The available HAVA funding will only cover approximately 50% of the overall cost, however. While discussions with the State Budget Office are ongoing and exact costs are still unknown, it is highly likely that a local funding component will be needed. The Bureau of Elections recommends that local jurisdictions begin a budget planning process that would allow for $1,000-$2,000 per precinct to be set aside for these purposes, for use in 2017.

The Bureau of Elections will continue to update Michigan’s election officials as key steps in this process are completed.
Legislature Moving Presidential Primary Fix

Legislation to allow locals to piggyback with local questions on the March 2016 presidential primary is quickly making its way through the state legislature. The bill, House Bill 4904, corrects an unintended consequence that occurred as a result of recently signed bills eliminating the February election date. Prior to those bills being signed, the February date was considered a regular election date where locals could place local questions on the ballot. In presidential primary years, the February election date was simply moved to coincide with the selected presidential primary date, but it was still considered a regular election date. By eliminating February as a regular election date, the presidential primary defaulted to a “special” election where local questions were not permitted. House Bill 4904 corrects this technical snafu and will permit locals to place those local questions on the ballot. The bill passed the House and is on the Senate floor awaiting action.

Public Notice Modernization Bill Stuck in Neutral

Proponents of legislation modernizing the State’s legal notice requirements haven’t been successful yet in rounding up the votes necessary to pass the bill after the last attempt in June failed. House Bill 4183, sponsored by Rep. Amanda Price (R-Holland), creates the “Local Government Public Notice Act” by phasing in new legal notice protocols over a ten year period. The effort is aimed at giving local governments more ways to make legal notices available to the public using modern technology. As many as 250 separate state statutes require cities, townships, school districts, counties and authorities to publish notices informing the public of a variety of activities, including: meetings, meeting minutes, proposed ordinance revisions, assessments, proposed property re-zonings, upcoming elections, voting equipment accuracy testing and much, much more.

House Bill 4183 creates a new Act and phases out requirements to print legal notices in newspapers and reorganizes legal notices into three tiers (A, B and C) with each tier requiring notices varying levels of notice made available on a publicly accessible website for a varying number of days. Notices would be required to be permanently archived to the website for future review. If enacted, the bill would still allow for public notices to be published in a print newspaper if the residents collect signatures to place the question before the electors. If the electorate upholds print newspaper postings, the bill spells out how that is to occur. In those cases, the public notice might need to be published once in a newspaper and simultaneously be published to the local government’s website, instead of twice in the print newspaper. The bill also prescribes alternatives to print newspaper and allows for alternatives to print newspaper, including other media like community public television and radio stations, electronic dissemination, and use of local government websites.

Since being reported from committee, the bill has been stuck on the House floor. Clerks are encouraged to contact their State Representative to urge support! Contact information can be found at www.house.mi.gov.
Time to Renew!
2016 Membership Application Enclosed!

Quarterly Newsletter
MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS
MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS

2016 MEMBERSHIP APPLICATION

Due January 31, 2016

Name __________________________________________________    Title ____________________________
Municipality _______________________________________________ County __________________________
Address ___________________________________________________________________________________
Work Phone ______________________________  Home/Cell  ________________________________
Email _________________________________________________  Fax ___________________________

Apply on-line at: www.michiganclerks.org
Payable by credit card or check made payable to MAMC
Mail application and payment to: Michigan Association of Municipal Clerks
Attn: Membership
120 N. Washington Sq, Suite 110A
Lansing, MI 48933-1609

Office Use Only
Date Received: _______
Check #: ____________
Amount: ____________

Status □ New Member  □ Renewal
Certification □ MAMC-CMMC □ IIMC-MMC  □ IIMC-CMC

□ Active Member (Active Clerk, Deputy Clerk, or counterpart with different title) 60.00
□ Associate Member (Previous member, or person or business connected with government) 85.00
□ Honorary Member (Prior Clerk or dignitary; requires a majority vote of the Board) 0.00
□ Lifetime Member (past MAMC President) 0.00
□ Membership Pin 6.00
□ Late fee applies if postmarked after January 31st 15.00

TOTAL AMOUNT ENCLOSED $ ____________________________

I do hereby subscribe to the principles and ethics as described in MAMC’s SR-47 Code of Professional Ethics and Conduct, which I affirm will govern my personal and professional conduct as a Municipal Clerk in the State of Michigan. I attest to having read, and understand, the Code of Professional Ethics, and as a member of MAMC agree to uphold all ethics rules as written.

_____________________________________________________________ _____________________
Applicant Signature (required)                Date

§ YES, I want to invest in the future of Michigan Clerks by donating to MAMC’s Political Action Committee (PAC). A separate personal check is enclosed made payable to MAMC Clerk PAC and mailed to the address above in the amount of $__________.
MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS SR-47
CODE OF PROFESSIONAL ETHICS AND CONDUCT

Purpose
This Code of Professional Ethics and Conduct ensures a uniform adherence to the Association=s long-standing policies related to legal, moral and professional standards of conduct. This code also informs the public at large as to how the Association approaches matters involving ethics. The principles set forth in this code will govern the conduct of all members of the Michigan Association of Municipal Clerks.

Fiduciary Responsibility
A member will exercise prudence and integrity in the management of funds in his/her custody and in all financial transactions for which he/she is responsible and will maintain the safety of monies placed in his/her public trust.

Responsibility as Public Officials
A member will adhere to concepts of effective and efficient local government service being provided by elected and appointed Public Clerks, Deputy Clerks and Election administrators. A member will conduct himself/herself at all times in a manner which serves the public interest and enhances the stature of the profession. A member will uphold the letter and spirit of the law and report violations of the law to the appropriate authorities.

Professional Development
A member will observe professional technical standards and continually strive to acquire knowledge and improve levels of competence in the statutory duties of the Clerk. A member shall encourage colleagues to improve their competence and set an example for those seeking to enter the field of Public Service.

Professional Integrity – Information
A member will respect and protect privileged information. A member will conduct government openly so the public may make informed judgements and hold public officials accountable. A member will be sensitive and responsive to inquiries from the public and the media.

Professional Relationships
A member will maintain the highest ideals of honor, integrity, and objectivity in all professional relationships.

Interactions with Others
Any form of discrimination or harassment that violates policy will not be tolerated. This policy forbids any unwelcome conduct that is based on an individual’s age, race, religion, sex, national origin, ancestry, marital status, sexual orientation, gender identity, veteran status, physical or mental disability, legally protected medical condition or association with anyone who has, or is perceived to have, any protected characteristic, or any other basis protected by state, federal or local law.

Conflict of Interest
A member will not seek any favor or accept any personal gains which would influence, or appear to influence, the objectivity or conduct of official duties.

Member Misconduct
The Association will not accept or condone unethical, harassing, or intimidating conduct under any circumstances. A member found by the Board of Directors to be in violation of any provision of this Code of Ethics and Conduct will be expelled from membership for a length of time to be determined by the Board and, if the member holds the designations of Certified Michigan Municipal Clerk, the Board may vote to revoke the designation; Certified Municipal Clerk and or Master Municipal Clerk the Board may request that the International Institute of Municipal Clerks Association revoke the designation.

By accepting membership in the Michigan Association of Municipal Clerks each member agrees to be bound and governed by this Code of Professional Ethics and Conduct.