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."

From the President

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.

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

Inside this issue:

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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

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
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.

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). There's still plenty of time to avoid the "late charge" if you get it to us by January 31, 2009.

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) 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 would like to review them to refresh your memory of the duties.

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

**2nd Vice President (City)**
**3rd 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
Immediate Past President
City of Bay City
301 Washington Avenue
Bay City, MI 48706
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 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 receipted 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 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
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) 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 1st 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)*

- **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

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

- **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)*

- **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

- **HB 5792**: Permits pre-registration at age 16

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 or tblake@cityoffremont.net.
MAMC Quarterly Newsletter—Page 5

2009 Conference Committee

MAMC 2009 ANNUAL EDUCATION CONFERENCE

“In 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 16th through Friday, June 19th 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: 4th Annual 5K Fun Run / Walk; MAMC Board of Directors election; "Make your Vendor VOTE Count”; 10th 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@plainfieldchartertwp.org (616) 364-8466 or Dan Kasunic - Co-Chair, 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 Traverse City
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

FINANCIAL REPORT FOR OCTOBER, 2008

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

www.generalcode.com | 800-836-8834
Education Committee Report

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.

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.

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

IIMC Update

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 Issues. 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)
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 Region 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.

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@hartlandtwp.com
Term Expires: 2009

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Village of North Branch (Lapeer)
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clerk@northbranchvillage.org
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Joel Hondorp
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8085 Byron Center Ave SW
Byron Center, MI 49315
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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.

Evan Hope, CMC
2nd Vice-President
Delhi Charter Township (Ingham)
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clerk@deltitowntship.com
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Jeff Hawkins CMC, Director Conference Chair
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Term expires: 2010

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lcaterina@tecumseh.mi.us
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Kentwood, MI 49518-8848
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kasunicd@ci.kentwood.mi.us
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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

MAMC Website
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 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

Nancy M. Weiss, MMC
MAMC Third VP
Website/Newsletter Director
MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS
www.michiganderks.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 ____________________________________________ Home _______________________

Municipal Office Certified Municipal Clerk Master Municipal Clerk

Fax __________________________

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

☐ 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 48167-9670 or by fax: 248-348-9889 or email: shillebrand@town.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.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal Employer</td>
<td></td>
<td></td>
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<tr>
<td>City</td>
<td>County</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Year Elected/Appointed</td>
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Population of Municipality You Serve

Other Related Municipal Experience

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Title</th>
<th>Years</th>
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Previous service to the organization

<table>
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<tr>
<th>Member of MAMC</th>
<th>IIMC</th>
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<tr>
<td>Number of State Conferences attended</td>
<td>IIMC Conferences</td>
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</table>

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.

Date ___________________ Signature of Applicant ___________________