The MAMC is trying to reach our U.P. Clerks. To that end we are trying a new educational venture by partnering with other organizations. This will help our northern friends maintain their CMMC certification.

The Michigan Association of Municipal Clerks (MAMC) and the Northern Michigan Public Service Academy (NMPSA) are very pleased to announce the first ever Upper Peninsula Municipal Clerks training opportunity. Recognizing that it has been very difficult for most U.P. Clerks to attend MAMC training sessions downstate, the Association and NMPSA along with Trainer Lew Bender, Ph.D., Professor Emeritus are all supporting this initial blockbuster U.P. Clerks training opportunity. This will serve as the kick-off event that is aimed at providing an annual training day for U.P. Clerks. This year the theme is:

Surviving Today’s Realities:
Building Effective Inter-Departmental Teams

The trends are clear whether you are in the Clerk’s Office, Public Works, the Treasurer’s office or any other public office. Do “more with less” is, and will be, your continuing reality. The days of adding staff to meet continuously rising demands for services are over.

What does this mean? We no longer can afford departmental “silos” and the “Us vs. Them” turf wars that zap energy from everyone and that hinder us from delivering higher levels of service to the public.

This fast paced workshop will help you:

• Identify and understand the behavioral and structural factors in your organization that consistently diminish the abilities of inter-departmental teams to work together.
• Explore ideas and approaches for breaking down the barriers and create a healthier inter-departmental team effort.
• Understand your personality style, the styles of others and how those personality styles impact each other. (DISC)
• Create tools for changing your immediate and expanded teams into healthier and more effective teams.

Trainer: Lew Bender, Ph.D. will be the instructor for this workshop. Dr. Bender has over 40 years of experience in building public sector teams. He brings a straightforward, no-nonsense approach to building successful teams. [www.lewbender.com]

Who should attend: Elected and Appointed Clerks, Township Supervisors, City Managers, Department Heads and anyone who must work with others in a team.

When: September 5, 2014, 8:00 a.m. to 4:30 p.m. (Lunch will be provided)
Where: Northern Michigan Public Service Academy
Lakeview Arena, 401 E. Fair Avenue
Marquette, MI 49855

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Governor Signs Two Election Bills

Prior to breaking for Spring Recess, the Legislature sent two bills to the Governor. Both bills were signed. **Public Act 94 of 2014** amends the Michigan Election Law to make several changes regarding elector information on nominating petitions. Specifically, the Act clarifies that if an elector fails to include his or her signature, his or her address, or the date of signing, on a nominating petition, his or her signature would be invalid on that nominating petition and could not be counted by the filing official. This clarification was necessary as a result of a ruling last summer which overturned Bureau of Elections guidance that signatures missing key information were invalid. These changes codify the longstanding understanding that those names on nominating petitions absent the aforementioned information were invalid.

Additionally, the Act expands requirements existing within the Election Code relative to petition circulators for offices under MCLs 168.482, 590B(4) or 685. Under the prior law, those petition circulators were required to be qualified electors, meaning voting-age Michigan residents. Under the new provisions, a circulator of a petition to amend the State Constitution, initiate legislation, or have a referendum on legislation; a petition for the office of U.S. President, U.S. Senator, Governor, Attorney General, Secretary of State, State Board of Education, Michigan Supreme Court Justice, or Board of the University of Michigan, Michigan State University, or Wayne State University; or a petition to form a new political party requires that the circulator to be a registered elector of this State or be qualified to be a registered elector, if not a State resident. Additionally, the circulator must be at least 18 years old, be a U.S. citizen, and sign an irrevocable written stipulation agreeing to accept the jurisdiction of this State for the purpose of any legal proceeding or hearing initiated under certain sections of the Election Law. The bill also would require specific language related to this requirement to be added to the certificate of circulator that appears on the petition.

In addition to the above changes, the bill was used to correct a technical oversight that occurred with local vacancies when the filing deadline was moved from the twelfth Tuesday before the election to the fifteenth Tuesday. The fix clarifies that if the vacancy occurs at least 7 days before the filing deadline, the person appointed to fill the vacancy serves only until the next November general election.

Finally, two additional minor changes were enacted. First, establishing that the last four digits of a registered voter’s Social Security number would be exempt from disclosure under the Freedom of Information Act, and the Secretary of State could use the digits only to verify a registered voter’s data under the Federal Help America Vote Act or a registered voter’s status under the Election law. Secondly, establishes that the requirement for a candidate to indicate a name change on an affidavit of identity would not apply if the name in question constituted a common law name as permitted under MCL 168.560 of Election Law. **Public Act 79 of 2014** amends the Michigan Election Law to permit a physically disabled voter who is unable to sign his or her name due to the physical disability to use a signature stamp on a voter registration application or other election documents. Current law requires voters to sign the documents or make his or her mark. The new Act defines that an election document includes, but is not limited to, all of the following: a voter application; an absent voter ballot application; an emergency absent voter ballot application; and an absent voter ballot return envelope.

The law also amends the provision addressing ballot wording for laws referred by the legislature for a vote of the people. Under the change, if the legislature drafts the ballot wording, the director of elections and the Board of State Canvassers are not required to develop the 100 word description that would appear on the ballot. Keep in mind that this exact issue came into play last year as the Legislature considered placing a sales tax increase before the voters dedicated to road and infrastructure.

**House Passes FOIA Reforms**

With a vote of 102-8, the Michigan House of Representatives overwhelmingly passed legislation reforming the FOIA process in a number of areas. The biggest change involves how costs are determined. Under the House-passed proposal, House Bill 4001 (H-6) requires public bodies to provide a requester of public documents with an itemized estimate of the costs of complying with the request. Currently, public bodies are only required to provide a total estimated cost for providing the requests documents. Under HB 4001 (H-6), the itemized estimate must outline the estimated cost in the six areas below:

1) That portion of labor costs (excluding the cost of benefits) directly associated with searching for, locating and examining requested records charged in increments of 15 minutes.
2) That portion of labor costs (excluding the cost of benefits) directly associated with copying labor costs directly associated with copying records as charged in increments of 15 minutes.
Capitol Update continued

benefits) directly associated with separating and redacting exempt information from nonexempt information charged in increments of 15 minutes. Total labor costs shall not exceed the hourly rate of six times the state hourly minimum wage.

3) For non-paper digitized records, the actual and reasonable cost of the CD, tape or other media, if media is not provided by the requester.

4) For paper records, the actual total incremental cost of duplication and publication, not to exceed 10 cents per page with a decennial indexing of this fee beginning in 2019.

5) The cost of labor (excluding the cost of benefits) directly related to making copies of paper records, making digital copies, or transferring digital records to media. Total labor costs shall not exceed the hourly rate of three times the state hourly minimum wage.

6) The actual cost of postage for sending requested records.

Additional proposed changes to the FOIA process include:

- The fee waiver or reduction amount of $20 has been raised to $50 and may be waived or reduced not more than twice in a calendar year for an individual who is either indigent or on public assistance if the request is specific and the records requested pertain to the individual. Additionally, this reduction or exemption applies to a nonprofit organization charged with carrying activities for a person with developmental disabilities.

- A public body is required to establish procedures and guidelines to implement this Act and shall create a written public summary of the specific to how a member of the public may submit written requests.

- Clarifies that any records contained on a website maintained by the public body are nonexempt records and the public body may refer the requester to the website to obtain said records.

- Establishes that a good-faith estimate shall not exceed half of the estimated total cost if it’s estimated to be greater than $50 and shall include an itemized estimate breaking down the costs under the six areas expressed above. The public body shall also provide a good-faith estimate as to when the request will be completed.

- Requires the public body to respond in a “timely manner” and states that failure to timely respond reduces the charges by 10% each day for up to 50% if the delay was “willful and intentional” or the request included certain words or phrases.

- Prohibits a public body from asserting an exemption in any subsequent court action if the public body did not make that assertion in a written denial or an appeal. If the court find that legal basis for an exemption was erroneous, the charges shall be reduced by 50%.

- A requester may appeal the fee for compiling records by filing a complaint with the public body or commence legal action if the public body doesn't provide for an appeal or denies an appeal.

- Increases the amount of damages a requester may collect to $2000 from $500 if a court holds that the public body acted arbitrarily and capriciously in violating the Act.

- Permits a court to issue fines of between $2500 and $7500 per occurrence if the court holds that the public body willfully and intentionally failed to comply with the Act.

The bill was referred to the Senate Government Operations Committee, chaired by Senate Majority Leader Randy Richardville (R-Monroe). At this point, it is unclear whether this legislation will be taken up in the Senate.

MAMC Website
Did You Know?

Sarah Bydalek, CMC
City of Walker
MAMC 3rd Vice President
Newsletter/Website Chair

1) FORUM – You can search a topic before asking a question, you may find that it has already been asked.

2) LOG IN – Before you can access everything on the website, you must first log-in with your user name and password.

3) Don’t remember your user name or password? Contact MAMC at info@michiganclerks.org for assistance.
2014 MAMC Conference

Our annual conference has a Motown theme this year with the tag line “Rollin’ on the River”. Since Conference will be held in Grand Rapids, we’ve tied the theme to the locale and the landmark Grand River.

Along with the many educational classes offered during the week, you can also look forward to some fun events such as the annual Golf Outing held at the Highlands Golf Course on Tuesday evening and the annual 5K Walk Run held Wednesday morning. Additionally, if you’re not into golfing, you can join us on a hour and a half trolley tour Tuesday evening and learn a little more about Grand Rapids area history and visit the new Market Place! More information on these special events are in your registration brochure!

Speaking of registrations, we must inform you that registration fees are increasing slightly across the board due to the locale of our Conference and primarily the high cost of food. Please be assured that we are doing our best to keep costs down and are looking for creative ways to offset these costs. We are also starting the use of on-line registrations for those of you who would like to pay with a credit card. Paper registrations and checks will still be accepted.

We have selected Arlene Burns for our key note speaker on Wednesday. Arlene is a world class expedition kayaker and adventurer who has spent most of her adult life exploring the hidden niches of the planet. Her adventures have put her in situations that some may not have survived. As a photojournalist and filmmaker, she has documented the extraordinary tales of her life on the edge. As luck would have it, Arlene is an elected official for her little city of Mosier, Oregon, and is now president of the City Council, which means she can relate exactly to what municipal clerks must do and deal with on a daily basis. We are very excited and looking forward to hearing from Arlene!

To finish off the week on Friday, Secretary of State, Ruth Johnson, Bureau of Elections, Chris Thomas and our lobbyist Bill Zaagman will give us a brief elections update. In addition, the BOE will be offering a two hour Election Accreditation Training. You must register for this class through the Bureau of Elections E-Learning Center website. (See Page 7)

Be sure to mark your calendar now for June 24 – 27, 2014 for our annual MAMC Conference. Also note that the 2014 Conference is the FOURTH week of June this year.
Currently the MAMC has 869 Members!

Join us in congratulating C. Elaine Skarrett for having attained an MAMC Lifetime Membership. Elaine is a retired Clerk from Milford, and also retired from the Oakland County Board of Canvassers. She served as President of the Michigan Association of Clerks, and was voted 1984’s Clerk of the Year. Thank you for your dedication to the Clerk’s profession Elaine, and congratulations on your many accomplishments!

Everything needs updating

It’s the time of year we take a good look around for things that could use some updating . . . whether it be decorating the house, changing up your wardrobe, maybe a new hairstyle, or improving your office filing system. While you’re at it, remember to include your MAMC profile. Log in to check your contact information in the membership directory for accuracy, or to simply attach a picture.

Become a Certified Michigan Municipal Clerk (CMMC)

We’re making MAMC history! The new CMMC program was officially launched on Education Day in Lansing on February 27th. Many Clerk’s expressed their excitement about the program . . . so much so, applications were submitted that day! Get your copy of the application, brochure, and guidelines at http://www.michiganclerks.org/Education/CMMCCertification.aspx.

QVF Reminder – Save Comments

Comments added to voter records do not replicate. If your server fails, this information can be lost. For this reason, a backup feature allows you to copy comments to a disk for storage and restoration if needed. You can backup your files to a network drive (small files will fit on a diskette), or you can backup to a CD. (The CD will have to be formatted for Direct CD copying.) To save your information.

- Click on the Windows [Start] button. The Start menu appears.
- Select Programs. The Programs submenu appears.
- Select Michigan QVF. The Michigan QVF submenu appears.
- Select and click on QVF Backup and Restore. The QVF Comment Backup and Restore Utility screen is displayed.
- To designate the drive or folder that you wish to use, click on the button to the right of the Backup Image File field.
- The Select a Backup Image File screen is displayed.
2014 Clerk of the Year

Cast your ballot now!

Please take a few minutes to vote for our Clerk of the Year candidates. The Clerk of the Year program is designed to honor municipal clerks who demonstrate the professional and personal qualities representing the best of our profession. Nominations are received from City and Village Managers, Township Supervisors, Mayors, Board Presidents, fellow Clerks and other municipal officials. Nominating Committees comprised of previous Clerk of the Year award winners review the nominations and select candidates based on:

- 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.

Every MAMC member may vote. This is a change from years past when only one member from each municipality was allowed to vote. Every member may vote for one clerk in each of the three categories: City, Township, and Village.

Please review the biography of each candidate at the MAMC website: [www.michiganclerks.org](http://www.michiganclerks.org). Then Download the ballot, vote and mail it by May 23, 2014.

Cherilynn Brown – MAMC BALLOT
City of Ferndale
300 E. 9 Mile Road
Ferndale MI 48220

IMPORTANT: On the outside of your return envelope, please include your name, the name of your municipality and your municipality’s address. Without your name to match against our membership list, we will not be able to process your ballot.

County Associations Invest in Education Through MAMC

A few lucky Clerks are able to attend 2014 MAMC educational sessions, registration fee free, thanks to the Macomb and Wayne County Clerks Associations. Applications were submitted and names were drawn to win paid registrations to attend various 2014 MAMC educational venues. Congratulations to the winners!

Macomb County sponsored three winners, one for each venue:
- Institute: Brian Fairbrother, Shelby Township
- Master’s Academy: Cindy Berry, Chesterfield Township
- Conference: Kim Meltzer, Clinton Township

Wayne County sponsored two winners for conference:
- Jan Ferencz, Southgate
- Kristie Keene, Woodhaven

Budgets are tight, but continuous education is a must. Check with your County Clerk’s Association and MAMC for scholarship opportunities.

Financial Report

Betty Kennedy, MMC
Village of North Branch
MAMC Treasurer

MAMC - Financial Report for March 2014

**Bank Statement**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$200,193.78</td>
</tr>
<tr>
<td>Deposits/Credits</td>
<td>$22,457.62</td>
</tr>
<tr>
<td>Interest</td>
<td>$9.85</td>
</tr>
<tr>
<td>Withdrawals</td>
<td>$83,115.28</td>
</tr>
</tbody>
</table>

*Main Bank Account: $139,545.97

**Ending Balance**

- Total Funds: $139,545.97
## Upcoming Events 2014

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>IIMC Conference</td>
<td>May 18-22</td>
<td>Milwaukee</td>
</tr>
<tr>
<td>MAMC Conference</td>
<td>June 24-27</td>
<td>Amway Grand, Grand Rapids</td>
</tr>
<tr>
<td>BOE Class</td>
<td>June 27</td>
<td>Amway Grand, Grand Rapids</td>
</tr>
</tbody>
</table>

10:00 a.m. – 12:00 noon

To sign up go to [https://mi.learnport.org/elections/Kview/CustomCodeBehind/Customization/Login/MILPLogin.aspx](https://mi.learnport.org/elections/Kview/CustomCodeBehind/Customization/Login/MILPLogin.aspx)

- Login to get to the home page
- Search for MAMC
- Click on **EQP Voting Equipment Testing & Test Deck**
- Then click Enroll

In early January 2014, an informational email was sent to Michigan County Clerks bringing them news and activities that the MAMC provides. We included a recent newsletter and approved board minutes. Additionally, we asked them to share this information with their local/regional associations’ president for distribution to all their members. It is the hope of the MAMC Board to reach all clerks, whether they are Village, City, Township or County, sharing educational and informational news that is of interest to us all.

Feedback has been positive and we are slowly collecting the contact names and email addresses of the presidents or designee of each association. If you would like to share the name and contact email for your association you may send an email to me directly. Please include the name of your county in this email.

Sincerely,

Susanne M. Courtade, CMC
scourtade@eastbaytwp.org
MAMC Board of Directors-Secretary
East Bay Charter Township,
Grand Traverse County

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### 2013-14 MAMC Board of Directors

#### OFFICERS

- **Carolyn Boersma, CMC**  
  President  
  Spring Lake Township (Ottawa)

- **Chris Swope, CMC**  
  1st Vice President  
  Chair, CEO Committee  
  City of Lansing (Ingham)

- **Joe Bridgman, MMC**  
  2nd Vice President  
  Chair, Legislative Committee  
  Huron Charter Township (Wayne)

- **Sarah Bydalek, CMC**  
  3rd Vice President  
  Chair, Newsletter/Website  
  City of Walker (Kent)

#### DIRECTORS

- **Susanne Courtade, CMC**  
  Secretary  
  East Bay Charter Township (Grand Traverse)

- **Betty L. Kennedy, MMC**  
  Treasurer  
  Village of North Branch (Lapeer)

- **Tina Barton, MMC**  
  Chair, Education Committee  
  City of Rochester Hills (Oakland)

- **Judy Bigney, MMC**  
  Chair, Conference Committee  
  Algoma Township (Kent)

- **J. Cherylynn Brown, CMC**  
  Chair, Ways & Means/Media Relations  
  City of Ferndale (Oakland)

- **Jennifer Christian**  
  Co-Chair, Conference Committee  
  Caledonia Charter Township (Kent)

- **Lisa Kay Hathaway, MMC/CMMC**  
  Chair, Membership/CMMC Program  
  City of Grosse Pointe Woods (Wayne)

- **Dawn Walker, CMC**  
  Co-Chair, Education Committee  
  Lapeer Township (Lapeer)

- **Dan Kasunic, MMC**  
  Past President  
  City of Kentwood (Kent)